



**Draft Central Bedfordshire Council Park
Home Site Licensing Fees Policy
2014**

Appendix A - Calculation of Fees

Appendix A Calculation of Fees

Licensing Fees

Templates were drafted showing the steps currently undertaken for the following licensing activities in relation to Park Home Sites:

- Processing an application for a site licence culminating in the licence being issued;
- Processing an application for the amendment or transfer of an existing site licence;
- Processing an application for the amendment of an existing site licence in relation to the expansion of a site (this was developed after consulting CBC Officers and other Local Authorities);
- Ongoing monitoring of sites to ensure compliance with site licence conditions

Fixed times and per pitch times were assigned to the various steps in the templates which were then circulated within Private Sector Housing to give Officers the opportunity to comment on whether they felt the figures were representative of the time taken. The general consensus was that they were representative, although some minor amendments were made as a result of this consultation. Further views on the templates were sought from other Local Authorities via EHCNet which is a system for exchanging information between Environmental Health Departments throughout the country. Only a few responses were received from other Local Authorities (benchmarking shown in Appendix B) and these did not give cause to alter the times on the templates. They did indicate that other Local Authorities had not begun the process of determining fees yet and that many will be awaiting the outcome from the Department of Communities and Local Government Working Group on Park Home Licensing. This working group met on 20th September 2013, and one of its tasks will be to produce a toolkit to help Local Authorities set park homes licensing fees. The fee setting process at Central Bedfordshire Council requires the fee policy to be submitted for approval before the output of the working group is likely to become available. It was therefore decided that Central Bedfordshire Council would determine their fees and provide the working group with the methodology in order to assist with their work.

Whilst the output from this working group was not known at the time of drafting the policy the involvement of Central Bedfordshire Council in the working group has meant that the Fees Policy has been shaped to some degree by discussions of the group. The group 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.

The Adult Social Care, Health and Housing Finance Team provided hourly rates for Officers and Managers within the Private Sector Housing Team as they are responsible for Park Home Site Licensing. The average hourly rates shown in Tables A1 and A2 below were applied to the total time for the processes.

Table A1- Hourly Rate for Private Sector Housing Officers

Pay to P3 based on 100% FTE	
Technical Officer	43,502.50
Technical Officer	43,384.32
Technical Officer	43,384.32
Environmental Health Officer	56,567.31
Technical Officer	41,845.24
Environmental Health Officer	56,567.31
Technical Officer	43,502.50
Environmental Health Officer	49,268.00
Technical Officer	43,502.50
Environmental Health Officer	49,268.00
Technical Officer	40,991.09
Total	511,783.07
Average	46,525.73
Support service 40%	18,610.29
No Of Staff	11
Total average staff Cost per annum	65,136.03
Productive Hours Per annum	1,540
Hourly Rate	£42.30

Table A2 - Hourly Rate for Private Sector Housing Managers

PSH Managers based on 100% FTE

Private Sector Housing Manager (North)	60,600.00
Private Sector Housing Manager (South)	60,600.00
Total	121,200.00
Average	60,600.00
Support service 40%	24,240.00
No Of Staff	2
Total average staff Cost per annum	84,840.00
Productive Hours Per annum	1,540
Hourly Rate	£55.09

The average return mileage for all sites to which fees would be applicable and the travel time associated with this was determined from AA Routemaster and applied to the calculations, along with other costs such as printing and postage. Examples of the templates that were used for the calculations are shown below for sites with 2 pitches.

