

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
NEW LICENSING SYSTEM FOR MOBILE HOME SITES WITH PERMANENT
RESIDENTS**

1.0 EXECUTIVE SUMMARY

- 1.1 This report outlines the Councils' arrangements for a new licensing regime applicable to residential caravan sites (also known as park homes or mobile homes) and seeks Committee approval for the setting of fees for First Time or Renewal of a licence.

The new licensing remit is a statutory duty on the Council under the Caravan Sites and Control of Development Act 1960 as amended by Part 5 of the Housing (Scotland) Act 2014 and invoked by the Licensing of Relevant Permanent Sites (Scotland) Regulations 2016, and is in addition to the existing licensing regime relating to caravan sites regulated by Regulatory Services.

- 1.2 The Regulations were introduced to modernise the licensing regime where the enforcement provisions were outdated and there was few powers to deal with sites which failed to meet site conditions. The new regime gives local authorities a range of powers in relation to the granting, management and revocation of licences relating to residential caravan sites,
- 1.3 The licence conditions which the Committee is asked to approve have been updated and derived from the Model Standards of Circular 17/1990 issued by the Scottish Government for Caravan Site Licensing.
- 1.4 The intention, through the charging regime, is that the license scheme will be self-financing from the income generated from the 5 yearly period for licensing renewal.

1.5 Recommendations

Members are asked to consider this report and agree the following recommendations:

- a) That the licensing regime continues to be regulated by Regulatory Services, and more specifically environmental health, given their current involvement with caravan site licensing.
- b) To endorse the use of Model Standards as revised for use within the Councils licensing regime
- c) To agree the fee structure detailed in section 7.7 and make the appropriate recommendation to Council.

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
NEW LICENSING SYSTEM FOR MOBILE HOME SITES WITH PERMANENT
RESIDENTS**

2.0 INTRODUCTION

2.1 On 1 May 2017 a new licensing system came into force for mobile home sites licensed to have permanent residents. The new system puts in place a new, robust, licensing system. The key measures of the new licensing system are:

- It gives local authorities a range of powers, and appropriate discretion in deciding how to use them, in relation to the granting, management, and revocation of licences,
- It introduces a 5 year licence period;
- It introduces a requirement that a site licence holder (and anyone directly managing a site) is a fit and proper person;
- It provides an effective process for site owners and site licence applicants to appeal against decisions by the local authority.

2.2 The framework for the new system was considered and passed by the Scottish Parliament as Part 5 of the Housing (Scotland) Act 2014. The new system was developed over several years, and followed two public consultations, and research in 2013 by Consumer Focus Scotland. This research found residents had experienced problems with maintenance, security or safety standards on sites; and issues around intimidation, abusive behaviour, vandalism, violence, or damage to property.

2.3 Regulations have been enacted to support the operation of the new licensing regime, these are cited as The Licensing of Relevant Permanent Sites (Scotland) Regulations 2016.

3 RECOMMENDATIONS

Members are asked to consider this report and agree the following recommendations:

- a) That the licensing regime continues to be regulated by Regulatory Services, and more specifically environmental health, given their current involvement with caravan site licensing.
- b) To endorse the use of Model Standards as revised for use within the Councils licensing regime
- c) To agree the fee structure detailed in section 7.7 and make the appropriate recommendation to Council.

4.0 CURRENT ARRANGEMENTS FOR CARAVAN SITES

4.1 All caravan sites, subject to a few exemptions, require to be licensed under Part 1 of the Caravan Sites and Control of Development Act 1960. This applies to residential sites, and holiday and touring sites. Model Standards have been issued by the Scottish Government under section 5(6) of the 1960 Act to aid Local Authorities to issue a Licence with suitable conditions. The model standards are found in Circular 17/1990 and continue to be applicable. These site licences were granted in perpetuity.

