

Proper Person Fee policy and Mobile Homes Fit and Proper Person Determination Policy were introduced.

Following review, a new Caravan Site and Mobile Homes policy is proposed that would incorporate the Mobile Homes Fit and Proper person policies into a single policy with an updated fee structure and introduce wider changes to the licensing and oversight of caravan sites within Mid Devon. These changes include the introduction of a range standard conditions for different types of sites and an inspection risk assessment tool as set out in the relevant annexes.

Recommendation:

That the Regulatory Committee approve the draft Caravan Site and Mobile Homes Policy and associated Annexes (attached in Annexes A – H) for a 3-month public consultation.

1 Introduction

- 1.1 Caravan site and Mobile Home legislation within the UK is complex, and changes over recent years have brought in more responsibilities and powers for Local Authorities with respect of relevant protected sites. This followed a review by Parliament's Communities and Local Government Select Committee in early 2012 that concluded legislation was outdated and did not provide local authorities with the tools or the resources to ensure effective management and maintenance of sites.
- 1.2 Local authorities are responsible for safeguarding the interests of home owners and the public at large through the licensing regime under the [Caravan Sites and Control of Development Act 1960](#).
- 1.3 The [Mobile Homes Act 2013](#) introduced a new site licensing regime for relevant protected sites (that is park home sites and mixed sites of both residential park homes and holiday homes) which came into force on 1 April 2014. The new site licensing regime gives local authorities more effective control of conditions on relevant protected sites. In appropriate cases, it provides local authorities with the tools required to take enforcement action including the power to serve compliance notices in relation to breaches of site licence conditions, emergency action powers, and the ability to carry out works in default and recover expenses.
- 1.4 The Council have implemented the changes introduced by the 2013 Act as required at minimum level. The licensing team has in recent years been responding on a reactive basis to an increasing number of complaints and associated regulation and licensing issues. It has become apparent through a service delivery review that the current regulatory approach and policy support were inadequate and that existing resources can be better deployed on a more proactive basis through the introduction of a more coherent licensing approach.

This would not only result on higher, more coherent standards on sites it would also potentially reduce the level of complaint and reactive working.

- 1.5 This policy looks to provide a more comprehensive and coherent policy approach that fully implements relevant powers and formalises a proactive inspection regime for all caravan sites, not only relevant protected sites. It also introduces a broader fee structure as is allowed for under the relevant legislation to ensure effective cost-recovery.
- 1.6 It is not proposed to increase resourcing within the team to implement the proposed changes. Instead, the new fee structure and proactive risk-based inspection approach will more accurately encompass the current team resources and level of activity regulating this sector. The new policy approach will also ensure broader working across teams within the service and utilisation of specific expertise from environmental health and private sector housing specialists as appropriate to sites.
- 1.7 For context, within Mid Devon there are currently 49 caravan sites, with 37% of these sites being relevant protected sites.
- 1.8 In developing the proposed local policy and inspection approach, the licensing team have reviewed existing policies regionally and alongside published national model standards/guidance to ensure a consistent, best practice approach is deployed.
- 1.9 A data project is underway, with involvement from Licensing, Private Sector Housing and Development Management (Planning). One of the objectives being to ensure that all our sites are accurately defined and relevant protected sites identified with a consistent corporate approach to the regulation of this sector.

2 Consultation

- 2.1 A 3-month consultation will be undertaken to help shape the policy and aims to establish if it is fit for purpose.
- 2.2 We are proposing to consult with the following parties:
 - Site licence holders directly
 - Members of the public via a banner on the website
 - Residents associations directly (where they exist)
 - Devon and Cornwall Fire and Rescue
 - Environmental Health to include Private Sector Housing
 - MDDC Development Control
- 2.3 The proposed consultation period will run from 15th December 2025 until 15th March 2026. Existing licence holders will be given the opportunity to attend a face-to-face feedback and Q&A session in February 2026.

