

Draft Central Bedfordshire Council Park Home Site Licensing Fees Policy 2014

Appendix B Benchmarking

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Table B1 – Benchmarking of Initial Licence Fee Calculations

Initial Licence Fee Calculation						
	Initial CBC figures	LA1	LA2	LA3	LA4	Adjusted CBC figures
Enquiry received and service request entered on Case Management						
System.	30	30	30	30	30	30
Obtain planning documents. Record type of development permitted and restrictions etc on Case Management System. Print hard copies of						
planning documents.	30	30	30	30	30	30
Make up new caravan site/Park home site file and attach above documentation	20	20	20	20	20	20
Send out site application form with covering letter and enter action on Case Management System.	15	15	15	15	15	15
Contact applicant and make appt to carry out initial site inspection enter action on Case Management System.	10	10	20	10	10	10
Carry out initial site inspection. Advise applicant as necessary on layout, spacing and other site licence conditions. Help applicant complete application form, if required. Enter record of inspection on Case Management System. Approx inspection time for first unit.	30	30	30	30	60	30
Travel Time	60	60	60	60	60	26
Enter particulars on application form on to premises record on Case Management System. Scan and save application form to	30	30	30	30	30	30

Case Management System.						
Check application valid						
e.g. all compulsory						
questions completed and correct fee						
included. Check all						
particulars entered on						
computer premises						
record correctly	40	40	60	40	40	40
Carry out Land Registry						
Search to verify						
applicant is owner of land	30	30	15	30	30	30
Examine electrical			10			
certificate and any other						
documentation						
submitted with licence						
for validity. Enter action						
on Case Management	20	20	20	20	20	20
System. Fit and Proper Persons	20	20	20	20	20	20
Checks/Checks to see						
whether applicant has						
had a site licence						
revoked in the last three						
years (b)	120	120	60	120	120	30
Obtain next consecutive						
site licence number on park home licence						
spreadsheet and enter						
details of site against						
that number.	10	10	10	10	10	10
Prepare draft site						
licence and send to						
applicant with covering						
letter. Include any recommendations and						
works required resulting						
from initial site						
inspection. Save draft						
licence to Case						
Management System.	60	60	60	60	60	60
Discuss any feedback						
with applicant on						
proposed site licence conditions with						
applicant. If						
amendments requested						
seek authority with line						
manager to amend						
conditions.	60	60	60	60	60	60
Upon expiry of						
consultation period						
amend site licence if	~~~	~~	20	~~~	<u></u>	~~~
required . Print out two	60	60	30	60	60	60

Site licence to be checked and signed by line manager - see below 30 30 30 30 30 Send out site licence to applicant with covering letter. 10 15 10 10 Scan and save signed copy of site licence to Case Management System and link to computer worksheet. 10 15 10 10 Insert hard copy of licence to paper file. 20 20 20 20 Update public register of licensed sites. 15 15 10 15 Carry out full site inspection. Make note of any breaches of site licence conditions/ works required 60 60 30 60 Record visit and details on Case Management System. 20 20 20 20 Complete risk assessment spreadsheet to didensed singer, how routine visit and print of finard copy for file 10 10 NA 10 Enter date of inspection and next routine visit and print of finard copy for file 10 10 NA 10 10 Enter date of inspection as scheduled							copies of site licence and proof read.
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Additional inspection time for all pitches over and above the first (initial)	10	10	10	10	covered in fixed cost	10
Additional inspection time for all pitches in addition over and above the first (Full inspection)	10	10	10	10	single addition of 30 for large sites	10
Additional time relating to the number of units over and above the first covered in the letter	5	5	10	5	covered in fixed cost	5
Variable time (mins per pitch)	25	25	30	25	single addition of 30 for large sites	25

(a) adjusted to (approx 10%) averaged over all applications(b) adjusted for amended CBC figure as full Fit and Proper Persons checks not implemented and would be charged separately

Table B2 – Benchmarking of Amendment or Transfer Fee Calculations

Amendment or Transfer Fee Calculation						
	Initial CBC figures	LA1	LA2	LA3	LA4	Adjusted CBC figures (c)
Enquiry received and service request entered on computer system.	20	20	10	20	20	20
Send out application form and covering letter detailing fee required	15	15	20	15	15	15
Upon receipt of application form, scan and attach form to computer worksheet. Attach hard copy to paper file. Enter action on computer database and associated details Generate acknowledgement letter and send to applicant.	30	30	30	30	30	25
Enter particulars on application form on to premises record on						
computer system	15	15	10	15	15	15

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taken with telephone	-						
conversations and correspondence with							
applicant on typical 90 90 60 90 90 25		90	90	60	90	90	25

variation enquiry						
Additional time for complicated cases (a)	24	24	NA	24	24	20
Additional time to resolve application form queries on site (a)	6	6	NA	6	6	6
Total fixed time (mins)	560	560	445	560	560	356

(a) adjusted to (approx 10%) averaged over all applications(b) adjusted for amended CBC figure as full Fit and Proper Persons checks not implemented and would be charged separately