5.0 WHO IS COVERED BY THE NEW LICENSING REGIME?

- 5.1 The new licensing regime only applies to sites which are used as relevant permanent sites. A relevant permanent site includes mobile home sites exclusively used for residential purposes, mixed holiday and residential sites, and private sites for travelling persons and/or gypsies. It does not apply to staff accommodation used to manage a holiday site or show people sites.
- 5.2 The new regime came into force 1 May 2017 for those applying for a site licence for the first time (interpreted as being a change of use of land to become a relevant permanent site) or a change of owner of an existing residential site that will now require licensing as relevant permanent site. Existing sites who already have a licence under Part 1 of the Caravan Sites and Control of Development Act 1960 have until 1 May 2019 to begin the 'First Site Licence' application process for a relevant permanent site.
- 5.3 For existing mixed residential and holiday sites that currently hold one licence based on the Caravan Sites and Control of Development Act 1960 then successful completion of the First Site application process for the part of the site that has residential caravans will result in the issue of **two** separate licences, one covering the holiday part of the site and one for the relevant permanent residential part of the site.

6.0 SPECIFIC IMPACT AND CONDITIONS

- 6.1 Argyll and Bute Council has 14 sites that have residential site licences or a mixture of residential and holiday usage. A new licence will not be required for residential units designated as site staff accommodation for employees on the site itself. The currently licensed sites which have residential status and would require to be licensed under the new regime are listed in Appendix A
- 6.2 Licences are issued with conditions attached and are not significantly different from the current standards which the Council have in place. . These conditions are based on the model standards set out in Scottish Government Circular 17/1990 which are due to be updated. Where appropriate, model conditions have been amended to reflect modern standards and practice. These are listed in Appendix B.

7.0 OVERVIEW OF THE NEW SYSTEM

- 7.1. The Caravan Sites and Control of Development Act 1960 has been amended by Part 5, Housing (Scotland) Act 2014. It inserts a new Part 1A into the 1960 Act creating a new licensing system for caravan sites that require a licence to have permanent residents.
- 7.2. Part 1A sets out new processes and measures for:
- issuing a new site licence;
 - renewing a site licence;
 - transferring a site licence;
 - enforcing the new licensing system;
 - revoking a site licence.
- 7.3. In general terms, the impact of the new regime on existing site operators of residential sites who are operating their site in compliance with the current license conditions will be minimal, other than having to pay for the licence. In summary:-
- a) Applications for a new site licence, a renewal or transfer of a licence follow the same process.
 - b) There are no changes to the process for transferring of a site licence, which is appropriate when a site licence holder dies, and the site is inherited.
 - c) There is a new 'fit and proper' person test which will be applied to the applicant or person controlling the company/partnership and/or manager of a site. The test is applied to new applicants, renewals and for transfer of a licence and the legislation provides examples of the types of offences which can be included in this assessment (e.g. convictions relating to fraud, violence, antisocial behaviour, housing etc).
 - d) There is a new charging regime unless the application is for transfer or transmission within any current 5 year licence period.
 - e) There are response standards introduced to local authorities to determine, within 3 months from date of receipt of a valid application and fee, applications and to inform them of any decision.
 - f) There are new enforcement powers to local authorities and also new appeal provisions for licenses
- 7.4. Fee Structure: Under the 2014 Act a fee can be charged for a first site licence application, and for a licence renewal. There is no fee for transferring a site licence, or for a licence transmission.
- 7.5. The fee cannot be more than it costs to process and decide on a site licence application or renewal. That is not calculated for each individual licence, but is an estimate of what it will generally cost to process and decide on a licence application.

- 7.6. Different fees can be set for first site licence applications, and for licence renewals. It is possible to charge less than it would cost, or charge different fees for different types of sites for example, based on pitch numbers. Early renewal applications made prior to the expiry date of the current licence will be incentivized by a reduced renewal fee. Applications to renew made after the expiry date of an existing licence will be charged at 'First Application' rate to reflect the additional work involved pursuing licence holders. The service will issue timeous reminders to facilitate the renewal process.
- 7.7 The 2016 Regulations detail the matters that can be taken into account when fixing a fee and the level should be that which is reasonably expected to be incurred. These are represented in Appendix I.

