

**Caravan Sites and Mobile Homes Act 2013:
Licensing Policy**

202218- 20212027

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1. Introduction

1.1 The East Riding of Yorkshire Council has historically granted caravan site licences under the Caravan Sites and Control of Development Act 1960 (as amended) for sites that have planning permission for a caravan site. The 1960 (amended Act) was further amended in 2013 by the implementation of the Mobile Homes Act 2013 (2013 Act) which came into effect on 1 April 2014.

1.2 The implementation of the 2013 Act ~~was with the aim of providing~~ greater protection to occupiers of residential park homes and residential caravans as the existing legislation had not been updated for more than 50 years. The Act introduced some important changes to the buying, selling or gifting of a park home and the pitch fee review process.

1.3 There was an expectation through the implementation of the 2013 Act that Councils would inspect those sites caught by it annually and use the additional powers to ensure compliance with site licence conditions.

1.4 ~~In October 2021, under section 12A TO 12E of the Caravan Site Control and Development Act 1960, The Mobile Homes (requirement for a manager of site to be a fit and proper) (England) Regulations 2020 was enacted. This requires the site owner or designated manager of a relevant protected site, to be assessed by the local authority under 'fit & proper' criteria. The purpose of the 'fit & proper test' is to improve the standards of park (mobile) home site management. These regulations apply to all relevant protected sites (other than non-commercial family occupied sites) and those sites that have a mix of units exclusively used residentially and units use for holiday use purposes.~~

~~Under Section 6 of the regulations a duty is also placed on all Local Authorities to keep a public register of all persons deemed to 'fit and proper' for the purposes of the Mobile Home Act 2013.~~

1.54 The 2013 Act requires that where a local authority proposes to charge a fee for a caravan/mobile home site licence, then it shall prepare and publish a fee policy. The fees set would include the serving of enforcement notices and publishing any site rules relating to a site. The ~~fee generated by the 2013 Act~~ is not designed to include investigation of harassment or matters not related to the Site Licence. These matters would be dealt with through Residents Associations or other appropriate channels.

1.65 When producing the fees policy the Authority:

- May fix different fees in different cases
- May determine that no fee is required in some cases
- Must act in accordance with policy.

2. Relevant Protected Sites

2.1 'Relevant protected sites' to which the 2013 legislation and fee charges applies are typically known as residential parks, mobile home parks and Gypsy Roma and Traveller sites. ~~All sites that fall within this definition will be licensed under the Caravan Site and Control Development Act as a Mobile Homes site.~~

Commented [NK1]: This doesn't appear to be strictly speaking accurate. Articles 2, 3, 5 to 20 and 14 and schedules 1 to 4 came in on 1 July 2021, but Article 4, 11 to 13 and schedule 5 came in on 1 October 2021- see Article 1. Article 4 is the fit and proper person requirement.

Commented [NK2]: The register is required under regulation 6 of the Regs and s.12B of the Caravan Sites and Control of Development Act 1960 (as amended by s.8 of the Mobile Homes Act 2013)

Commented [NK3]: Again this is an amendment to the Caravan Sites and Control of Development Act 1960. The amendment is contained within s.1 of the Mobile Homes Act 2013, but strictly speaking the requirement will be contained within the 1960 Act not the 2013 Act given that the 2013 Act amends the 1960 Act.

Commented [NK4]: Same comment as above.

- 2.2 Sites which do not fall within the definition of 'relevant protected sites' are still subject to the licensing requirements contained within the 1960 Act, but the provisions relating to the payment of fees for a site licence application do not apply.
- 2.3 A 'relevant protected site' is defined in the 2013 Act as any land to be used as a caravan site with planning consent, other than one where a licence is:
- Granted for holiday use only
 - In any other way subject to conditions which prohibit the use of caravans for human habitation at certain times of the year (such as planning conditions).
- 2.4 In addition a relevant protected site where occupation is permitted all year round it will not be covered by the provisions, where the caravan is authorised to be occupied by:
- The occupier of the site (this means the site owner and members of his/her family)
 - Persons employed by the occupier who do not occupy the caravan under an agreement made under section 1(1) of the [2013 Mobile Homes Act 1983](#).
- 2.5 Local authority owned sites are also not covered by these provisions.