Table A3 - Template for calculating the costs associated with staff time (fixed and per pitch) plus fixed costs for the Initial Licence Fee

Number of pitches (amend as required)	2
Inspection time per pitch (mins)	10
Letter time per pitch (mins)	5
Average return mileage	14.2
Average journey time (mins)	26

	Time (mins)
Enquiry received and a service request entered on the Case Management System.	30
Obtain planning documents. Record the type of development permitted, restrictions etc on the Case Management System. Print hard copies of the planning documents.	30
Make up a new caravan site/park home site file and attach the above documentation	20
Send out a site licence application form with a covering letter and enter an action on the Case Management System.	15
Contact the applicant and make an appointment to carry out an initial site inspection. Enter this action on the Case Management System.	10

Carry out an initial site inspection. Advise the applicant as necessary on the layout, spacing and other site licence conditions. Help the applicant complete the application form, if required. Enter a record of the inspection on the Case Management System. Approx inspection time for first unit.	30
Additional inspection time for all pitches over and above the first	10
Travel Time	26
Enter particulars from application form on to the premises record on the Case Management System. Scan and save the application form to the Case Management System.	30
Check that the application is valid e.g. all the compulsory questions have been completed and the correct fee is included. Check that all particulars are entered on the Case Management System correctly	40
Carry out a Land Registry Search to verify that the applicant is the owner of the land	30
Examine the electrical certificate and any other documentation submitted with licence for validity. Enter actions on the Case Management System.	20
Checks to see whether the applicant has had a site licence revoked in the last three years	30
Obtain the next consecutive site licence number on the park home licence spreadsheet and enter the details of the site against that number.	10
Prepare a draft site licence and send it to the applicant with a covering letter. Include any recommendations and works required resulting from the initial site inspection. Save the draft licence to the Case Management System.	60
Discuss the proposed licence conditions with the applicant if necessary. If amendments are requested by the applicant seek authority from the line manager to amend the conditions.	60
Upon expiry of the consultation period amend the site licence if required. Print out two copies of the site licence and proof read.	60
The site licence is to be checked and signed by the line manager - see below	
Send out the site licence to the applicant with a covering letter.	10
Scan and save the signed copy of the site licence to Case Management System. Insert a hard copy of the licence to paper file.	20
Upon occupation of the site, contact the site owner to make an appointment for a licensing inspection	10
Carry out a full site inspection. Make notes of any breaches of site licence conditions/ works required	60
Additional inspection time for all pitches over and above the first	10
Travel time	26
Record the visit and details on the Case Management System.	20
Complete the risk assessment spreadsheet to determine the next routine visit and print off a hard copy for the paper file	10
Enter the date of the inspection and the next routine inspection on the Case Management System. Enter a scheduled inspection action for the next routine inspection.	10

Send a letter to the applicant notifying them of the outcome of the licensing visit (figure for single pitch site).	10
Additional time relating to the number of pitches over and above the first covered in the letter	5
Update the public register of licensed sites.	15
Additional time for complicated cases (approx 10%) averaged over all applications	24
Additional time to resolve application form queries on site (approx 10%) averaged over all applications	6
Total Time (Officer)	747
Hourly Rate (Officer)	£42.30
Cost Sub-Total (Officer)	£526.64
Site licence to be checked and signed by line manager	30
Hourly Rate (Manager)	£55.09
Cost Sub-Total (Manager)	£27.55
Additional Costs	
Mileage costs from Initial Site Inspection	6.39
Mileage costs from Full Site Inspection	6.39
Mileage costs from resolving application queries on site	0.64
Cost of printing hard copies of plans	0.04
Printing application form and covering letter (4 pages)	0.08
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.08
Cost of Land Registry Search	3
Printing Land Registry Search for file	0.04
Printing of 10 A4 pages Draft Licence (8 black and white plus 2 colour) and 2 page covering letter	0.56
2nd class postage cost for above plus A4 envelope	0.58
Printing of above item for file	0.56
Printing of 10 A4 pages Final Licence (8 black and white plus 2 colour) and 2 page covering letter	0.56
2nd class postage cost for above plus A4 envelope	0.58
Printing of above item for file	0.56
Printing risk assessment for file	0.04
Printing page outcome letter (2 pages)	0.04
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.04
Cost Sub-Total	£20.84
Grand Total	£575.02

Table A4 - Template for calculating the costs associated with staff time plus fixed costs for the transfer or standard amendment of an existing licence