The following charges are proposed;

First/New Application for Relevant permanent site licence	£620
Renewal of relevant permanent site licence – if renewal submitted before expiry of existing licence,	£500
Renewal of relevant permanent site licence – if renewal submitted after expiry of existing licence,	£620
Revision/re-issue of non-residential caravan site licence for mixed usage site	No charge
Cost recovery for expenses incurred in enforcement action	Costs will be calculated using a similar methodology to that detailed in Appendix I for calculating the cost for the licensing regime

8.0 ENFORCEMENT

- 8.1 The new licence regime introduces a range of enforcement powers to assist in compliance with site licence conditions. The Scottish Government Guidance promotes a graduated approach to enforcement and would expect site owners to be advised informally of any improvements required before using formal powers unless there are serious or urgent concerns to be addressed. The following powers are only applicable to relevant permanent sites; or the relevant licensed parts of mixed sites.

Improvement Notices	To be used where licence conditions are not being met.. It will specify the steps needed and a period within which the licence holder has to take those steps, and also give the rights of appeal. Failure to comply is a criminal offence and would be subject to the Council's Enforcement Policy. The Council can undertake the works or instruct an outside contractor to undertake the works to comply and recover all costs.
---------------------	--

Penalty Notices	This notice can be served if a site is being used without a site licence or following a failure to comply with an Improvement Notice. The Penalty Notice prevents site fees, rent or commission from sales from being paid to the site owner during the period it is in force
Revocation of a Licence	The Local Authority can revoke a Licence if the site owner and/or managers are considered no longer fit and proper persons.
Interim Manager	On revocation of a Licence the Local Authority can apply to the sheriff court for an interim manager to be appointed for the site. The interim manager is paid directly from the income off the site.
Emergency Action Notice	A Local Authority can carry out urgent works on a site if there is imminent risk of serious harm to the health or safety of any persons who may be on the land following service of an Emergency Action Notice. There is a right of appeal on the grounds that there was no imminent risk of serious harm.

8.2 There are new offences introduced for non-compliance with the licensing regime. These include;

- i. provision of false or misleading information regarding transfer of a licence;
- ii. provision of false or misleading information on a licence application
- iii. failure to notify changes of circumstances e.g. manager
- iv. operating a site without a licence
- v. failing to comply with a site licence condition
- vi. failing to comply with an Improvement Notice
- vii. failing to provide assistance to, or obstructing an interim manager.

8.3 The new licensing regime will enable the Local Authority to recover expenses incurred in enforcement action from the person specified in the action. Recovery is at the discretion of the local authority and includes the costs of issuing notices, undertaking works in default, and obtaining expert advice. It is proposed that Committee agree to recover costs on a cost recovery basis.

9.0 IMPLICATIONS

- | | | |
|-----|------------|---|
| 9.1 | Policy | Supports the Council's outcomes of people living in a safe environment |
| 9.2 | Financial | The new scheme will be self-financing |
| 9.3 | Legal | Statutory duty to licence residential caravan sites under the Caravan Sites and Control of Development Act 1960 as amended by the Housing (Scotland) Act 2014 |
| 9.4 | HR | None |
| 9.5 | Equalities | Impact are greater on businesses which are non-compliant |
| 9.6 | Risk | Risk to Council is from not introducing the proposals |
| 9.7 | Customer | New regime will be consistently applied across Argyll and |

Service Bute and will be publicised to current and new operators.

Executive Director of Development and Infrastructure

Policy Lead: Councillor David Kinniburgh

6th June 2018

For further information contact: Jo rains, Environmental Health Manager (East)/ Alan Morrison, Regulatory Services Manager

APPENDICES

Appendix A Caravan Site Register – residential sites

Appendix B Site licence conditions for residential units updated version

Appendix C Evaluation of licence fees

APPENDIX A – Caravan sites within Argyll and Bute area that have residential status.