3. Fit & Proper Test

- [3.1 The site owner must apply to the local authority for the relevant person \(either themselves or a designated site manager\) to be included on a register of fit and proper's persons. The application can only be made when a site licence has been granted or an application has been made for a site licence under the Caravan Site and Control Development Act, for a licence to site Mobile homes.](#)
- [3.2 A Mobile Home Caravan site licence will not be granted, unless a relevant person has been approved and added to the register, in relation to the management of each site.](#)
- [3.3 Applications to be included on the register can be made by individuals/partnerships and/or companies.](#)
- [3.4 The local authority must satisfy itself that the relevant person is a fit and proper person to manage the site. Then a decision must be made as to whether to place the relevant person on the register \(with or without conditions\), or not to place them on the register. A right of appeal to the third-tier tribunal exists for any relevant person who is aggrieved by the Councils decision.](#)
- [3.5 The local authority has the power to identify and appoint a suitable alternative manager who must also undergo the fit and proper test, where the relevant person has been deemed not suitable to be placed on the register. The local authority would only undertake this function with the consent of the site owner.](#)
- [3.6 It is an offence for a site owner to](#)
- [\(a\) cause or permit land to be operated as a relevant protected site unless they or the person appointed to manage the site is a fit and proper person to manage the site.](#)
 - [\(b\) provide false or misleading information, or fail to provide information in an application:](#)
 - [or](#)
 - [\(c\) fail to comply with a requirement set as a condition of the local authority's decision to include the person on the register.](#)

Commented [NK5]: I'm not sure this is correct. S.1(1) of the Mobile Homes Act 2013 says "(1)The Caravan Sites and Control of Development Act 1960 is amended in accordance with subsections (2) to (7)". So I'm not really sure what you are saying here.

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3.7 Site Owners

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For a purpose of the regulations a site owner is any person who has applied for a new licence or applied for the transfer of an existing site licence.

Commented [NK7]: Is there a typo here as this sentence doesn't really make sense.

Where a person becomes the site owner as a result of inheriting the estate off a previous site owner, and there is no longer a fit and proper site manager in place, they must apply to have themselves or another appointed site manager placed on the fit and proper register.

The site owner can appoint a person to manage a site on their behalf, in which cases they should apply to have the site manager included on the fit and proper register.

Fit and Proper application process.

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3.8 Applications must be made for any relevant site, using the ERYC application form, and must come accompanied by the set application fee and any supporting documentation to be deemed a valid application.

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3.9 Once a valid application is received the Health, Safety and Licensing Service, will confirm receipt by email to the applicant or applicant's representative. The same contact will be used to confirm the outcome of the Council consideration of the application to be included on the register.

3.10 When a site owner is not an individual, the application must be made by a relevant officer, a relevant officer is one of the following parties:

- A director or other officer of a company
- A partner in partnership
- Body corporate: a member where the conduct of the management of the body is vested in its members
- A member of a management committee

Where there are joint owners, it is acceptable for only one of the owners to make the application, however all owners would be subject to the fit and proper assessment.

3.11 All information requested on the application must be completed to comply with the legislative requirements. Any incomplete application forms will be deemed not valid and returned to the applicant.

3.12 The application must clearly state whether the applicant is seeking to be included themselves on the register or nominating another individual/body to manage the site and be listed on the fit and proper register.

3.13 All applications must be accompanied by basic police check that is no older than 6 months from the date of issue at the time of the application, for each individual applying to be added to the register, or each individual that forms part of the site ownership or site management.

3.14 All applicants must provide evidence of their right to remain in the UK.

Financial and management arrangements considerations

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3.14 The Local Authority must have regard to whether the relevant person is able to secure the proper management of the site, therefore the site owner will be asked to provide information on the application form, alongside supporting documents to demonstrate the financial viability and their experience/training to manage the site in line with the licence conditions. The Council have the right to ask for further information if they cannot be make a full decision from the initial information provided.

3.15 The Council will consider the management structure, for the site including – collection of pitch fees/day to day management/complaints procedures/ condition of the site

3.16 All applications must be accompanied by a declaration, relating to whether the relevant person has been personally insolvent or been disqualified from acting a company director in the last 10 years.

3.17 Checks will be undertaken by the Council through Companies House and the Individual Insolvency Register to verify the information provided on application form and declaration.

3.18 The Council also reserves the right to consider the conduct of any person associated with or formerly associated with the relevant person, whether that be through their work or home life, if it appears to the Authority that the persons conduct is relevant, to the assessment of the relevant person to be considered 'fit and proper'.