(c) adjusted so as to bring the cost in line with the average assumed by DCLG in their impact assessment

Table B3 – Benchmarking of Annual Fee Calculations

Annual Fee						
Calculation						
	Initial CBC figures	LA1	LA2	LA3	LA4	Adjusted CBC figures
Check the site	ligaroo	2/(1		2/10	2/11	iigaroo
inspection register to						
determine the next						
routine inspection	10	10	10	10	10	10
Contact the site owner						
to notify them of the						
time and date of						
inspection. Enter the						
action on the Case						
Management System.	15	15	25	15	15	15
Look up historic						
breaches records	15	15	NA	15	15	15
Visit site and carry out						
routine inspection.						
Check spacings						
between units						
boundaries etc. Check						
fire precautions. Check certificates.						
Note all breaches of the						
site licence. Approx						
inspection time for first						
pitch.	30	30	30	30	60	30
Travel time	60	60	60	60	60	26
Complete the risk						
assessment score						
sheet and record						
outcome. Attach to the						
Case Management						
System and print a						
copy for the paper file.	10	10	NA	10	10	10

Record the details of the visit on the Case Management System including breaches identified. Enter						
scheduled visit(s) for the next routine						
inspection and						
completion of remedial						
works inspection.	30	30	60	30	30	30
Record the visit on the						
park home inspection	10	10	NIA	10	10	10
spreadsheet Write to the site owner	10	10	NA	10	10	10
detailing results of						
inspection and works						
required to remedy						
breaches plus any						
certificates required						
(figure for single pitch site).	15	15	30	15	60	30
Follow up telephone	15	15		15	00	
conversations and						
letters (figure for single						
pitch site).	15	15	15	15	60	15
Attach the letter to						
Case Management System and attach copy						
to paper file	10	10	NA	10	10	10
Carry out an inspection				10	10	
to ensure the works						
requested have been						
carried out (figure for	20	20	20	20	<u> </u>	0
single pitch site).	30	30	30	30	60	0
Travel time Record the visit on the	60	60	60	60	60	0
park home						
spreadsheet and Case						
Management System	10	10	NA	10	10	0
Letter to licence holder						
notifying them of the outcome of the visit.						
Record the action on						
the Case Management						
System.						
Assume all works						
complete as further						
action likely to result in service of notice and						
will therefore come						
under notice fees	10	10	10	10	30	0
Additional time for						
complicated cases (a)	24	24	NA	24	24	24
Total fixed time (mins)	354	354	330	354	524	225
Additional inspection					single	
time for all pitches over					addition	
and above the first (initial)	10	10	10	10	of 60 for large	10
	10	10	10	10	laige	10

					sites	
Additional time relating to the number of pitches over and above the first covered in the letter	5	5	5	5	covered in fixed cost	0
Additional time relating to the number of pitches over and above the first covered by the phone calls and letters	15	15	NA	15	covered in fixed cost	0
Additional inspection time for all pitches over and above the first (Follow up inspection)	10	10	10	10	covered in fixed cost	0
Variable time (mins per pitch)	40	40	25	40	single addition of 60 for large sites	10

(a) adjusted to (approx 10%) averaged over all applications

r				I		1
	Initial					Adjusted
Fee	CBC					CBC
Element	figures	LA1	LA2	LA3	LA4	figures
Initial						
Licence						
fixed fee (a)	820	820	746	820	900	752
Initial					single	
Licence per					addition	
pitch fee					of 30 for	
					large	
	25	25	30	25	sites	25
Amendment						
& Transfer						
Fee (a)	470	470	415	470	470	356
Annual Fee						
fixed						
element	354	354	330	354	524	225
Annual Fee					single	
per pitch					addition	
fee					of 60 for	
					large	
	40	40	25	40	sites	10

(a) All LA figures adjusted to replace full Fit and Proper Persons checks with checks that licences have not been revoked as there is currently no date for

the implementation of Fit and Proper Person checks and would be charged separately in any case.

The DCLG Working Group on Park Homes Licensing Fees indicated that it may be better to apply the cost of re-inspections through a surplus/deficit mechanism in the annual fee for subsequent years rather than including within the base annual fee. This would ensure that residents would not be adversely affected by the cost of re-inspections resulting from poor management, as site owners would only be able to take into account the base fee when recovering the cost of annual fees through pitch fees. As a consequence aspects relating to re-inspections were removed from the template and formula used to calculate annual fees and the final column of Table B4 was adjusted accordingly.

LA4 plan to use a slightly higher fixed element to their the initial licence and annual fee, adding 30 or 60 minutes respectively for large sites rather than using a per pitch element. In the context of the large number of sites with significantly different numbers of pitches in Central Bedfordshire such an approach would appear not to be appropriate. By way of example it would take far more than 30 minutes of additional time to inspect a site with 175 pitches than one with just 1 or 2 pitches on when accurate measurements of distances between adjacent units, distances between units and roads, and distances between units and boundaries are required.