

# LICENSING REGULATORY COMMITTEE

## Arrangements for Caravan Site Licences

16 February 2012

### Report of the Head of Governance and Head of Health and Housing

#### PURPOSE OF REPORT

To enable the Committee to make a minor amendment to the scheme of delegation in order to streamline the issuing of caravan site licences.

**This report is public.**

#### RECOMMENDATIONS

- (1) That the current and proposed operational arrangements for issuing caravan site licences be noted.
- (2) That the Scheme of Delegation be amended to authorise the Head of Health and Housing and any officer designated in writing by her to grant, transfer or renew any licence under the Caravan Sites and Control of Development Act 1960, except where any objection or adverse comment has been received or a member of the Committee has requested that the matter be referred to Committee.

#### 1.0 Introduction

- 1.1 The issuing of licences for caravan sites falls within the terms of reference of this Committee.
- 1.2 The current arrangements are that Environmental Health (in Health & Housing Services) performs all caravan site licensing administration, inspection and enforcement with one exception: the Licensing service has to provide the authorised signature when granting, transferring or renewing caravan site licences. So whilst Environmental Health receives each application, prepares each licence together with terms and conditions, and provides all technical, inspection and enforcement input, it cannot finalise and issue licences without involving another service. This inevitably leads to an avoidable delay in issuing licences and unnecessarily involves two separate services in granting one licence.
- 1.3 Discussions have taken place between the two services, and it is felt that the system could be improved by transferring the final element of responsibility - signing new, renewed and transferred licences - to Health and Housing Services. This would fit comfortably with where caravan site licensing work already sits within Health & Housing and it would make the issuing of licences

more streamlined.

- 1.4 This requires an amendment to the scheme of delegation to authorise the Head of Health and Housing and officers designated in writing by her to issue licences under the Caravan Sites and Control of Development Act 1960. The current delegation is to the Head of Governance.

## **2.0 Proposal Details**

- 2.1 It is proposed that responsibility for issuing the licences will pass to Health and Housing from 1<sup>st</sup> March 2012. Health and Housing are already responsible for all other aspects of these licences.
- 2.2 This means that an amendment to the Scheme of Delegation is required to authorise the Head of Health and Housing and officers designated in writing by her to issue licences under the Caravan Sites and Control of Development Act 1960. The current designation is to the Head of Governance.

## **3.0 Details of Consultation**

- 3.1 Discussions have taken place between Health and Housing Services and Legal and Licensing Services. Both consider the proposal desirable from an operational point of view. This is a simple administrative issue and there has been no need for any other consultation.

## **4.0 Conclusion**

- 4.1 The amendment of the scheme of delegation is required to formalise the proposed operational arrangements so that there is formal authority for the Head of Health and Housing to issue these licences.

<b>CONCLUSION OF IMPACT ASSESSMENT</b>
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(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)
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None
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<b>LEGAL IMPLICATIONS</b>
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The Head of Legal and HR has been consulted and has no further comments.
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<b>FINANCIAL IMPLICATIONS</b>
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This proposal will generate no additional work and it has no resource implications.
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<b>OTHER RESOURCE IMPLICATIONS</b>
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<b>Human Resources:</b>
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None
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<b>Information Services:</b>
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None

**Property:**

None

**Open Spaces:**

None

**BACKGROUND PAPERS**

Caravan Sites and Control of Development  
Act 1960

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