

POLICY- Caravan Site Licensing FPPT Fees	ISSUE No. 1
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Author: Fipa Nindi	

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 April 2025 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 This fee policy was introduced in June 2021 and this is the latest review April 2026. Annual increases will be applied in line with any increases in officer costs.

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 April 2026 will be required to pay an application fee of £473. 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	Admin	Officer	Manager
		And officer Allocation	Cost	Cost	Cost
			(A)	(O)	(M)
			Grade 7	MMA	MMB
1	Application received and fee checked to ensure that it is complete and a full and proper application	30 (O)	0	£32.54	0
2	Application acknowledged and receipt for fee issued	15(A)	£10.32	0	0
3	Review application and documentation, make relevant enquiries (including into management and financial arrangements)	120 (O)	0	£130.16	0
4	Update CIVICA	10 (O)	0	£10.85	0
5	Application file reviewed by Principal EHO	30(M)	0	0	£38.40
6	Grant of application or service of preliminary notice (approved and signed by CHES)	30(O)	0	£32.54	0
7	Establish any applicable conditions	30(O)	0	£32.54	0
8	Discuss conditions with PEHO	15 (O & M)	0	£16.27	£19.20
9	Review appeal paperwork	20 (O)	0	£21.69	0
10	Discuss appeal with PEHO and CHES	10(O &M)	0	£10.85	£12.80
11	Produce appeal response and relevant notice	15 (O)	0	£16.27	0
12	Issue Final Decision Notice following appeal (signed by CHES)	10(O)	0	£10.85	£0
13	Add relevant details to public register, update CIVICA record and upload public register to Website.	30(O)	0	£32.54	0
14	Annual review and maintenance of the register	20(O)	0	£21.69	0
	Total hours as a Decimal	6.42	10.32	368.7867	70.4
	Total cost	449.5067			

6.3 The fee to be charged for all applications except in the case of 6.4 will **£473.00**

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 £130 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**.

8. **Document History**

DATE	ISSUE	DETAILS OF AMENDMENTS
24/06/2021	1	New Policy
14/11/2023	2	Policy reviewed and costs adjusted
1/4/2025	3	Policy reviewed and costs adjusted
1/4/2026	4	Policy reviewed and costs adjusted