Site Name	Location	Licence Type	No of residential pitches
Argyll Caravan Park	Inveraray	Residential/Static/Touring	3
Bellochantuy Caravan Park	Bellochantuy Campbeltown	Static/Residential	1
Carradale Bay Caravan Site	Carradale Campbeltown	Residential/Static/Touring	1
Castle Sween Caravan Park	Achnamara Lochgilphead	Residential/Holiday	1
Duncholgan Caravan Site	Lochgilphead	Residential	28
Torlochan Site	High Road Sandbank Dunoon	Residential	8 – site currently closed
Meadows Farm Caravan Site	Tomaig Campbeltown	Residential	9
Rosneath Castle Caravan Park	Rosneath Helensburgh	Static Holiday/Touring/Residential	58
Port Ban Caravan Site	Kilberry Tarbert	Residential/Holiday/Touring	1
Manor Park	Hunter's Quay Dunoon	Residential	14
Auchengower Caravan Park	Shore Road Cove Helensburgh	Holiday & Residential	30
Faslane Peace Camp	Shandon Helensburgh	Residential	
Ledaig Travellers Site	Oban	residential	8



Licence Conditions for

Address of site.....

Layout of the Site

1. The area to be occupied by caravans, the drainage, fire points, recreation space, roads and car parking facilities shall conform to the details shown on the plan accompanying the application for a Licence.
2. No deviations from the plan shall be made without the previous consent of the Licensing Authority.
3. Applications for alterations or addition to the existing site layout shall be made to the Council's Regulatory Services (Environmental Health) accompanied by a map to a scale of not less than 1/500 showing the proposals.
4. The boundaries of the site shall be clearly discernible on the ground by reference to, e.g. fencing; or otherwise defined to the satisfaction of the licensing authority.

Density and Spacing for Residential Caravans

5. Subject to the variations in paragraph 6, the distance between any two caravans shall be not less than 6 metres. The distance from any part of a caravan to any part of a road within the site shall be not less than 2 metres.
6. The point of measurement for the following variations of the spacings given in Paragraph 5 is the exterior cladding of the caravan, excluding the drawbar. All measurements are between the closest points of the structures concerned.
 - (a) Porches may protrude 1 metre into the 6 metres and shall be of the open type.
 - (b) If awnings are used, the distance between any part of the awning and an adjoining caravan shall not be less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they shall not face each other or touch.
 - (c) Eaves, drainpipes and bay windows may extend into the 6 metres space provided the total distance between the extremities of the two adjacent units is not less than 5.25 metres.
 - (d) If there are ramps for the disabled, verandas or stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items shall not face each other in any space. If they are enclosed, they shall normally be considered as part of the unit and, as such, shall not intrude at all into the 6 metres space.
 - (e) Decking may protrude 1 metre into the 6 metre space. The installation of the decking, if wooden, must be treated with suitable intumescent (fire resistant) paint. The frequency of repainting will depend upon the manufacturer's instructions.

- (f) A garage, shed or a covered storage space shall be permitted between units only if it is of non-combustible construction (including a non-combustible roof) and enough space is maintained around each unit as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the units on either side. Car ports and covered walkways shall in no circumstances be allowed within the 6 metres space.
- 7. The distance between any caravan and the site boundary shall be a minimum of 3 metres. Distances from boundaries shall have regard to the character of the adjoining land. Often a distance of more than 3 metres will be called for in the interests of residents or others, or of the general amenity of the site.
- 8. The gross density shall not exceed 50 caravans per hectare, calculated on the basis of the usable area (that is, excluding lakes, road, common service areas and other areas unsuitable for the siting of caravans) rather than the total site area.

Density and Spacing – General

- 9. The distance between any caravan and the site boundary shall be a minimum of 3 metres. Distances from boundaries shall have regard to the character of the adjoining land.

Hard Standings for Residential Caravans

- 10. Every caravan shall stand on a hard standing of a suitable material, such as concrete, (approx 150 mm thick) which shall extend over the whole area occupied by the caravan and shall project at least 0.9 metres outwards from the entrance or entrances of the caravan.

