

Caravan Site Fit & Proper Person Fee Policy

Scope/Purpose

This policy sets out the fee structure for applications of relevant persons to be accepted onto the Fit and Proper Person register in respect of caravan site licensing. This will apply to all applications received from 1 July 2021 and applies to both existing site licence holders and any new site licence holders.

Relevant Legislation

The Mobile Homes (Requirement for Manager of Site to be a Fit and Proper Person) (England) Regulations 2020 sets out the framework for a Fit and Proper Person Test (FPPT) for site licence holders or persons appointed to manage the site. This legislation applies to relevant protected sites in England. A “relevant protected site” is a site which requires a licence and which is not solely for holiday purposes or is otherwise not capable of being used all year round.

Exemptions from the FPPT requirements

Regulation 4(1) exempts non-commercial family occupied sites from the FPPT requirements. A “non-commercial family occupied site” is defined as a relevant protected site:

- a. On which each caravan stationed on a permanent pitch and used as a permanent residence is so used only by the occupier and one or more members of the occupier’s family or is used by a member of the occupier’s family and one or more members of that person’s family; and
- b. Which is not operated on a commercial basis.

Calculation of fees

In setting its fees policy and the fees to be charged, the Council has had regard to the “Guide for Local Authorities on setting fees for the fit and proper person test” issued by the Ministry of Housing, Communities and Local Government.

The fees take into account all administrative costs incurred in the FPPT process including sending out forms and processing applications, reviewing the documents and certificates, making relevant enquiries into the information provided and updating the public register.

Review

As this is a new provision brought in by the Regulations, the policy will be reviewed 24 months from the date of implementation to assess the cost of implementing the policy against the planned cost recovery and make suitable amendments if required.

Payment

Any application for inclusion on the FPPT register received after 1 July 2021 will be required to pay an application fee of £249. The fee must be received for the application to be deemed properly made. Application fees are not refundable if the application is not approved.

The following matters have been taken into account when setting the fee. The hourly rates have been based on the recharge rates for Officer time as follows:

Admin Officer (A)	£41.75
Environmental Health Officer (O)	£52.76
Private Sector Housing Manager (M)	£60.39

Action	Time (mins) and officer allocation	Cost
Send out information and application form with covering letter	15 (A)	£10.44
Application received – check application complete including fee	15 (A)	£10.44
Enter details onto computer system and scan application form	15 (A)	£10.44
Process fee and send acknowledgement and receipt	15 (A)	£10.44
Review the application and documentation and make relevant enquiries (including into management and financial arrangements)	120 (O)	£105.52
Update computer record	15 (O)	£13.19
Prepare draft grant of application or final decision notice	30 (O)	£26.38
Application reviewed by manager	30 (M)	£30.20
Issue grant of application or final decision notice	15 (A)	£10.44
Update the public register	30 (A)	£20.88
Total Cost		£248.37

The fee to be charged for all applications will be £249 except where an applicant is making applications in respect of more than one site and the relevant persons are the same. In this case the charge for each additional site will be £115 to take into account the reduced administration work involved.