

Annexe 1 Schedule of Site Licensing Fees and Charges

1. Annual fees (due on 6 April each year)	Annual Fee 2016	Annual Fee 2017
Band A 1 caravan (or single family unit)	No charge	No charge
Band B 2 – 5 caravans	£90	£90
Band C 6 – 20 caravans	£150	£150
Band D over 20 caravans	£225	£225

2. Non-recurrent fees	Payable 2016	Payable 2017
Deposit of site rules	£50	£50
Issue of new site licence: Band A – 1 caravan/family Band B – 2 to 5 caravans Band C – 6 to 20 caravans Band D – over 20 caravans	Band A – exempt Band B - £125 Band C - £175 Band D - £250	Band A – exempt Band B - £125 Band C - £175 Band D - £250
Variation of site licence	£200	£200
Transfer of site licence	£75	£75

3. Enforcement charges		
Compliance Notice Fee (per notice issued)	Recharge = staff time @ £25 per hour + 10% admin charge	Recharge = staff time @ £25 per hour + 10% admin charge
Other enforcement action	Recharge = staff time @ £25 per hour + 10% admin charge	Recharge = staff time @ £25 per hour + 10% admin charge

Annexe 2 Indicative costs for enforcement action

Task	Time (minutes)
Initial Enquiry – phone call, email.	10
Sending out application form and/or leaflets	5
Receipt of documents, letter to arrange first visit	15
Creating a hard file/scanning documents to computer	15
Obtaining planning permission details	15
Processing the licence fee/enforcement fee	45
Land registry search	10
Reviewing documents	15
Initial site visit	30
Indicative travel time (initial site visit)	30
Downloading photographs to computer file	15
Preparing reports on contraventions/action required	90
Drafting or amending licence	60
Review by manager and Legal Services	30
Updating public register	10
Risk rating the site	5
Review of decisions (or defending appeals)	45
Indicative total costs to be recharged £184-75 <u>Made up of:</u> Staff time charge @ £25 per hour = £168-75 Indicative mileage (30 miles) @ 40p/mile = £12-00 Land Registry fee = £4-00	6 hr 45 min