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**MID DEVON DISTRICT COUNCIL  
FIT AND PROPER PERSON  
FEE POLICY**

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**Introduction**

1. A relevant protected site is a site which requires a licence, which is not solely for holiday purposes or is otherwise not capable of being used all year round. A relevant protected site cannot operate unless the local authority is satisfied that the manager qualifies as a fit and proper person.
2. A site owner under the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (SI 2020/1034) (“the Regulations”) must apply to their local authority for the relevant person (themselves or their appointed manager) to be assessed as fit and proper and added to the register of fit and proper persons managing sites in their area
3. The site owner may only apply to be added to the register if they hold, or have applied for, a site licence for the site. This provision also applies where the site owner or site manager is a registered company.
4. The Regulations permit the local authority to determine the fee for an application or registration for someone to be added to the register. It is imperative that the fee is included with the application and failing to include this may mean that the site owner is in breach of the requirements of the Regulations.
5. This fee policy refers to the annual fee to recover costs the local authority may have incurred, or which will be incurred, in appointing a person to manage a site with the site owner’s consent.
6. Site owners will be required to submit a completed application from 1 July until 30 September 2021 (3 months) and pay the fee, outlined below, to Mid Devon District Council (“the Council”), which will also include any additional fees such as an annual site fee.

**Fees for Fit and Proper Persons Register Applications**

**Initial application fee**

A fixed initial application fee:

7. The Council believes that the fit and proper person assessment and/or checks to be included on the fit and proper register will take a total of **13 hours** per application (**Plus time spent on the pre-application advice which is fixed at £30**).

8. The checks are likely to be carried out by the same officers who carry out the licensing functions and, therefore, their hourly rates as per the table below should be applied. Therefore, the fee is set at **£334.18** for the fit and proper person application.

Role	Hourly rate	Hourly rate (including onward costs) 21/22
Business Support Officer (SCP 11)	£11.40	£17.98
Specialist Lead Officer (SCP 28)	£16.71	£26.70
Commercial Team Lead (SCP 36)	£20.67	£33.22

9. The Council will take into account the following matters on which costs are incurred, or likely to be incurred (by various departments, including costs incurred by outsourcing contracts), when determining its fee policy for consideration of applications 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
- (l) reviews of decisions or in defending appeals.
- (m) Site visits
- (n) Amending conditions

10. It is important that charges must be limited to recovering the costs of exercising the fit and proper person test function only and not other costs that have already been charged for by other service areas.

11. Please see the Council's **Fit and Proper Person Fee Calculation** which provides transparent justification for the fee to be imposed upon receipt of the initial application. The purpose of this is to demonstrate that the fees imposed are fair and transparent.

**Additional considerations for an application fee:**

12. The Council will be required to conduct relevant background checks on the applicant in management and their financial standing. The results of these will allow the Council to decide on whether or not to accept the application. The

time taken for these checks is accounted for in the fee, irrespective of whether or not the entry on the register is granted.

13. Where an applicant contacts the Council before making an application, to ascertain the likelihood of the success of that application, the authority is expected to provide informal advice, for example, the conditions surrounding an application or the information required to be submitted and general guidance on making the application. This advice is accounted for in the fee once the application is received.

#### **Annual fee for an existing entry on the register:**

14. Where the application by a site owner is more complex the Council is able to increase the fee, according to officer time as referred to in paragraph 8 above. The officer will be required to provide the applicant with information as to why the additional charge is to be incurred. Please refer to the items outlined in paragraph 9 above for the list of matters which may be included in calculating the annual fee.
15. The Council will be required to evidence any further work and time spent on a complex site's fee. This will be outlined in writing at the time of the determination. The hourly rates used for calculating the annual fee is set out in paragraph 8 above.
16. The annual fee includes the cost of monitoring the fit and proper person register or any conditions attached to entries in the register.
17. The annual fee is to be paid on 1 October.

#### **Where no fee is applied**

18. In certain circumstances, the Council may determine that no fee is required to be paid. A site is exempted from a fee only if it is occupied by members of the same family and is not being run as a commercial residential site.

#### **An appointed manager fee**

19. This is where the Council is provided with the site owner's consent to appoint an individual to manage a site. The costs associated with this should be reasonable and are recoverable from the site owner. The hourly rates used to calculate the fee are referred to at paragraph 8 above.

#### **Revising Fees**

20. The Council may revise its Fee Policy and will be required to publish the revised Policy. Any changes will be justifiable and reasonable, ensuring full transparency for the site owner.
21. The items that can be included in calculating the application fee and annual fee are set out in paragraph 9 above.

## **Amending conditions attached to an entry on a register**

22. The Council may alter the conditions attached to an entry on the register (by adding new conditions or varying or removing existing ones), following a review. The Council will notify the site owner of its interim decision (except in the case where it is removing a condition) and consider any representations made by the site owner, before reaching a final decision. If the site owner is unhappy with the decision to alter, or not alter, the conditions, they will have a right of appeal to the First-tier Tribunal (Property Chamber) at Her Majesty's Courts and Tribunals Service, Havant Justice Centre, The Law Courts, Elmleigh Road, Havant, Hampshire, PO9 2AL.
23. There are no requirements for a site owner to make an application for a condition to be varied. Any costs involved with varying existing conditions, or adding new conditions to an entry are factored into the cost of calculating the annual fee.

## **Site visits – Officer and travel time**

24. Officer time can be considered as part of the fee, where site visits are required to ascertain whether or not site condition(s) are met. Travel time to and from the site, including fuel costs, can also be taken into account and could be calculated using a single value for travel costs which could be applied to all sites.

## **Payment of fees**

25. As outlined above in paragraph 4, The Council is not required to consider an application for entry on the register unless that application is accompanied by the correct fee. If the correct fee is not paid, the application will not be valid and the site owner could be in breach of the Regulations.
26. If the Council decides not to approve an application the applicant is not entitled to a refund of the fee paid.
27. The annual fee must be set as a condition to any entry being added to the register. The condition should state the amount and date by which the annual fee payment is due, also stating that failure to make such payment will be a breach of the condition and may lead to legal proceedings being issued.