

## **Record of Officer Decision**

### **Fit and Proper Person Determination Policy (Mobile Home Sites) 2021 and a Fit and Proper Person Fee Policy (Mobile Homes) 2021/2022**

#### **Decision Taker and Date Decision Taken:**

Assistant Director of Community and Customer Services in consultation with the Cabinet Member for Corporate and Community Services on 30 June 2021.

#### **Summary of Matter or Issue Requiring Decision:**

A number of Park Home sites in Torbay have caused Torbay Council considerable work over many years, and an element of this is the unwillingness of some site owners to implement reasonable and required works. These have ultimately been for the benefit of residents, whether individually or collectively. This will help ensure that park home sites are better managed for their residents and reduced the demand on Local Authority resources, due to greater level of compliance with appropriate legislation and on-site licence requirements.

#### **Decision Taken:**

That a Fit and Proper Person Determination Policy (Mobile Home Sites) June 2021, and a Fit and Proper Person Fee Policy (Mobile Homes) 2021/2022 be approved.

#### **Summary of Reason(s) for Decision Taken:**

A number of Park Home sites in Torbay have caused Torbay Council considerable work over many years, and an element of this is the unwillingness of some site owners to implement reasonable and required works. These have ultimately been for the benefit of residents, whether individually or collectively. This will help ensure that park home sites are better managed for their residents and reduced the demand on Local Authority resources, due to greater level of compliance with appropriate legislation and on-site licence requirements.

The fees Fit and Proper Fees Policy is based upon a nationally adopted approach to setting fees that has subsequently been reviewed for Torbay Council. This sets a 'reasonable' fee for the work expected.

#### **Summary of Alternatives or Options considered and rejected and Background Papers:**

Whether to not adopt such a Policy, however several Park Home sites have caused considerable issues over the years, placing significant resource pressures on Community Safety, and as this is based upon the following statutory Instrument Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (SI 2020/1034), it is considered appropriate to agree to adopt the Policy.

With regard to fees, no other option was considered, as it is only right that the applicant pays the reasonable one-off fee.

#### **Details of any conflict of interest and dispensation granted to the Officer taking the decision or by any Member of the Council in delegating responsibility for any specific express delegation:**

None.

#### **Implementation:**

This decision will be implemented immediately.

A copy of this decision and any supporting documentation considered by the Officer taking this decision may also be available for inspection by the public at the Council's offices or posted upon payment of any copying and postage charges. Any member of the public wishing to take up either of these options is asked to please ring (01803) 207087 or email [governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Assistant Director of Community and Customer Services)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Cabinet Member for Corporate and Community Services)