

**COUNCIL**  
**23 June 2021**  
**COMMITTEE RECOMMENDATIONS**

Details of recommendation to Council made by Licensing Committee on 15 June

**The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020: introduction of the test and amendment to the Fees Policy**

Changes in legislation governing 'relevant protected sites' (ie permanent residential mobile home sites) were introduced with the passing of The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020.

These regulations require that, should a local authority intend to charge fees, it must prepare and publish a fee policy. Local authorities in England have until 1st July 2021 to: prepare to receive applications from site owners/licence holders; establish the processes for making and issuing decisions; establish a fit and proper person register for their local area; and to publish a Fees Policy.

The report to Licensing Committee included information on the introduction of the fit and proper person test for owners/managers of permanent residential caravan sites, under the Mobile Homes Act 2013, and set out the proposed fees policy and fees, as set out in appendix 2 of the report.

At the meeting on 15 June, the Licensing Committee is

**RECOMMENDED**

- i) To note the new statutory powers local authorities have under the Regulations.
- ii) To approve the proposed amendments to the Mobile Homes Act Fees Policy set out in Appendix 2 to the Committee report.

The Licensing Committee on 15 June is also **RECOMMENDED** to:

**RECOMMEND TO COUNCIL**

- i) To approve £3,000 of fee income and £3,000 of additional officer costs in the 2021/22 budget.

**REASON**

- i) To ensure compliance with legislative requirements;
- ii) To ensure transparency and openness in decision making;
- iii) To ensure that the budget is approved in line with the constitution.