Number of pitches (amend as required)	2
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Average return mileage	14.2
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	Time (mins)
Enquiry received and a service request entered on the Case Management System.	20
Send out an application form and covering letter detailing the fee required	15
Upon receipt of an application form scan and attach the form to the Case Management System. Attach a hard copy to the paper file. Enter actions and associated details on the computer database. Generate an acknowledgement letter and send to the applicant.	25
Enter the particulars on from the application form on to the premises record on the Case Management System	15
Check that the application is valid e.g. all the compulsory questions have been completed and the correct fee is included. Check all particulars are entered on the Case Management System correctly	30
Checks to see whether the applicant has had a site licence revoked in the last three years	30
Carry out a Land Registry Search to confirm that the applicant is the new owner of the site	20
Amend the site licence, print out and proof read	30
Amended site licence to be checked and signed by the line manager - see below	
Look up records of outstanding historic breaches, outstanding notices etc.	15
Send the amended site licence to the site owner with a covering letter. Send written notification of the outstanding historic breaches and outstanding notices to new site owner. Add actions to the Case Management System.	20
Scan and attach a signed copy of site licence to the Case Management System and attach a signed hard copy to the paper file.	20
Attach a hard copy of the covering letter and notification of outstanding historic breaches, outstanding notices etc to the paper file	15
Amend the park home site licence spreadsheet and public register of park home site licences.	20
General additions for time taken with telephone conversations and correspondence with the applicant on a typical variation enquiry	25
Additional time for complicated cases (approx 10%) averaged over all applications	20
Additional time to resolve application form queries on site (approx 10%) averaged over all applications	6
Total Time (Officer)	326
Hourly Rate (Officer)	£42.30
Cost Sub-Total (Officer)	£229.83
Amended site licence to be checked and signed by the line manager	15
Hourly Rate (Manager)	£55.09
Cost Sub-Total (Manager)	£13.77

Additional Costs	
Mileage costs from resolving application queries on site	0.64
Printing application form and covering letter 2nd class (4 pages)	0.08
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.08
Printing acknowledgement letter	0.04
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.04
Cost of Land Registry Search	3
Printing Land Registry Search for file	0.04
Printing of 10 A4 pages Final Licence (8 black and white plus 2 colour) and 2 page letter outlining historic breaches	0.56
2nd class postage cost for above plus A4 envelope	0.58
Printing of above item for file	0.56
Cost Sub-Total	£6.28
Grand Total	£249.88

Table A5 - Template for calculating the costs associated with staff time (fixed and per pitch) plus fixed costs for the site expansion amendment fee

Number of pitches (amend as required)	2
Inspection time per pitch (mins)	5
Average return mileage	14.2
Average journey time (mins)	26

	Time (mins)
Enquiry received and a service request is entered on the Case Management System.	20
Send out an application form and covering letter detailing the fee required	15
Upon receipt of an application form scan and attach the form to the Case Management System. Attach a hard copy to the paper file. Enter actions and associated details on the computer database. Generate an acknowledgement letter and send to the applicant.	30
Enter particulars from the application form onto the premises record on the Case Management System	15
Check that the application is valid e.g. all compulsory questions have been completed and the correct fee included. Check all particulars are entered on Case Management System correctly	30
Checks to see whether the applicant has had a site licence revoked in the last three years	30
Carry out a Land Registry Search to confirm the applicant is the new owner of the site	30