Roads, Gateways and Footpaths

- 11. Roads to be adequately surfaced and suitable to carry the vehicles for which they are intended. (Emergency vehicle routes within the site shall be kept clear of obstruction at all times).
- 12. Whenever reasonable and practicable no caravan standing shall be more than 45 metres from a road, and shall be connected to a road by a footpath at least 0.75 metres wide with a hard surface.
- 13. Roads shall not be less than 3.7 metres wide, with provision for passing places if the width of the road is less than 5.5 metres and it is subject to two-way traffic. There shall be adequate turning space at the end of the cul-de-sac.
- 14. Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- 15. Roads shall have no overhead cable less than 4.5 metres above the ground. Roads and footpaths shall be suitably lit.
- 16. The surface and gradient shall take account of the requirements of disabled people.
- 17. Access to and from public road for both vehicles and pedestrians shall conform to the standard laid down by the local planning authority following consultations with the appropriate roads authority.

Snow and Ice

18. Since the site operates between 1st November and 31st March, steps should be taken as far as is practicably possible to keep carriageways and footpaths clear of snow and ice. Six salt and grit bins will be provided and suitably located.

Car Parking

19. Only one car may be parked between adjoining caravans provided that the doors to the caravan are not obstructed. Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats or jet skis should not be kept between units.
20. No car parking area which provided for more than 10 cars shall be nearer than 18 metres from any part of any caravan. If car parks provide for 10 cars or fewer, this minimum distance shall be reduced to 10 metres.
21. No boat compound shall be nearer than 18 metres from any part of any caravan.

Water Supply

22. The site shall be provided with a water supply complying with British Standard 6700:1997 and with The Water Supply (Water Quality) (Scotland) Regulations 1990.
23. Each residential caravan standing shall be provided with a piped water supply in accordance with the appropriate water bye laws.

Drainage, Sanitation and Washing Facilities

24. The site and every hard standing shall be provided with a drainage system complying with the Building Standards (Scotland) Regulations in force at the time of installation, for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.
25. Each residential caravan shall have its own water supply and water closet. Each residential caravan standing shall be provided with a connection to the foul drainage system. The connection shall be capable of being sealed when not in use.
26. For holiday caravans having their own plumbing systems connected to the site water supply, each caravan standing shall be provided with a piped water supply and with a connection to the foul drainage system. The connection shall be capable of being sealed when not in use.

Buildings

27. New buildings on the site and buildings undergoing a change of use or being altered or adapted shall comply with the Building Standards (Scotland) Regulations and any subsequent modifications.

Litter and Refuse Disposal

28. Every static caravan standing shall have an approved refuse receptacle, conforming to Argyll & Bute Amenity Services requirements, made of non-absorbent material and with a close-fitting lid.
29. A central refuse disposal and collection point will be sited at the south west corner at the entrance to the site.

Fire Safety – General

30. The site owner shall make available the latest version of the fire risk assessment carried out under the Fire Safety (Scotland) Regulations 2006 for inspection by residents and when demanded, a copy of the fire risk assessment shall be made available to the local authority.

Where a fire risk assessment has not been carried out or the fire risk assessment has been deemed inadequate then conditions 31 to 39 must be complied with.

Fire Points

31. Fire points shall be established so that no caravan or site building is more than 30 metres from a fire point. If additional fire points are required due to the layout of the site on landscaping, they shall be provided. The fire points shall be housed in a weather proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT". The advice of the Scotland Fire & Rescue Service should always be sought.
32. X Fire points will be provided. The Fire Point shall be provided with water extinguishers (2 x 9 litres) and serviced annually.
33. It is recommended that Smoke alarms will be provided in each caravan. If self contained battery operated units are selected, provision should be made for replacement batteries in accordance with the manufacturers recommendations.

Fire Warning

34. A means of raising the alarm in the event of a fire shall be provided at each fire point. This is the manually operated sounder at the Fire Point.

Maintenance of Fire-Fighting and Alarm Equipment

35. All alarm and fire-fighting equipment shall be installed, tested and maintained in working order by a competent person and available for inspection by, or on behalf of the licensing authority. A record shall be kept of all tests and any remedial action. This may take the form of a log book.
36. All equipment susceptible to damage by frost shall be suitably protected.

Fire Notices

37. A clearly written and conspicuous Notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice shall include the following:

"On discovering a Fire

1. Ensure that the caravan or site building involved is evacuated;
2. Raise the alarm;
3. Call the fire brigade;

4. Attack the fire using the fire-fighting equipment provided, if it is safe to do so.”

It is in the interest of all occupiers of this site to be familiar with this routine and the method of operating the fire alarm and the fire-fighting equipment.”

