

EAST LINDSEY DISTRICT COUNCIL EXECUTIVE DECISION NOTICE

1. Decision to be taken: **Implementation of the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 and setting of a fee for inclusion in Fit and Proper Persons Register under the Regulations**

2. This is a: **Implementation - Portfolio Holder supported officer decision. Setting of a fee - S151, Finance PFH and Budget PFH**

Note: This form should not be used for Key Decisions

3. The following is the decision making body or person:

Christian Allen Assistant Director Regulation in consultation with Cllr M Foster Portfolio Holder Operational Services, Cllr R Fry Portfolio Holder Finance and Christine Marshall Section 151 Officer.

4. Financial implications from this decision have been communicated to the Portfolio Holder for Finance and the Leader? **Yes (details shared via email)**

5. The decision was taken on: **9th September 2021**

Note: - the above date to be completed by Democratic Services upon publication

6. Contact Officer and details: **Christian Allen (07970 012701)**

7. List of documents submitted for consideration in relation to the matter in respect of which the decision is to be made : **Fit and Proper Persons Fees Policy and Application Form. Policy includes cost recovery rationale for level of fee.**

8. Where the documents are held and where they can be obtained from (except exempt items) when they become available: **Attached to email. Will be published on the ELDC website.**

9. The reason for the decision and other alternative options considered and rejected: **New Regulations introducing statutory requirements for all residential mobile home site owners or their appointed managers to apply for and be deemed a Fit and Proper person for inclusion on the mandatory register held under the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020. Entitlement to charge an administration fee on cost recovery basis.**

10. Declaration of any conflicts of interest of the decision making body or the individual: **None that I am aware of**

12. Financial Implications of this Decision:-

Estimated cost:- **Regime entitles fee for administering the service on a cost recovery basis. Fee below delivers full cost recovery.**

Funded from:- **N/A**

Income: **£306 per site (Total estimated income = £306 x 22 Sites
Total = £6732**

N.B. Please enter names below, signatures will be retained as a hard copy and will not be published therefore should be provided on page 3 of this form:

13. This decision has been signed off by:

Head of Paid Service/S151 Officer or person presiding
(Christine Marshall – signatures should be provided overleaf on page 3)

Leader/Officer - **Christian Allen**

Service/Budget Portfolio Holder - **Martin Foster**

Finance Portfolio Holder – **Richard Fry**