Visit the site to inspect where the variation is in relation to expansion of site etc	26
Additional inspection time for all pitches over and above the first	5
Amend the site licence, print out and proof read	60
Amended site licence checked and signed by the line manager - see below	
Look up records of outstanding historic breaches, outstanding notices etc.	15
Send the amended site licence to the site owner with a covering letter. Send written notification of outstanding historic breaches and outstanding notices to the new site owner. Add actions to the Case Management System.	20
Scan and attach a signed copy of the site licence to the Case Management System and attach a signed hard copy to the paper file.	20
Attach a hard copy of the covering letter and notification of outstanding historic breaches, outstanding notices etc to the paper file	15
Amend the park home site licence spreadsheet and public register of park home site licences.	20
General additional time taken with telephone conversations and correspondence with the applicant on a typical expansion enquiry	90
Additional time for complicated cases (approx 10%) averaged over all applications	24
Additional time to resolve application form queries on site (approx 10%) averaged over all applications	6
Total Time (Officer)	471
Hourly Rate (Officer)	£42.30
Cost Sub-Total (Officer)	£332.06
Amended site licence to be checked and signed by the line manager	30
Hourly Rate (Manager)	£55.09
Cost Sub-Total (Manager)	£27.55
Additional Costs	
Mileage costs from Site Inspection	6.39
Mileage costs from resolving application queries on site	0.64
Printing cost for sending application form and covering letter (4 pages)	0.08
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.08
Printing of acknowledgement letter	0.04
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.04
Cost of Land Registry Search	3
Printing Land Registry Search for file	0.04
Printing of 10 A4 pages Final Licence (8 black and white plus 2 colour) and 2 page letter outlining historic breaches	0.56
2nd class postage cost for above plus A4 envelope	0.58
Printing of above item for file	0.56
Cost Sub-Total	£12.67

Grand Total	£372.27

Table A6 - Template for calculating the costs associated with staff time (fixed and per pitch) plus fixed costs for the annual fee

Number of pitches (amend as required)	2
Inspection time per pitch (mins)	10
Average return mileage	14.2
Average journey time (mins)	26

	Time (mins)
Check the site inspection register to determine the next routine inspection	10
Contact the site owner to notify them of the time and date of inspection. Enter the action on the Case Management System.	15
Look up historic breaches records	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
Additional inspection time for all pitches over and above the first	10
Travel time	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
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
Record the visit on the park home inspection spreadsheet	10
Write to the site owner detailing results of inspection and works required to remedy breaches plus any certificates required (figure for single pitch site).	30
Follow up telephone conversations and letters (figure for single pitch site).	15
Attach the letter to Case Management System and attach copy to paper file	10
Additional time for complicated cases (approx 10%) averaged over all applications	24
Total Time (Officer)	235
Hourly Rate (Officer)	£42.30
Cost Sub-Total (Officer)	£165.68
Additional Costs	

Mileage costs - Routine inspection	6.39
Printing risk assessment for file	0.04
Printing two page letter advising on outcome of routine inspection	0.04
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.04
Printing of additional letter	0.04
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.04
Cost Sub-Total	£7.25
Grand Total	£172.93

Risk-based fees were not thought to be appropriate due to the complexity that this would add and the fact that site owners could pass on the cost of annual licensing fees to residents in the form of increased pitch fees. This would mean that residents on poorly managed sites would be unfairly penalised by having to pay higher fees than residents on better sites. A fee structure based on bands relating to the number of pitches on sites was also not considered to be appropriate as residents on sites at the bottom of a band would end up paying significantly higher fees than residents on sites at the top of a band once site owners recovered this expense on a per pitch basis from them.

It was therefore decided that the most appropriate way to determine annual licensing fees would be to determine the total cost of providing the service across all current non-exempted sites in Central Bedfordshire and to then arrive at a per pitch figure by dividing this cost by the total number of pitches on these sites.

DCLG stated in their Impact Assessment of the consultation “A Better Deal for Mobile Home Owners - Changes to the Local Authority Site Licensing Regime” (published November 2012) that the existing legislation did not allow local authorities to charge fees for issuing and monitoring site licenses, or taking enforcement action if conditions were not met. They added that in practice, this severely limited local authorities’ resources to provide effective scrutiny of the sector. This has meant that historically many Local Authorities have not monitored conditions on licensed sites as regularly as they would want to. In the case of Central Bedfordshire Council this has meant that prior to the Fees Policy sites were inspected with a frequency dictated by their risk assessment with most inspection frequencies falling within the 12-18 month or 18-24 month ranges plus a small number in the 6-12 month range. With the ability to charge annual fees Central Bedfordshire Council aim to increase the frequency of inspections so that all sites paying an annual fee receive at least one inspection per year. This will not only provide more satisfactory monitoring of conditions but will also illustrate to both site owners and residents that they are receiving a service in relation to their annual fee. Risk assessments will still be undertaken to identify higher risk sites that require more than one inspection per year. However, the cost of such additional inspections will not be used in the initial calculation of annual fees as these

fees are likely to be passed on to residents through increased pitch fees and therefore would disadvantage them.

