

**TO: LICENSING AND SAFETY COMMITTEE
6 OCTOBER 2016**

**PARK HOMES FEE POLICY
(Chief Officer: Environment and Public Protection)**

1 PURPOSE OF REPORT

- 1.1 To receive the results of the consultation process on the proposed new Park Homes Fee Policy. To consider the responses and agree a new Fee Policy document.

2 RECOMMENDATION

- 2.1 **That the Committee agrees the proposed Park Homes Fee Policy as attached at Annex A.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Committee agreed at its meeting on 15 June 2016 a revised Policy and that licensed park home site owners would be consulted upon the changes. This has been completed and the responses received are attached to the report as Annex B.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None. The Council must have in place a Park Homes Fee Policy which is compliant with legal provisions.

5 SUPPORTING INFORMATION

- 5.1 A consultation process has been conducted as required by the legal provisions. All licensed park home site owners were consulted by email where possible and in addition by recorded delivery post. The consultation process closed on 19 September 2016 and one response was received which is attached as Annex B.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The legal provisions are identified within the report.

Borough Treasurer

- 6.2 Any fees charged have been calculated to fairly cover the costs incurred by the Council, therefore there will be no profit made from these fees.

Equalities Impact Assessment

- 6.3 There are no implications arising from the recommendation in this report.

Strategic Risk Management Issues

- 6.4 There are no implications arising from the recommendation in this report.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Owners of the licensed caravan sites within Bracknell Forest.

Method of Consultation

- 7.2 Email and recorded delivery post with a letter and draft Fee Policy.

Representations Received

- 7.3 One – see Annex B.

Background Papers

DCLG – A guide for local authorities on the setting of licence fees.

Contact for further information

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