



Arun District Council  
Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

**This meeting will be webcast live – please see our web pages for details**

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Committee Manager – Jane Fulton (Ext 37611)

27 May 2022

## LICENSING COMMITTEE

A meeting of the Licensing Committee will be held in **The Council Chamber at The Arun Civic Centre, Maltravers Road, Littlehampton BN17 5LF** on **Friday 17 June 2022 at 9.30 am** and you are requested to attend.

Members: Councillors Roberts (Chair), Mr Cooper (Vice-Chair), Blanchard-Cooper, Clayden, Gregory, Daniells, Hamilton, Kelly, Northeast, Oliver-Redgate, Worne.

**PLEASE NOTE:** Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the Council's Committee pages.

1. Where a member of the public wishes to attend the meeting or has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer, but of course can attend the meeting in person.
2. It is *recommended* that all those attending take a lateral flow test prior to the meeting.
3. We request members of the public do not attend any face to face meeting if they have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk) by 5.15 pm on **Friday, 10 June 2022** in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered.

For further information on the items to be discussed, please contact [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk)

## AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating :

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest

3. MINUTES

(Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 11 March 2022 and to note the Minutes from the meeting of the Licensing Sub-Committee held on 7 March 2022.

4. ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes).

6. START TIMES

The Committee is asked to confirm its start times for meetings during 2022/23.

7. MOBILE HOMES SITE LICENSING DETERMINATION POLICY

(Pages 7 - 34)

Local Authorities must have procedures in place to deal with applications for site licences for relevant protected sites.

Arun District Council's Mobile Homes (site Licensing applications) Determinations Policy sets out these arrangements and was adopted by Full Council in March 2017.

A review of the Policy has been carried and only minor amendments are deemed necessary.

The revised Policy is provided in Appendix 1 and is recommend for adoption.

8. REVIEW OF MOBILE HOMES LICENSING FEES POLICY (Pages 35 - 56)

Local Authorities have been permitted to charge fees to reclaim the costs of administering and monitoring site licences for relevant protected sites since 2015.

Arun District Council's Mobile Homes Licensing Fees Policy sets out the fee arrangements. The fees policy was first published in 2015 and last reviewed and revised in 2016.

This report details the findings of a review of the Policy and presents a revised Policy for adoption.

9. WORK PROGRAMME (Pages 57 - 58)

The Committee is requested to note its Work Programme for 2022/23.

Note: If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note: Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link - [PART 8 - CP - Section 5 Filming Photographic Protocol](#)