

Extract minute of Licensing Committee held on 17 November 2021.

Park Homes Fees Policy

The Housing Standards Service Manager introduced the report and the policy setting out the fees that the Council would charge for a variety of licensing functions for park home sites including new site licences, annual site licences and amendments to existing licences.

The Council was required by law to adopt and publish a park home fees policy under the Mobile Homes Act 2013. The new policy replaced 3 former district and borough council's policies and standardised how the fees were calculated and paid by sites for the services provided by the Council.

Additionally, The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 required the Council to have a published fees policy regarding registration to a Fit and Proper Person Register.

In summary the policy set fees for:- new sites, annual fees for existing sites, amendments to licences, lodging of park rules and applications for the fit and proper register.

Details of how fees were calculated were set out in the appendix to the document,

In response to committee questions The Housing Standards Service Manager advised that fit and proper person entailed DBS checks and set a range of issues that applicants needed to advise the council of. For example, any past formal actions taken on sites, planning breaches or prosecution against enforcement notices.

Once passed the applicants would be added to register, if refused they would have the right of appeal.

The government had issued guidance on how fees should be calculated and required the council to review the fees on a three-yearly basis, the starting point being 1 April 2019 and would be reviewed next year.

Members were pleased to see the fit and proper person register within the policy

Proposed by Cllr Carole Jones, seconded by Cllr Derek Beer

On being put to the vote the Licensing Committee were minded to approve the recommendations within the report.

Cllr Jon Andrews had declared an interest in the item and did not take part in the debate or vote.

The Corporate Director for Housing confirmed that under his delegated authority the decision would be determined in line with the committee's minded to decision.

Recommendation of the Corporate Director for Housing to Cabinet:

1. That Cabinet approves the adoption of the Park Home Fees Policy attached as Appendix 1 to this report.
2. That Cabinet delegates authority to the Corporate Director Housing and Community Safety in consultation with the Portfolio Holder Customer and Community Services to:
 - (a) Make minor amendments to the policy to comply with changes in legislation or to reflect increases or decreases in the cost of administering the functions described in the policy.