

Mobile Home Park Governance Policy

1. Overview / Policy Statement

- 1.1 This joint policy outlines approach of South Oxfordshire and Vale of White Horse District Councils (the councils) the governance of our council-owned mobile home parks.
- 1.2 The councils are committed to fairness and transparency. This policy will set out the procedures and oversight that underpin decisions that impact mobile home park sites.
- 1.3 This policy will cover the councils' approach to:
 - Park rules (amendments and enforcement)
 - Pitch rent setting
 - Record keeping
 - Compliance monitoring and oversight

2. Objectives

- 2.1 The objective of this policy is to ensure that the governance of council owned mobile home parks is fair, transparent, and compliant with all regulatory standards.

3. Scope

- 3.1 This policy exclusively applies to Mobile Home Parks directly owned and operated by the councils. This includes Foxhall Manor Park in South Oxfordshire, and Pebble Hill and Woodlands Park in the Vale of White Horse.
- 3.2 This policy operates alongside South Oxfordshire and the Vale of White Horse's Mobile Home Park Rules, which are in place with all occupiers residing in our mobile home parks. This policy does not take precedence over the Mobile Home Park Rules. Any changes in the rules that occupiers are expected to abide by will be made via the statutory process for amending mobile home park site rules.
- 3.3 Mobile home park policies are intended to ensure that the councils follow the same protocol for all occupiers of our mobile home parks, resulting in consistent and fair responses.

4. Roles and Responsibilities for Delivery

4.1 The roles and responsibilities for delivery are as follows:

- Property and Tenancy Officers: Day to day delivery of this policy
- Housing Landlord Team Leader: Management of operational delivery of this policy
- Housing Delivery Manager: Oversight of operational delivery of this policy
- Director of Housing and Environment: Overall responsibility for policy implementation

5. Legislation

5.1 The relevant legislation is listed below:

- Mobile Homes Act 1983 – Model Standards
- Mobile Homes Act 2013
- Caravan Sites and Control of Development Act 1960
- Caravan Sites and Control of Development Act 1968
- The Mobile Homes (Site Rules) (England) Regulations 2014
- Mobile Homes (Pitch Fees) Act 2023

6. Relevant Policy and Procedure

6.1 The relevant policy and procedures are listed below:

- South Oxfordshire and the Vale of White Horse Mobile Home Park Rules
- Data Protection policy
- Mobile Home Park Management policy
- Mobile Home Park Maintenance and Infrastructure policy

7. Policy and Procedure

Park Rules

7.1 The rules enforced in council-owned mobile home parks are set out in South Oxfordshire and the Vale of White Horse Mobile Home Park Rules. These rules are incorporated into occupiers Pitch Agreements, and breaches of any of the rules set out in the Park Rules are a breach of the Pitch Agreement.

7.2 Park Rules are in place to ensure the good management of the parks and to promote and maintain community cohesion for the benefit of those that use and visit them.

7.3 Mobile Home Park rules and regulations are governed by the Mobile Homes Act 1983 and the Mobile Homes Act 2013.

7.4 The content of the Park Rules will be reviewed following legislative changes, or when doing so would meaningfully improve the standards of the parks.

Changes to Park Rules

- 7.5 Changes to Park Rules will be carried out in accordance with the Mobile Homes (Site Rules) (England) Regulations 2014.
- 7.6 All site rules, and amendments to the rules, must be necessary to:
- Ensure that acceptable standards are maintained on the site, which will be of general benefit to occupiers; or
 - Promote and maintain community cohesion on the site.
- 7.7 Before amending site rules, the councils will consult all occupiers and any resident's associations that qualify under the Mobile Homes (Site Rules) (England) Regulations 2014.
- 7.8 The consultation will be carried out in accordance with the Mobile Homes (Site Rules) (England) Regulations 2014. This process will include:
- Sending a notification of proposal.
 - Deciding whether to implement the proposal, having considered the representations received from consultees.
 - Sending out a consultation response document to each consultee to inform them of the decision.
- 7.9 Within 21 days of receiving the consultation response document, consultees may appeal the decision to a tribunal if one or more of the following conditions are met:
- A site rule makes provision in relation to any of the prescribed matters set out in Schedule 5 (these are rules governing mobile home parks that are set out by the government that cannot be overridden by park rules). The full list of Schedule 5 matters can be found in appendix 1.
 - The owner has not complied with a procedural requirement imposed by the Mobile Homes (Site Rules) (England) Regulations 2014.
 - The owner's decision was unreasonable having regard, in particular to:
 - The proposal or the representations received in response to the consultation.
 - The size, layout, character, services or amenities of the site.
 - The terms of any planning permission or conditions of the site licence.
- 7.10 If a consultee makes a formal appeal, the consultee must notify the councils of the appeal in writing and provide the councils with a copy of the application made, within the 21 day period.

