

POLICY- Caravan Site Licensing FPPT Fees	ISSUE No. 1
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Author: Graeme Cooke	

1. **Scope / Purpose**

1.1 This Policy deals with 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.

2. **Responsibilities and Authority**

2.1 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 sets out the framework for a Fit and Proper Person Test (FPPT) for site licence holders or a person appointed to manage the site, of relevant protected sites in England.

3. **Relevant Documents / References**

3.1 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020

3.2 Any guidance issued with regard to setting FPPT application fees

3.3 Caravan Site Licensing Procedure

4. **Review**

4.1 As this is a new provision brought in by the regulations the policy will be reviewed 24 Months from implementation, i.e. 1 July 2023 to assess policy against the planned cost recovery basis of this policy and make suitable amendments if required.

5. **Exemptions from the FPPT requirements**

5.1 Regulation 4(1) exempt non-commercial family occupied sites from the FPPT requirements and define a “non-commercial family-occupied site” 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—

(i)the occupier or the occupier and one or more members of the occupier’s family; or

(ii)a member of the occupier’s family (“F”) or F and one or more members of F’s family; and

(b)which is not operated on a commercial basis.

6. **Application fee**

6.1 Any application for inclusion on the FPPT register received after 1 July 2021 will be required to pay an application fee of £372. The fee must be received for the application to be deemed properly made.

6.2 The following matters in Table 6.2 have been considered when setting the fee. The hourly rates have been based on the midpoints of officers salaries (as of July 2020) of the following pay scales.

Manager (Principal EHO)	MMB
Officer (EHO)	Grade 10/MMA
Admin (Administrator)	Grade 7

Table 6.2 – Fee setting calculation

	Action	Time (Mins) Licensing And officer Allocation	Admin Cost (A)	Officer Cost (O)	Manager Cost (M)	
1	Application received and fee checked to ensure that it is complete and a full and proper application	30 (O)	0	£26.91	0	
2	Application acknowledged and receipt for fee issued	15(A)	£8.84	0	0	
3	Review application and documentation, make relevant enquiries (including into management and financial arrangements)	120 (O)	0	£107.64	0	
4	Update CIVICA	10 (O)	0	£8.97	0	
5	Application file reviewed by Principal EHO	30(M)	0	0	£33.39	
6	Grant of application or service of preliminary notice (approved and signed by CHES)	30(O)	0	£26.91	0	
7	Establish any applicable conditions	30(O)	0	£26.91	0	Assume average of 1 condition per application
8	Discuss conditions with PEHO	15 (O & M)	0	£13.46	£16.70	
9	Review appeal paperwork	20 (O)	0	£17.94	0	Assumes 1 in 3 applications appeal and total of 60 mins for an appeal which is an average of 20 minutes
10	Discuss appeal with PEHO and CHES	10(O &M)	0	£8.97	£11.13	Assumes 1 in 3 applications and total time of 30 mins
11	Produce appeal response and relevant notice	15 (O)	0	£13.46	0	

12	Issue Final Decision Notice following appeal (signed by CHES)	10(O)	0	£8.97	£0	Assumes 1 in 3 applications and total time of 30 mins
13	Add relevant details to public register, update CIVICA record and upload public register to Website.	30(O)	0	£26.91	0	
14	Annual review and maintenance of the register	20(O)	0	£17.94	0	Based on 60 minutes per year over 5 years and divided by the predicted 15 applications
	Total hours as a Decimal	6.42	8.84	304.99	61.22	
	Total Cost		£371.85			

6.3 The fee to be charged for all applications except in the case of 6.4 will **£372**

6.4 In the case of an applicant making multiple applications for more than one site and the relevant person being the same then the following additional charges will apply. (For this purpose, numbers are based on those used to determine the annual site licence fee).

A). Small sites of less than 25 caravans – no additional charge

B). Sites of 26+ Caravans – an additional charge of £110 per application will be applicable which relates to an estimated addition 2 hours of officer time to assess and process the additional application.

Relevant person is defined in paragraph 2 of the regulations as “the subject of the fit and proper person assessment under regulation 7”.

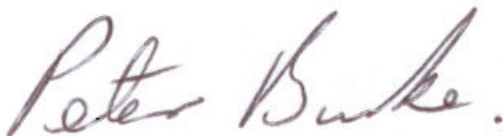
6.5 Where under regulation 4(1)(c) Runnymede Borough Council have, with an occupier’s consent, appointed a person to manage a site, the reasonable costs incurred in making this appointment will be recovered on a case by case basis in addition to any application fee already paid.

6.6 Income code for payments is **FLRO 5899**.

7. Policy agreed by Corporate Head of Environmental Services

Date: 24 June 2021

Signed



Name: Peter Burke

8. **Document History**

DATE	ISSUE	DETAILS OF AMENDMENTS
24/06/2021	1	New Policy