3 Main policy highlights

- 3.1 The draft policy is attached at Annex A for full review, with the main objectives of the draft policy summarised below.
- 3.2 Provide an overview of the relevant licencing processes for existing licence holders and applicants and a reference point for staff when dealing with applications for site licences, licence transfer requests, applications for fit and proper persons and compliance and enforcement.
- 3.3 Update the standard conditions in accordance with Model Standards.
- 3.4 Introduction of an annual fee structure for relevant protected sites, to cover the costs associated with the ongoing compliance checks of sites. The fee has been calculated based on the cost of an inspection.
- 3.5 Introduce an exemption from fees for sites with up to 3 caravans or used by a single family.
- 3.6 Some Local Authorities have introduced fees for all caravan site types, but it is the opinion of the author of this report, that this is not in accordance with the powers laid out in the Caravan Sites and Control of Development Act 1960.
- 3.7 Introduction of a new application fee and transfer fee for relevant protected sites.
- 3.8 Introduction of a fee for the depositing of site rules.
- 3.9 Introduction of cost recovery for enforcement against site licence conditions.
- 3.10 Introduction of programmed site inspections to check compliance with site licence conditions. Inspections will be carried out by either a Licensing Officer, Commercial team officer, or Private Sector Housing Officer, or a combination of. This will be determined by site type and risk band.
- 3.11 Introduction of a risk assessment and rating process to identify a risk band for sites that will determine the annual fee and frequency of site inspection. The risk assessment will be based on 3 criteria, number of residential pitches, compliance history (from year 2) and confidence in management (from year 2).
- 3.12 Consolidation of previous policies into single policy document, including the Mobile Homes Fit and Proper Person Fee Setting Policy and Mobile Homes Fit and Proper Person Determination Policy.

4 Next steps

- 4.1 Officers are visiting sites throughout November and December 2025 to check data held on our database is up to date and accurate and to inform licence holders of the draft policy and proposed consultation (subject to Committee agreement). Details of any residents' associations that are established will be sought. They will also be asked if they would like a face-to-face feedback session to be arranged in February 2026.

- 4.2 If agreed, the Licensing Team will arrange for and conduct the proposed consultation, to start 15th December 2025 for a 3-month period.
- 4.3 The results of this will be presented to the Regulatory Committee in spring 2026 with a view to them recommending to Full Council the adoption of the policy.

5 Recommendation

- 5.1 In accordance with the above, the following recommendation is made:
- 5.2 That the Regulatory Committee approve the draft Caravan Site and Mobile Homes Policy and associated Annexes (attached in Annexes A – H) for a 3-month public consultation.

Financial Implications: The commitment to a programme of site inspections will have an associated cost. For the sites in scope of a fee, the costs associated will be covered by the annual fee. For other sites, that are considered low risk, the inspection will be light touch and carried out by existing staff within the licensing team as set out in more detail within the report.

Legal Implications: The Council is responsible for safeguarding the interests of home owners and the public at large through the licensing regime under the [Caravan Sites and Control of Development Act 1960](#). The licensing regime introduced by the [Mobile Homes Act 2013](#) has not been fully implemented. Additionally, there has not been regular contact with our licenced sites for many years, and without the inspection regime, we have limited information on compliance with licence conditions.

Risk Assessment: Continuing without fully implementing the licencing regime for relevant protected sites, potentially puts residents at risk, and in the event of an incident, could have possible reputational damage for the Council.

Impact on Climate Change: There is no direct impact on climate change as a result of this report.

Equalities Impact Assessment: An equalities impact assessment will be carried out prior to implementation of the new policy following consultation.

Relationship to Corporate Plan: This report links directly to the Licensing Authority functions of the Council with the primary aim of protecting public safety and ensuring the well-being of our community and licensed service users. It therefore contributes to the priority of Community, People and Equalities within the Corporate Plan.

Statutory Officer sign-off/mandatory checks

Statutory Officer: Andrew Jarrett
Agreed by or on behalf of the Section 151 Officer
Date: 20.11.25

Statutory Officer: Maria de Leburne
Agreed on behalf of the Monitoring Officer
Date: 20.11.25

Chief Officer: Stephen Walford
Agreed by or on behalf of the Chief Executive/Corporate Director
Date: 20.11.25

Performance and risk: Steve Carr
Agreed on behalf of the Corporate Performance & Improvement Manager
Date: 14 November 2025

Cabinet member notified: Yes

Contact for more Information:

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Background Papers:

- Caravan Sites and Control of Development Act 1960
<https://www.legislation.gov.uk/ukpga/Eliz2/8-9/62/contents>
- Model Standards 2008 for Caravan Sites in England
<https://webarchive.nationalarchives.gov.uk/ukgwa/20120919234852/http://www.communities.gov.uk/publications/housing/modelstandardsparkhomes>
- Mobile Homes Act 2013
<https://www.legislation.gov.uk/ukpga/2013/14/contents>
- Mobile Homes Act 2013: a best practice guide for local authorities on enforcement of the new site licensing regime
<https://www.gov.uk/government/publications/mobile-homes-act-2013-a-best-practice-guide-for-local-authorities-on-enforcement-of-new-site-licensing-regime/mobile-homes-act-2013-a-best-practice-guide-for-local-authorities-on-enforcement-of-the-new-site-licensing-regime>
- Mobile Homes Act 2013: a guide for local authorities on setting licence fees
<https://www.gov.uk/government/publications/mobile-homes-act-2013-a-guide-for-local-authorities-on-setting-licence-fees>