

Site Licence Information

Site Licence Conditions

Every site licence will have conditions attached to it which set out standards governing the layout of the site, facilities and required maintenance. The Council is responsible for ensuring site owners comply with all site licence conditions.

Site licence conditions are based on the model standards for residential park homes, however these standards represent good practice so can be altered to suit individual circumstances.

Site inspections

The Council has adopted a risk based inspection programme in order to ensure that conditions on mobile home parks are maintained.

Altering a site licence

The licence holder must apply in writing to the Council if changes to the site licence conditions become appropriate. Each application should include a detailed description as to why the changes are required and, if necessary, include relevant plans and specifications.

Transfer of a site licence

When a site licence holder relinquishes a licence, the transfer to a new licence holder is at the discretion of the Council and this is determined once a detailed suitability process has been undertaken. The name of the new holder, and the date of the transfer, will then be endorsed on the licence by the Council.

Challenging decisions of the Council

A licence holder can appeal within 28 days to the First Tier Tribunal (Property Chamber) against conditions attached to a licence when issued, against any alterations of a licence or refusal to transfer a site licence.

Your contract

If you own the park home you live in, on a residential park home site, you are entitled to a Mobile Homes Act Agreement. This is the contract setting out the responsibilities of both you and the park owner.

If you rent a park home you are likely to hold an Assured Shorthold Tenancy (AST), even if you have not been given a written copy. If you comply with the terms of your tenancy, the landlord cannot evict you without giving two months notice. The park owner will need to obtain a possession order from the courts to make you leave.

The Council cannot enforce the terms of your Mobile Home Act Agreement or tenancy for you. If you do not have an agreement, or if the landlord is breaching a term of the agreement, you should discuss this directly with them. Specific legal advice can be obtained from the Citizens Advice Bureau or a solicitor.

Complaints

If you have a complaint concerning a mobile home park you should always initially contact the site owner or manager, allowing them a reasonable amount of time to remedy the situation.

If the site owner or manager is reluctant to remedy the situation, you should then contact the Private Sector Housing who may be able to take further action.

Park rules and other matters which are not covered under the site licence are strictly an issue between the resident and landlord, the Council is unable to act on behalf of residents or landlords in such circumstances. You may wish to seek advice from your local Citizens/Advice Bureau or solicitor.

Grant assistance

Resident of mobile homes often benefit from adaptations to overcome obstacles because of a disability, such as replacing steps with a ramp, a Disabled Facilities Grant may be available.