

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF LICENSING COMMITTEE ON 17 JUNE 2022

SUBJECT: Mobile Homes Site Licensing Determination Policy

REPORT AUTHOR: Neil Williamson – Environmental Health Team Leader

DATE: 26 May 2022

EXTN: 01903 737676

AREA: Technical Services

EXECUTIVE SUMMARY:

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 recommended for adoption.

RECOMMENDATIONS:

That Committee:

1. Adopt the Mobile Homes (Site Licensing Applications) Determination Policy; and
2. Delegate authority to the Group Head of Technical Services to make minor amendments to the Policy.

1. BACKGROUND:

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, with subsequent minor amendments, the last being in 2019. The Policy is to be reviewed every five years.

A review of the Policy has been carried and only minor changes deemed necessary. This includes reference to the fit and proper person arrangements, which are considered under a separate council policy, correction of typographical errors, improvements to formatting and removal of unnecessary appendices.

It is recommended that delegation is given to the Group Head of Technical Services to make minor amendments to the Policy to ensure it remains current, with a full review still carried out every five years and reported to the Licensing Committee.

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

2. PROPOSAL(S):

That Committee:

1. Adopt the Mobile Homes (Site Licensing Applications) Determination Policy; and
2. Delegate authority to the Group Head of Technical Services to make minor amendments to the Policy.

3. OPTIONS:

1. Amend and adopt the Mobile Homes (Site Licensing Applications) Determination Policy
2. Do not adopt the Mobile Homes (Site Licensing Applications) Determination Policy
3. Amend the delegation to the Group Head of Technical Services
4. Do not delegate to the Group Head of Technical Services

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)		X

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)

	YES	NO
Financial		X
Legal	X	
Human Rights/Equality Impact Assessment	X	
Community Safety including Section 17 of Crime & Disorder Act	X	
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X

6. IMPLICATIONS:

Legal: The legal implications are covered in the report. There are no additional legal implications.

Human Rights/Equalities: The equality impact assessment identifies a positive impact on older people of having an up-to-date policy that provides transparency on the decision-making process.

Community Safety: The purpose of the site licensing regime is to ensure that sites are operated in such a way to protect the amenity and safety of the sites for residents and others they may affect.

7. REASON FOR THE DECISION:

To ensure the determinations policy is kept under review and remains current.

8. BACKGROUND PAPERS:

Appendix 1 – Mobile Homes (site licensing applications) Determinations Policy (rev 2022)

Appendix 2 – Equality Impact Assessment Mobile Homes Determinations Policy

[Determinations Policy 2019](#)

[Mobile Homes Act 2013: advice to local authorities on the new regime for applications for the grant or transfer of a site licence](#)