Pitch Rents

- 7.11 Pitch fees are reviewed annually.
- 7.12 At least 28 days before the fee review date, the councils will serve the occupier a written notice setting out the new pitch fee proposal. This notice will include [a](#)

[document](#) that meets the requirements set out in the Mobile Homes Act 1983.
This document:

- Presents the proposed new pitch fee
- Specifies any percentage increase or decrease in the Consumer prices index (the calculation method for which is specified in paragraph 7.15)
- Explains the process of pitch fee reviews
- Specifies the matters for which any changes in fees are attributable
- Sets out the councils' and the owners' obligations as regards the pitch fee increase
- Explains what to do if you disagree with the change in pitch rent

- 7.13 Should the occupier agree to the new pitch fee, it will be applied from the review date.
- 7.14 If the occupier does not agree to the change in pitch fee, they may appeal to the appropriate judicial body (presently a First-tier Tribunal Property Chamber). This appeal may be made at any time after the end of the period of 28 days beginning with the review date, but no later than three months after the review date.
- 7.15 Should an occupier appeal to a judicial body, the occupier shall continue to pay the current pitch fee to the owner until such time as the new pitch fee is agreed by the occupier or an order determining the amount of the new pitch fee is made by the appropriate judicial body. The new pitch fee shall be payable as from the review date but the occupier shall not be treated as being in arrears until the 28th day after the date on which the new pitch fee is agreed or the 28th day after the date of the judicial order determining the amount of the new pitch fee.
- 7.16 If the council are late in carrying out their review and occupiers wish to apply to a judicial body to contest a change in pitch fees, this application can be made 56 days after notice of the change is served, but must be made no later than 4 months after that date.
- 7.17 Pitch fees will be subject to a Consumer Price Index (CPI) adjustment annually. The CPI is a measure of the average change from month to month in the prices of goods and services purchased by households in the UK. The maximum CPI adjustment is limited to the CPI change in the previous year.
- 7.18 The CPI adjustment will be calculated as follows:
- The CPI adjustment will be capped at January's CPI. This allows time for the increases to be calculated by Finance and the notification letters to be prepared and sent out. This is because 28 days' notice must be given to the occupiers ahead of the effective increase date which 1 April each year.
 - If the councils propose a pitch fee review that occurs later than one year after the last increase (a late review), the CPI figure that will be applied is the last 12 month CPI figure that was published before the day on which the review notice ought to have been served if the review had taken place on time.

7.19 The councils may also increase pitch fees above the CPI adjustment in order to recover costs associated with making improvements to the parks. This will only be done in exceptional circumstances in which the following criteria are met:

- The improvement is for the benefit of the occupiers of the site.
- There has been consultation with the occupiers, and any qualifying residents' association and the majority of occupiers have not disagreed in writing to the improvements being carried out or where the majority have disagreed, a tribunal has ordered that the costs can be included in the pitch fee.

Record Keeping

7.20 All records relating to Mobile Home Parks will be kept in line with statutory requirements, as outlined in the councils' joint Data Protection policy.

Compliance monitoring and oversight

7.21 The councils are committed to ensuring that council-owned mobile home parks are operated in accordance with best practice, and that we fully comply with our statutory obligations.

7.22 Policies and procedures relating to mobile home park rules will be reviewed after changes to legislation pertaining to mobile home parks, and amendments will follow if necessary to ensure compliance.

8. Communication and Contact Information

8.1 For further information about this policy, please contact us via email: mobilehomeparks@southandvale.gov.uk or telephone 01235 422422.

9. Alternative Formats

9.1 Please do not hesitate to contact us if you would like this policy in an alternative format, via email mobilehomeparks@southandvale.gov.uk or telephone 01235 422422.

10. Change Records

Change Record	
Policy title	Mobile Home Park Governance policy
Version number	1
Owner(s)	Housing Delivery Manager
Author(s)	Housing Delivery Manager
Approved by	Cllr Worgan/Cllr Crawford
Approved date	17/04/2026
Effective date	01/05/2026
Renewal date	01/05/2028

11. Appendix 1: Schedule 5

- 11.1 The Mobile Homes (Site Rules) (England) Regulations 2014 sets out the matters over which park rules do not have jurisdiction. This is quoted below.
- 11.2 “The matters set out in paragraphs 1 and 2 are prescribed matters for the purposes of section 2C(8). (Site rules or rules such as are mentioned in section 2C(3) of the 1983 Act are of no effect in so far as they make provision in relation to the prescribed matters.)