3.19 The site owner will be required to provide certain information that identifies a person or organisation that is associated with the relevant person, that maybe involved in running the site without a prescribed role. In making this assessment the Council will consider

- How often the person/s are on site
- The level of involvement with the residents on site
- The impact of the persons presence on site on the residents

This list is not exhaustive, and the Council will consider information it deems relevant to its assessment of the relevant person. Each case will be assessed on its own merits.

3.20 **Any other relevant matters:** Consideration will be given in the assessment of the relevant persons application to be considered 'fit & proper' to any additional information/evidence the Council deems relevant. Evidence will be considered on a case-by-case basis.

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Local Authority appointee.

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3.21 The Council can with the site owners' consent, appoint a site manager to manage the relevant protected site. This provision will only be used in exceptional circumstances, where the site owner has been unable to appoint a fit and proper site manager. Routinely the designation of site managers will be for the business to determine and apply for the relevant person to be included on the fit and proper register.

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Notification of Decisions

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3.22 All valid applications will be considered as soon as reasonably practicable, applying appropriate weight to all the available information. Every application will be considered on its own merits.

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3.23 Following full consideration, the Council will make one of following decisions

- To approve the application and add the relevant person to the fit and proper register, with no conditions for any duration up to 5 years..
- To approve the application and add the relevant person to the fit and proper register, subject to additional conditions for any duration up to 5 years.
- To refuse the add to the relevant person to the register.

3.24 If the Council choses to add the relevant person to the register without conditions, but for a less than 5-year period, choses to add the relevant person to the register subject to conditions or has determined to refuse the application for a relevant person to be added to the register, a preliminary decision notice will be issued. The notice will set out the decision and the reasons for such decision, alongside the right to make representation to the Councils decision within 28 days.

3.25 At the end of the 28 day representation period, the Council will consider any representations and issue a final decision notice, which will specify the decision, the reasons for the final decision, the date the decision will take effect and the applicants right of appeal.

3.26 Applicants will have the **right of appeal**, against the decision of the Council to the Third Tier Tribunal.

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Obligation to hold a public register.

3.27 The Council will keep and maintain an up-to-date register of persons who we deem to be 'fit and proper' persons to manage a relevant protected site in the East Riding of Yorkshire.

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3.28 The register will be available to view by appointment at the Council Offices and available on the Councils website for public viewing.

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Duration to be kept on register

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3.29 The Council will consider all relevant information, when determining the duration, a relevant period will remain on the approved fit and proper register. When an application is approved (not subject to no additional conditions) then the relevant person will be added to the register for 5 years (unless there is a justified reason for not doing so).

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3.30 Where the Council grants an application, subject to a condition relating to the payment of an annual fee only, the relevant person will be added to the register for 5 years. (Unless there is justifiable reason for not doing so)

3.31 Where the Council grants an application, subject to further conditions, a period of less than 5 years will be considered on a case-by-case basis.

3.32 Any party who is subject to time limited permission to work/reside in the UK, will only be placed on the register until such time as the permission ceases. In all cases this will not be more than 5 years.

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Removal from the Register

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3.33 On receipt of new information or evidence relating to the fitness of any person listed on the fit and proper register, the Council will reconsider its decision, and may make one of the following options:

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- Remove the person from the register
- Impose a condition on the inclusion of the person on the register (whether or not conditions already apply)
- Vary a condition
- Remove a condition

On reaching a decision, of the Council deems action is necessary, the Council will issue a proposed action notice on the site owner, a copy of the notice will also be served on any site manager or responsible relevant person (if applicable). A notice of proposed action will not be issued for the removal of conditions. The notice will set out the Councils decision, the reason for the decision and the right of appeal within 28 days.

Withdrawal or amendment of a notice.

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3.34 The Council reserves the right to amend or withdraw any of the following notices

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- A preliminary decision notice, before a final notice has been issued
- A final decision notice, before it has taken effect
- A notice of proposed action before the action has taken place

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A further notice of amendment or withdrawal will be served in these circumstances.

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4. Offences

4.1 Under Article 11 (1) of the Mobile Homes (requirement for a manager of site to be fit and proper person) (England) Regulations 2020 it is an offence:

Commented [NK9]: I think it will be more accurate to refer to this as an Article not a section

For the occupier of land to permit any part of their land to be used as relevant protected site (subject to exemptions) unless the relevant local authority

Commented [LW10R9]: Accepted

1. Satisfied that the occupier is a fit and proper person to manage the site;
2. Are satisfied that a person appointed by the occupier to manage the site is a fit and proper person to do so;
3. Have with the occupier's consent, appointed a person to manage the site;

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4.2 Under Article 12(1) an applicant commits an offence is they withhold or provide false or misleading information on application.