Sites that are for holiday use only or are only allowed to have units stationed on them at certain times of the year are exempt from licensing fees by virtue of not falling within the definition of “Relevant Protected Sites”. These are the only statutory exemptions, however, Section 10A (3) of the Caravan Sites and Control of Development Act 1960 as amended enables Local Authorities to fix different fees or to determine that no fee is required to be paid in certain cases or descriptions of case.

It was felt appropriate for Central Bedfordshire Council to make single pitch sites exempt from annual fees (but not other licensing fees) as there are less issues (e.g. spacing) to consider when carrying out routine monitoring compared with multiple pitch sites. Such sites would generally be considered lower risk and as such will not have their inspection frequency increased in the same way that sites attracting an annual fee would. In addition to this, collecting annual fees from single pitch sites would not be cost effective.

The per pitch annual fee was therefore calculated using the total cost of providing the service with the revised inspection frequencies across all current non-exempted sites divided by the total number of pitches on these sites.

Calculation of Annual Fee

The cost of a single inspection for each current non-exempted site was calculated using the template shown in Table A6 and can be translated as follows:

$$((((\text{No. of pitches} - 1) \times 10) + 225) / 60) \times \text{officer hourly rate} + 7.25$$

These figures were then modified by determining how many inspections would be carried out under the new inspection regime per year and the total then divided by the total number of pitches on these sites to arrive at the annual fee of £11.62 per pitch.

Calculation of Site Expansion Amendment Fee

In order to arrive at a per pitch fee for the amendment of an existing licence in relation to site expansion, the fee for each of the existing relevant protected sites was calculated using the template shown in Table A5, which can be translated as follows:

$$((((\text{No. of pitches} - 1) \times 5) + 466) / 60) \times \text{officer hourly rate} + (\text{manager hourly rate} / 2) + 12.669$$

The total for all relevant protected sites was then divided by the total number of pitches on these sites to arrive at the expansion amendment fee of £27.87 per pitch.

Calculation of Transfer or Standard Amendment Fee

The fee for the transfer or standard amendment (not expansion) of an existing licence was calculated using the template shown in Table A4, which can be translated as follows:

$$((326 / 60) \times \text{officer hourly rate}) + (\text{manager hourly rate} / 4) + 6.279$$

As this does not depend on the number of pitches on the site a per pitch fee is not necessary and therefore the fee for all relevant protected sites is £249.88. This almost identical to the figure of £250.00 assumed by DCLG in their aforementioned Final Impact Assessment.

Calculation of Initial Licence Fee

We cannot accurately predict the size of new sites requiring an initial licence that may come into existence in the future. However, we have worked on the basis that overall new relevant protected sites will reflect the diversity of the current sites. In order to calculate the initial licence fee per pitch the costs associated with issuing a new licence for each of the relevant protected sites already in existence was calculated using the template shown in Table A3, which translates as follows:

$$((((\text{No. of pitches} - 1) \times 25) + 722) / 60) \times \text{officer hourly rate}) + (\text{manager hourly rate} / 2) + 20.839$$

The total of these costs was then divided by the total number of pitches on these sites giving an initial licence fee of £53.61 per pitch

Table A7 – Showing calculated figures for the relevant protected sites in Central Bedfordshire