38. Appropriate measures shall be in place for members of the public to be able to contact the Emergency Service. Information should be provided on the Site on the procedure for calling the police, fire brigade, ambulance or other service in an emergency and the full address of the site should be displayed with this information.

Fire Hazards

39. Grass and other vegetation shall be cut at frequent and regular intervals to prevent them from becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of readily combustible materials.

Storage of Liquefied Petroleum Gas (LPG)

40. Any LPG installations on the site shall conform to British Standard 5482 – 1:2005, if LPG storage is to be used on the site, its storage and use in cylinders or similar containers and fixed bulk containers shall be in conformity with the relevant Codes of Practice issued or approved by the Health and Safety Executive.
41. Where there are metered supplies from a common LPG storage tank, then LPGA code of practice 25 “The Storage and Use of LPG at Metered Estates” provides further guidance. In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1998 and the Pipelines Act 1962 may also be applicable.
42. Exposed gas bottles or cylinders shall not be within 6 metres of any adjoining unit.
43. If the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.
44. Where the LPG is the responsibility of the caravan owners, gas inspections reports and certificates are required to be provided to the licensee.

Storage Space for Residential Caravans

45. At least 2.75 square metres of covered storage area shall be provided for each caravan standing. The structures shall be separate from the caravan they service and not less than 5 metres from any other caravan. They shall be capable of being locked.
46. Even if an acceptable standard is approved by the site Licensing Authority, the amenity of the site may be ruined by the haphazard multiplication of such structures. Ideally, storage structures shall be designed as groups and their precise layout and design approved by the site Licensing Authority.

Recreational Open Space

47. Reasonable space shall be available on the site for recreational purposes. It shall be located so as to minimise nuisance to caravanners and to adjacent residents.
48. Any playground equipment shall comply with British Standard BS.5696: 1986.

Electrical Installations

49. The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated there. An approved electrical outlet should be provided to each standing, all common buildings must have adequate internal lighting and in addition sufficient external lighting shall be provided to allow residents on the site to find their way about the site adequately at night and in particular to find their way easily to the common buildings. If caravans are provided with mains electricity by means of cable from a central supply point, the cables shall be laid in such a way as to minimise the risk of people tripping or having similar accidents.
50. The electrical installation on the site shall be installed, tested and maintained in accordance with the requirements of the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (IEE Wiring Regulations) for the time being in force.
51. The installation shall be inspected not less than once in every 12 months (or in every three years for underground installations) or in such longer period as may be recommended by a person who shall be one of the following:-
 - A professionally qualified electrical engineer;
 - A member of the Electrical Contractor's Association;
 - A member of the Electrical Contractor's Association of Scotland;
 - A certificate holder of the National Inspection Council for Electrical Installation contracting; or
 - A qualified person acting on behalf of one of these (when it shall be stated for whom he is acting).

Within one month of such an inspection the person carrying it out shall issue an inspection certificate in the form prescribed in the IEE Wiring Regulations. The certificate shall be obtained by the site operator and displayed with the site licence. The cost of the inspection and report shall be met by the operator.
52. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies should be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them should comply with the latest version of the IEE Wiring Regulations.
53. If there are overhead electric lines on the site, suitable warning notices should be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line.

Maintenance

54. The site, roadways and all facilities on it are to be maintained in good condition.

Notices

55. A suitable sign shall be displayed at the entrance indicating the name of the site and the name and telephone number of the site licence holder or his accredited representative.

- 56. A copy of the site licence with its conditions shall be displayed prominently on the site in a manner that adequately protects it from the weather.
- 57. A Notice shall be displayed on the site indicating the action to be taken in the event of an emergency. It shall show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest public telephone.

General

- 58. The site licence permits the operation of the residential site from **1st January to 31st December in any year.**
- 59. The permitted number of caravans is xx
- 60. The site shall comply with the Health and Safety at Work etc Act 1974 and appropriate Regulations made thereunder.
- 61. At all times that the site is in use the site and all its facilities shall be maintained in good condition.