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53. Fees Policy Structure

53.1 The government has published ~~guidance~~ guide on the setting of fees for protected site licences and guidance on setting fees in respect of applications to be added to the 'fit & proper' register, but has However it is made it clear that the setting of fees is a decision for local authorities, to determine and keep under review, ensuring all fee are proportionate and are full cost recovery, none of the licensing function should fall on the public purse to be funded.

53.2 Under the amendment to the Caravan Control and Development Act as amended by the 2013 Act a fee can be charged for:

- applications to grant a new licence
- applications to transfer or amend an existing licence
- Annual licence fees for administering and monitoring existing site licences,
- Lodging of site rules
- Application for a relevant person to be added to the Fit and Proper register
- Annual fees - relevant persons entries on the fit and proper register.
- Appointment of a site manager by the local authority

53.3 Fees can include the costs of all administrative tasks, report writing, meetings, inspections, consultations and advice given. This policy details the fees to be charged for ~~all of~~ all these licensing functions.

5.4 Where a fee is charged and the application is refused, the fee will not be refunded to the applicant as all work will have been undertaken by the Council in reaching a decision to refuse an application.

53.54 The sites covered by the fee policy will vary considerably in size from very small with less than 10 pitches to others with over 100 pitches. Where the fee is for an annual inspection visit, the amount of work will be proportionate to the number of units on site and the fees have been banded accordingly.

53.65 The fee levels have been calculated based on the estimated average time and costs involved in undertaking the activities involved. When calculating fee's, consideration will be given the parameters set out within (Appendix 1 details what the local authority can consider in calculating the fee levels)

~~The fees set out in this policy will be implemented if approved from 1 April 2018. Governments guides: *Mobile Homes Act 2013, A Guide for Local Authorities on setting licence fees & Mobile Homes: A guide for Local Authorities on setting fees for the fit and proper person test.*~~

5.7 Fees shown in this policy relate to the year 2022 charging period, all fees will be updated annually, in line with the Councils procedures and approvals regimes. All current fees will be available on the Councils website.

Applications for a site licence, to vary or transfer a site licence and site licence annual fees.

Application for a New Site Licence

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[3.65.7](#) All sites require a site licence to operate (subject to exemptions in the 1960 Act). Any person who causes or permits any part of land to be used as a caravan site without a licence commits an offence under Section 1(2) of the 1960 Act. The council may only issue a licence for a site with a valid and correct planning permission for the use. Any application made before the planning status has been awarded must be processed within 6 weeks of the planning decision. Sites which already have the correct planning permission in place must be processed within 2 months of the licence application.

[3.75.8](#) The fee for a new mobile home site licence is ~~proposed at £400 fixed cost plus £8.00 per pitch~~ to reflect the variation in the cost of processing the application according to the size of the site.

Transfer/Amendment of Existing Site Licence

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[3.85.9](#) Where a licence holder wishes to transfer the licence an application must be made to the council, for which a fee is payable. The fee must accompany the application to transfer the licence.

[3.95.10](#) Similarly where a site owner requests an amendment to site licence conditions the council can charge a fee for this function.

[3.405.11](#) Applications can be made by licence holders to vary or cancel conditions, the fee is payable at the application stage.

[3.445.12](#) If the council deem it necessary to alter conditions there will be no fee payable.

[3.425.13](#) The fee for an application for transfer or amendment of up to two site licence conditions is proposed at ~~£1200~~.

~~[53.4314](#)~~ Where significant amendments to the site licence conditions are requested this is likely to involve a site visit so the fee for this licensing activity will increase to ~~£250~~.

Annual Fees for Existing Site Licences

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[3.445.15](#) All relevant protected sites must pay an annual fee to the council (subject to any exemptions stated in this policy). The fee is due on ~~the anniversary of the site licence grant each year, 1st April 2018 and annually thereafter.~~

[3.455.16](#) The annual fee covers the costs associated with administration, an annual site inspection to ensure compliance with the site licence conditions and a revisit to ensure compliance with any outstanding works required. If there is still a breach in a site licence condition at the point of the revisit further charges may be payable to cover the cost of any enforcement action which may be taken (see Enforcement costs – section 6).