Site	No. of pitches for Fee Calc	Return Mileage	Cost of single Inspection	Proposed Frequency of Inspection	Inspections per year	Cost per year on Proposed Frequency	Cost per Pitch on Proposed Frequency	Site Fee on Proposed Frequency	Cost of Initial Licence	Cost of Expansion Amendment Fee	Cost of amendment/transfer
Site 1	1	20	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 2	1	19	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 3	1	19	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 4	13	25	£ 250.48	12	1	£ 250.48	£ 11.62	£ 151.04	£ 768.89	£ 411.04	£ 249.88
Site 5	20	24	£ 299.83	12	1	£ 299.83	£ 11.62	£ 232.37	£ 892.27	£ 435.72	£ 249.88
Site 6	1	10	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 7	1	10	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 8	3	6	£ 179.98	12	1	£ 179.98	£ 11.62	£ 34.86	£ 592.64	£ 375.79	£ 249.88
Site 9	1	6	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 10	1	6	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 11	11	6	£ 236.38	12	1	£ 236.38	£ 11.62	£ 127.80	£ 733.64	£ 403.99	£ 249.88
Site 12	3	8	£ 179.98	12	1	£ 179.98	£ 11.62	£ 34.86	£ 592.64	£ 375.79	£ 249.88
Site 13	42	6	£ 454.93	12	1	£ 454.93	£ 11.62	£ 487.98	£ 1,280.02	£ 513.27	£ 249.88
Site 14	74	9	£ 680.53	12	1	£ 680.53	£ 11.62	£ 859.77	£ 1,844.02	£ 626.07	£ 249.88
Site 15	29	13	£ 363.28	12	1	£ 363.28	£ 11.62	£ 336.94	£ 1,050.89	£ 467.44	£ 249.88
Site 16	100	10	£ 863.83	12	1	£ 863.83	£ 11.62	£ 1,161.86	£ 2,302.27	£ 717.72	£ 249.88
Site 17	1	12	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 18	39	35	£ 433.78	12	1	£ 433.78	£ 11.62	£ 453.12	£ 1,227.14	£ 502.69	£ 249.88
Site 19	1	7	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 20	1	5	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88

Site 21	11	8	£	236.38	12	1	£	236.38	£	11.62	£	127.80	£	733.64	£	403.99	£	249.88
Site 22	1	5	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 23	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 24	1	11	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 25	5	10	£	194.08	12	1	£	194.08	£	11.62	£	58.09	£	627.89	£	382.84	£	249.88
Site 26	26	15	£	342.13	12	1	£	342.13	£	11.62	£	302.08	£	998.02	£	456.87	£	249.88
Site 27	8	14	£	215.23	12	1	£	215.23	£	11.62	£	92.95	£	680.77	£	393.42	£	249.88
Site 28	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 29	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 30	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 31	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 32	11	14	£	236.38	12	1	£	236.38	£	11.62	£	127.80	£	733.64	£	403.99	£	249.88
Site 33	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 34	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 35	3	14	£	179.98	12	1	£	179.98	£	11.62	£	34.86	£	592.64	£	375.79	£	249.88
Site 36	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 37	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 38	30	38	£	370.33	12	1	£	370.33	£	11.62	£	348.56	£	1,068.52	£	470.97	£	249.88
Site 39	175	35	£	1,392.58	12	1	£	1,392.58	£	11.62	£	2,033.25	£	3,624.14	£	982.09	£	249.88
Site 40	4	38	£	187.03	12	1	£	187.03	£	11.62	£	46.47	£	610.27	£	379.32	£	249.88
Site 41	1	16	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 42	35	13	£	405.58	12	1	£	405.58	£	11.62	£	406.65	£	1,156.64	£	488.59	£	249.88
Site 43	29	13	£	363.28	12	1	£	363.28	£	11.62	£	336.94	£	1,050.89	£	467.44	£	249.88
Site 44	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 45	62	14	£	595.93	12	1	£	595.93	£	11.62	£	720.35	£	1,632.52	£	583.77	£	249.88
Site 46	17	14	£	278.68	12	1	£	278.68	£	11.62	£	197.52	£	839.39	£	425.14	£	249.88

