

Report of the Chief Executive

FIT AND PROPER PERSON CARAVAN SITE LICENSING POLICY AND ASSOCIATED FEE

1. Purpose of report

To advise Committee of a proposal to introduce a fit and proper person (F&PP) policy for Relevant Caravan Sites and the introduction of a fee for processing applications and adding to the register.

2. Detail

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the manager of a relevant site to be a Fit and Proper Person ("the Regulations"). Local authorities are accordingly required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations (i.e. it is a non-commercial family occupied site under Regulation 3).

The Regulations, made on 23 September 2020, allow local authorities to receive applications from site owners, or the person appointed to manage the site, from 1 July 2021 up to and including 30 September 2021.

Once determined the list of Fit and proper persons will be published on our website.

Where applicants meet the criteria for being a Fit and Proper Person in accordance with the policy, approval will be carried out in accordance with the relevant officer delegations.

Where applicants do not meet the criteria contained within the policy, the application will be referred to the Licensing and Appeals Committee for determination.

An EIA is attached at appendix 1. A summary showing changes to the fees policy for Caravan sites is attached at appendix 2. A copy of the proposed policy, including the revisions, is attached at appendix 3. A copy of the policy on fees showing the additional Fit and Proper Person application process is attached at appendix 4. Subsequent review of the fee will be undertaken annually in accordance with the review of other charges.

<u>Recommendation</u>

Committee is asked to RESOLVE that the Fit and Proper Person Policy for Mobile Home Sites and the associated application fee contained within the revised Fees Policy be approved.

Background papers – Nil