[3.465.17](#) The DCLG guidance for fee setting offers a variety of suggested options for local authorities in calculating the annual fee:

Option 1 – fee per pitch (A fee based on the total cost to the local authority carrying out its annual licensing function for all sites, divided by the total number of units over all the sites which will give a price per unit)

Option 2 – fee based on site size bandings

Option 3 – fee based on a risk rating that takes into account the size of a site; the level of compliance on a site and confidence in management.

3.17.5.18 Option 2 has been adopted as it is considered to offer the most transparency and fairness to both residents and site owners:

Number of pitches	Annual Fee £
1-5 exempt	0.00
6-10	100.00
11-50	140.00
51-100	180.00
101+	200.00

Sites with 1-5 pitches have been exempted from annual charges as they are low risk and tend to be family occupied² run sites which would not normally be visited annually.

~~3.18 The charges for the first year (2017/18) have been left as nil to allow time to assess the impact of the legislation. Fees have been based on average estimates looking at other local authorities who already licence and have experience of enforcing these sites.~~

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3.19.5.19 Fees will be assessed and reviewed each year to determine accuracy and ensure the cost of the service can be met in full from the fees. Any surpluses or deficits will be used in any setting subsequent years fees.

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64. Conditions and Exemptions

64.1 The conditions on the existing site license will remain the same until the Council deem they are out-dated or incorrect and then a review will take place or unless an application is made to amend conditions on the licence by the site owner.

64.2 Sites exempted from Annual Licensing fees:

- Sites that are not relevant protected sites
- Sites with 5 units or less
- Sites for the Site owner and their family (does not include sites that are run for financial gain).

64.3 These categories of site are exempt from the annual licensing fee as the council do not intend to carry out annual inspections of these sites, however, any complaints would be dealt with as appropriate.

75. Charging Arrangements

75.1 For the purpose of this policy the period covered by the annual fee will be ~~1st April to 31st March each financial year one calendar year from the date of the site licence grant.~~ The fee will be charged to the site owner/licence holder and invoices will be sent ~~at the start of the financial year~~ with payment due within 30 days. (Legislation allows the licence holder to pass on the annual fee cost to the resident's pitch fee). ~~There is no annual fee proposed for 2017/18.~~

~~5.2 Where a new site licence is issued part way through the year, the annual fee will also be due in the same year and an invoice will be sent after the licence has been granted for the pro-rata amount.~~

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~~5.37.2~~ Where an amended licence is issued part way through the year (which included either additional units or a reduction in units), the change in annual fee would be calculated on a pro-rata basis for the remainder of the year and difference in fee would be adjusted against the following years annual fee.

~~5.47.3~~ In the event an annual fee is not paid within the terms of the invoice the council may apply to the First Tier Tribunal (Property Chamber) for an order requiring the licence holder to pay the amount due.

86. Enforcement Costs

~~86.1~~ Where there has been a breach in a site licence condition which comes to the attention of the council it may serve a compliance notice. The Act details the elements which a local authority may include when imposing a charge for compliance or enforcement action. These include the time involved in deciding to serve and prepare the notice. A detailed breakdown of the relevant expenses would be provided with the compliance notice.

~~86.2~~ Fees for serving compliance notices and enforcement work are best calculated on a case by case basis with officers recording time allocated to the work as each case proceeds. Fees for that function are not set within the fees policy.

~~86.3~~ Charges for enforcement costs cannot be passed onto the residents pitch fee.

~~86.4~~ If any works in the compliance notice are not carried out the licence holder commits an offence and the local authority may consider taking legal proceedings. Any costs associated with this process would be at the discretion of the court.

~~86.5~~ If a prosecution was successfully taken, the council would have the power to carry out the works in default of the licence holder.

97. Site Rules and Fees

~~97.1~~ Site Rules are different to the site licence conditions and are put in place by the owner of a site to ensure acceptable standards are maintained which will be of benefit to occupiers or will promote and maintain community cohesion on the site. The 2013 Act changes the way site rules must be agreed between both parties. The council must keep an up to date register of site rules on relevant protected sites and publish the register on-line.

~~97.2~~ Before publishing the site rules the council will ensure the rules deposited have been made in accordance with the statutory procedure – a fee can be charged for this function.

