

TITLE: East Cambridgeshire District Council Fit and Proper Person Determination and Fee Policy for Mobile Homes and Caravan Sites 2026

Committee: Licensing Committee

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Issue

1. The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 were adopted in East Cambridgeshire with separate determination and fee policies, approved by Members in October 2021.
2. These policies must be reviewed within 5 years to enable the renewals and future new applications for mobile home site operators to continue to be assessed for their fit and proper status.

Recommendations

3. That Members agree the adoption of:
 - i) The East Cambridgeshire District Council Fit and Proper Person Determination Policy for Mobile Homes and Caravan Sites 2026; and
 - ii) The East Cambridgeshire District Council Fit and Proper Person Fee Policy for Mobile Home and Caravan Sites 2026; and
 - iii) For policies to take effect immediately.

Background/Options

4. The Council has a statutory duty under the Caravan Sites and Control of Development Act 1960 to licence Mobile Home/Caravan sites. The Council can attach conditions to licences to ensure certain standards relating to the condition of the site, including matters such as layout and services, are maintained.
5. An annual inspection of the licensed permanent residential Mobile Home/Caravan sites run commercially within East Cambridgeshire (relevant protected sites) is carried out by Officers to check compliance with licence conditions. An annual fee is charged for the inspections and these fees were published in the Park Homes Fees Policy 2024. The requirements of the licensing regime are separate to the Fit and Proper Person register.

6. The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 as amended, require the manager of a relevant protected site to be a Fit and Proper Person (“the Regulations”). In 2021 East Cambridgeshire introduced a Fit and Proper Person Determination Policy in compliance with “the Regulations”. This policy must be updated every 5 years and the draft 2026 version is attached in Appendix 1.
7. A local authority must be satisfied that the site owner “*is a fit and proper person to manage the site*” or, if the owner does not manage the site, “*that a person appointed*” to do so by the site owner “*is a fit and proper person to do so*” or has, with the site owner’s consent, “*appointed a person to manage the site.*”
8. The fee from 2026 onwards has been calculated with reference to the Regulations, and considering the following matters for which costs are incurred, or likely to be incurred for entry on a fit and proper person register:
 - (a) Initial enquiries;
 - (b) letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the fit and proper process;
 - (c) sending out forms;
 - (d) updating files/ computer systems and websites;
 - (e) processing the application fee;
 - (f) land registry searches;
 - (g) time for reviewing necessary documents and certificates;
 - (h) preparing preliminary and final decision notices;
 - (i) review by manager or lawyers; review any representations made by applicants or responses from third parties;
 - (j) updating the public register;
 - (k) carrying out any risk assessment process considered necessary and reviews of decisions.
9. The draft 2026 Fit and Proper Person Fees Policy is provided in Appendix 2.
10. Details of the how the fee has been calculated is provided in Appendix 3.

Arguments/Conclusions

11. The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, as amended, is Statute and therefore must be implemented by the Council.
12. The Regulations require the policies to be reviewed every 5 years and for the operator or their appointed manager to renew their application every 5 years.
13. It is at the Local Authority’s discretion whether they charge a fee for the administration of the application. As this option is available, it is prudent to adopt a fee to cover our administrative costs. A Fee Policy must be adopted and published if fees are to be charged.

14. The updated cost of the Fit and Proper Person assessment has been calculated using a cost matrix, with reference to the Regulations. Only reasonable costs can be included within the calculation, including, for example, administration and officer time to process the application, running checks and placing the named person (if approved) upon the Fit and Person register etc.

15. The fee of £240 is considered to be reasonable.

Additional Implications Assessment

16. In the table below, please put Yes or No in each box:

Financial Implications No	Legal Implications No	Human Resources (HR) Implications No
Equality Impact Assessment (EIA) No	Carbon Impact Assessment (CIA) No	Data Protection Impact Assessment (DPIA) No

Appendices

Appendix 1 – Draft East Cambridgeshire District Council Fit and Proper Person Determination Policy for Mobile Home and Caravan Sites 2026

Appendix 2 – Draft East Cambridgeshire District Council Fit and Proper Person Fee Policy for Mobile Home and Caravan Sites 2026

Appendix 3 – Calculation of fee's 2026

Background documents

East Cambridgeshire District Council Fit and Proper Person Policy documents, 2021

Caravan Sites and Control of Development Act 1960

Mobile Homes Act 2013

Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (SI 2020/1034)

Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) (Amendment) Regulations 2021