Site 47	1	15	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 48	15	25	£	264.58	12	1	£ 264.58	£ 11.62	£ 174.28	£ 804.14	£ 418.09	£ 249.88
Site 49	4	24	£	187.03	12	1	£ 187.03	£ 11.62	£ 46.47	£ 610.27	£ 379.32	£ 249.88
Site 50	15	25	£	264.58	12	1	£ 264.58	£ 11.62	£ 174.28	£ 804.14	£ 418.09	£ 249.88
Site 51	1	6	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 52	1	6	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 53	1	6	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 54	1	6	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 55	41	9	£	447.88	12	1	£ 447.88	£ 11.62	£ 476.36	£ 1,262.39	£ 509.74	£ 249.88
Site 56	41	9	£	447.88	12	1	£ 447.88	£ 11.62	£ 476.36	£ 1,262.39	£ 509.74	£ 249.88
Site 57	1	6	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 58	1	16	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 59	1	16	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 60	1	15	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 61	120	9	£	1,004.83	12	1	£ 1,004.83	£ 11.62	£ 1,394.23	£ 2,654.77	£ 788.22	£ 249.88
Site 62	150	14	£	1,216.33	12	1	£ 1,216.33	£ 11.62	£ 1,742.79	£ 3,183.52	£ 893.97	£ 249.88
Site 63	5	6	£	194.08	12	1	£ 194.08	£ 11.62	£ 58.09	£ 627.89	£ 382.84	£ 249.88
Site 64	30	5	£	370.33	12	1	£ 370.33	£ 11.62	£ 348.56	£ 1,068.52	£ 470.97	£ 249.88
Site 65	1	16	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 66	1	14	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 67	5	6	£	194.08	12	1	£ 194.08	£ 11.62	£ 58.09	£ 627.89	£ 382.84	£ 249.88
Site 68	1	14	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 69	1	17	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 70	1	18	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 71	1	18	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88
Site 72	1	18	£	165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 368.74	£ 249.88

Site 73	1	25	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 74	6	20	£	201.13	12	1	£	201.13	£	11.62	£	69.71	£	716.02	£	400.47	£	249.88
Site 75	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 76	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 77	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 78	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 79	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 80	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 81	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
Site 82	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	368.74	£	249.88
		Average					Total											
		14.2					£18,227.54											
							Exc exempt sites											
							£14,661.23											
							Annual Fee per pitch							Transfer or Standard Amendment Fee per site	£	249.88		
						1230		£	11.62									
							Initial Licence Fee per pitch							Expansion Amendment Fee per pitch	£	27.87		
								£	53.61									
						1182												
							Total Number of Pitches											
							Total No. of non-exempt pitches											

Calculation of Fees for depositing Site Rules

It is expected that it will take approximately 1 hour of Technical Support Officer time to deal with site rules deposited by Site Owners including checking that the rules have been made in accordance with the statutory procedure and updating the associated register. Therefore given the hourly rate shown in Table A8 below supplied by the Adult Social Care, Health and Housing Finance Team for the Technical Support Officers who would be responsible for this, a fee for depositing site rules should be set at £30.91.

Table A8 – Average hourly rate for Technical Support Officers

**Technical Support Officers on 100%
FTE**

TSO1	34,446.00
TSO2	31,257.00
TSO3	36,300.00
Total	102,003.00
Average	34,001.00
Support service 40%	13,600.40
No Of Staff	3
Total average staff Cost per annum	47,601.40
Productive Hours Per annum	1,540
Hourly Rate	£30.91

Calculation of Fees for Fit and Proper Persons Register Applications

The benchmarking exercise shown in Appendix B revealed that most of the Local Authorities that responded believed that proper fit and proper person checks would take 120 minutes. It is anticipated that updating and publishing a register would take a further 30 minutes, giving a total of 150 minutes. The fit and proper person checks are likely to be carried out by the same officers who would carry out the licensing (average hourly rate of £42.30 as per Table A1), and therefore the fee should be set at £105.75.