~~97.3~~ Any site rules deposited with the local authority for the first time or applications to vary or delete existing site rules must be accompanied by the appropriate fee. The fee is the same for either a first deposit or for a subsequent variation or deletion. This is because the process will be very similar for all three types of deposits.

~~97.4~~ The fee is ~~proposed at~~ **£120** and reflects the fixed costs for this function.

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10. Applications to add a relevant person to the fit & proper register and annual fees for the upkeep of the fit and proper register.

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10.1 The Mobile Homes (Requirement for manager of site to be Fit and Proper Person) (England) Regulations 2020, give Local Authorities the power to levy fees in respect of assessments and upkeep of a 'Fit & Proper' person register. Guidance has been provided for consideration by Local Authorities when determining fees associated with the fit and proper persons test.

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10.2 The Local Authority has the power to set fees for applications to be added to the 'Fit & Proper' register and if the entry onto the register is conditioned to be subject to an annual fee, an annual fee can also be charged.

11. Applications for inclusion on Fit & Proper Register

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11.1 An application for a relevant person to be considered for addition to the 'Fit & Proper' register, must be accompanied by the set fee. Any applications received without the fee will not be considered valid.

11.2 The fee for an application to be included on the fit and proper is £200.

12. Annual Fee

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12.1 The payment of an annual fee can be conditioned into the approval to place a relevant person on the fit and proper public register.

12.2 An annual fee for monitoring and maintaining the fit and proper register will be levied against each entry onto the register.

12.3 The guidance sets out two options for consideration when choosing how to levy an annual fee.

Option 1: To levy a charge based on the number of pitches on a site. A fee per site could be based on the cost to the local authority of carrying out its fit and proper function for all sites (excluding any application fee costs), divided by the total number of pitches on all sites. The fee for a particular site would then depend on the number of pitches that site has. This will ensure that small sites are not disproportionately affected.

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Option 2: A fee based on the basic cost of monitoring its fit and proper function (excluding any application fee costs) plus a cost based on the number of conditions attached to an entry on the register. This method recognises that having more conditions attached to an entry is likely to take up more time in terms of monitoring. A condition that relates to the payment of an annual fee should be disregarded for this purpose.

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12.4 Annual fees for monitoring and maintaining the fit and proper register will be charged as follows: (These are the 2022 fees as an example, current fee can be seen on the Councils website. Fees will be updated annually)

Number of Conditions	Annual Fee (AF)
1 (excluding AF condition)	£50

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<u>2</u>	<u>£75</u>
<u>3</u>	<u>£100</u>
<u>4</u>	<u>£125</u>
<u>5 or more</u>	<u>£175</u>

13. Fees for amending conditions on the register

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13.1 The local authority can amend conditions added to entry on the register, by adding new conditions or removing conditions. A review of the entry will only be undertaken if new evidence about the fitness of an individual's comes to light, or on formal request from the relevant person or occupier to review conditions.

13.2 The cost for amending conditions is factored into the annual fee.

14. Charges for appointing a site manager by the Local Authority

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14.1 Any costs incurred in making an appointment of a site manager on behalf of an occupier, will be agreed between both parties prior to any work being undertaken. Each will be on its own merits, and following receipt of advice from our legal services officers.

158. Publishing and Revising the Fee Policy

158.1 This fees policy will be published on the East Riding of Yorkshire Council website at www.eastriding.gov.uk. The fees detailed in this policy have been determined based on estimated costs of dealing with site licensing historically with consideration of the changes the new Act has introduced.

158.2 All of the processes are new to the East Riding and therefore estimates have been made as to the cost of providing these services, using the experience of other authorities who do licence these sites. In addition, at the time of producing this policy some elements of the licensing regime are still awaiting further regulation by government which may impact on the processes and the time involved and may therefore result in a revision to the proposed charges.

158.3 This fees policy will be implemented from 1 April 2018/July 2022, fees will be updated annually in line with the Council delegations and all current fees can be seen on the Councils website.-

Background Documents

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- The Caravan Sites and Control of Development Act 1960 as amended (CSCDA60)
- Mobile Homes Act 2013 (MHA 2013)
- The Mobile Homes (Requirement for Manager of site to be Fit & Proper Person) (England) Regulations 2020
- Regulators Compliance Code
- DCLG Guidance on Site Licensing Fee Setting
- Mobile homes: a guide for local authorities on setting fees for the fit and proper person test.

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