Signed:..... Date:.....

Regulatory Services Manager, Argyll and Bute Council

APPENDIX C – Evaluation of Licensing Fees

1. Charges for new licence applications

	Tasks	Indicative Time (days Full Time Equivalent)	Indicative Salary (including National Insurance and other contributions)	Cost per day	Cost	Total Cost
A	<i>Statutory minimum application criteria</i>					
1	Receiving, logging, and storing information relating to the application	0.5	£35,000	£95.89	£47.95	
2	Checking and authorising	0.5	£45,000	£123.29	£61.64	£109.59
B	<i>Fit and Proper Person Test</i>					
1	Compiling information, reviewing records	1	£45,000	£123.29	£123.29	£123.29
C	<i>Visiting site</i>					
1	Transport costs (distance)	N/A			£80.00	
2	Visit x 1 official	1	£35,000	£95.89	£95.89	
3	Reporting	0.5	£35,000	£95.89	£47.95	
4	Draft, revise site licence	1	£35,000	£95.89	£95.89	
5	Informing site owner	0.5	£45,000	£123.29	£61.64	£381.37
	TOTAL COST	£614.25				
	Statutory minimum application criteria	£109.59				
	Fit and Proper Person Test	£123.29				
	Visiting site	£381.37				

2. Charges for renewals

	Tasks	Indicative Time (days Full Time Equivalent)	Indicative Salary (including National Insurance and other contributions)	Cost per day	Cost	Total Cost
A	<i>Statutory minimum application criteria</i>					
1	Review of database and sending out of reminder letter and application	0.1	£35,000	£95.89	£9.59	

2	Receiving, logging, and storing information relating to the application	0.5	£35,000	£95.89	£47.95	
3	Checking and authorising	0.5	£45,000	£123.29	£61.64	£119.18
B	Fit and Proper Person Test					
1	Compiling information, reviewing records	1	£45,000	£123.29	£123.29	£123.29
C	Visiting site					
1	Transport costs (distance)	N/A			£80.00	£254.68
2	Visit x 1 official	0.5	£35,000	£95.89	£47.95	
3	Reporting	0.5	£35,000	£95.89	£47.95	
4	Draft, revise site licence	0.5	£35,000	£95.89	£47.95	
5	Informing site owner	0.25	£45,000	£123.29	£30.83	
	TOTAL COST	£497.15				
	Statutory minimum application criteria	£119.18				
	Fit and Proper Person Test	£123.29				
	Visiting site	£254.68				

3. Charges for a late renewal application

	Tasks	Indicative Time (days Full Time Equivalent)	Indicative Salary (including National Insurance and other contributions)	Cost per day	Cost	Total Cost
A	Statutory minimum application criteria(1)					
1	Review of database and sending out of reminder letter and application	0.1	£35,000	£95.89	£9.59	£28.77
2	Further reminder letters x2	0.2	£35,000	£95.89	£19.18	
B	Visiting site to determine occupation status					
1	Transport costs (distance)	N/A			£80.00	
2	Visit x 1 official	0.5	£35,000	£95.89	£47.95	£127.95
C	Statutory minimum application criteria(2)					
1	Receiving, logging, and storing information relating to the	0.5	£35,000	£95.89	£47.95	

	application					
2	Checking and authorising	0.5	£45,000	£123.29	£61.64	£109.59
D	Visiting site					
1	Transport costs (distance)	N/A			£80.00	
2	Visit x 1 official	0.5	£35,000	£95.89	£47.95	
3	Reporting	0.5	£35,000	£95.89	£47.95	
4	Draft, revise site licence	0.5	£35,000	£95.89	£47.95	
5	Informing site owner	0.25	£45,000	£123.29	£30.83	£254.68
	TOTAL COST	£644.28				
	Statutory minimum application criteria (1)	£28.77				
	Visit to determine occupancy	£127.95				
	Fit and Proper Person Test	£123.29				
	Statutory minimum application criteria (2)	£109.59				
	Visiting site	£254.68				