Matters relating to the sale or gift of a mobile home

1. —(1)The matters are—

- (a) whether the occupier should be prevented from selling or gifting the mobile home to anyone other than the owner;
- (b) whether the occupier should be required to notify the owner of the occupier’s intention to sell or gift the mobile home;
- (c) whether the occupier should be required to use the services of the owner or a person specified by the owner for the purposes of selling or gifting the mobile home;
- (d) whether the occupier should be prevented from using the services of an estate agent for the purposes of selling the mobile home;
- (e) whether the occupier should be prevented from using services provided by a solicitor for the purposes of selling or gifting the mobile home and assigning the agreement;
- (f) whether the occupier should be prevented from using any services that would otherwise be available to the occupier for the purposes of selling or gifting the mobile home;
- (g) whether the occupier should be prevented from advertising the mobile home for sale by means of a notice, board or placard affixed to the mobile home or to the pitch;
- (h) whether the occupier should be required to—
 - (i) obtain a survey of the mobile home or the pitch; or
 - (ii) permit the owner or his agents to undertake a survey of the mobile home or the pitch before selling or gifting the mobile home;
- (i) whether the occupier should be required to sell or gift the mobile home or assign the agreement in the presence of the owner;
- (j) whether the occupier or the proposed occupier should be required to provide the site owner with the personal details of the proposed occupier or of any other person intending to live in the mobile home with the proposed occupier;

(k) whether the proposed occupier should be required to attend a meeting with the owner.

(2) The following are examples of “personal details”—

(a) the home address, other contact details or vehicle registration number of the person concerned;

(b) any financial information relating to the person concerned;

(c) a birth certificate or certificate of marriage or civil partnership of the person concerned; and

(d) details of the age, ethnic origin, sex or sexual orientation of the person concerned.

(3) In sub-paragraphs (c), (d), (e), (f) and (h) of paragraph 1(1) references to selling a mobile home include a reference to marketing, advertising or offering the mobile home for sale.

Other matters

2. The matters are—

(a) subject to paragraph 3, any matter which is expressed to grant an occupier a right subject to the exercise of discretion by the owner, except in relation to improvements to an occupier’s plot;

(b) any matter which is expressed to apply retrospectively;

(c) any matter which is contrary to the implied terms of the agreement, as defined by section 1 of the 1983 Act;

(d) any matter which is expressed to apply only to particular persons or to persons of a particular description, apart from where a rule makes an exception for the owner, the owner’s family or an employee of the owner (where an employee of the owner does not occupy the site under an agreement to which the 1983 Act applies);

(e) whether the occupier should be absolutely prohibited from making improvements to the home or pitch;

(f) whether visitors to the site should be required to report to the owner on arrival;

(g) whether any category of person should be restricted from visiting the site, regardless of whether the site has an age restriction in place;

(h) whether the owner should be allowed to reduce the size of a pitch or its reorientation;

(i) whether the owner should require the collection of deposits or charge for other services or permissions in addition to charges for the pitch fee, utility charges, for parking or sheds, where the charge is not permitted to be

made under the agreement (as defined by section 1 of the 1983 Act) or by other legislation;

- (j) whether vehicular access to the site should be restricted in any way;
- (k) whether the occupier may have visitors to stay for short periods of time, whether or not the occupier is present at the time;
- (l) whether the occupier should be required to purchase only goods or services supplied by the owner or such other person as the owner may nominate;
- (m) whether the occupier should be required to use only such tradesmen as the owner may nominate, including the owner himself;
- (n) whether the site rules may be changed other than by the procedure set out in regulations 7 to 13 of these regulations;
- (o) whether the site rules may purport to threaten eviction for failure to comply with the site rules.

3. Sub-paragraph 2(a) of this Schedule shall not prevent an owner from exercising discretion to grant an occupier a right in order to accommodate that occupier's disability.

4.—(1) Where—

- (a) prior to the deposit of a site rule, the occupier of a site enjoyed a benefit; and
- (b) the effect of the coming into force of the deposited site rule is that the enjoyment of the benefit by the occupier will be in breach of the deposited site rule;

the occupier will not be in breach of the deposited site rule for the period that the benefit continues to subsist.

(2) On the cessation of the benefit, the occupier will be bound by the deposited site rule.”