

The Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person) (England) Regulations 2020

Council Officer Role	Per Hour
Licensing Officer (including employer contributions)	£14.45
Senior Licensing Officer (including employer contributions)	£21.75
Licensing Enforcement Officer (including employer contributions)	£18.13
Committee Services Officer (internal charge rate)	£24.20
Emergency Planning & Licensing Manager	£33.83
Litigation Officer (internal charge rate)	£75.00
Senior Solicitor (internal charge rate)	£90.00
Councillors SRA	
Paper & Photocopying costs	
Postage	
Mileage per mile (casual mileage allowance)	£ 0.45
Standard letter	£0.95
Large letter 0-100g	£1.45
Large letter 100-250g	£2.05
Phone calls	£0.60

1. New Application – Assistance to Applicants

Initial advice via face to face via email, post or telephone call, including supplying advice about how to provide a DBS check. Assistance may be given by a number of officers on differing levels

30 minutes	£10.87
Application form, including postage if required	£1.45
Telephone calls 10 minutes	£0.06
	£12.38

2. Checking & processing application documentation

Check application and supporting documentation, arrange for any amendments and return where necessary, create/amend record and generate acknowledgement

1 hour	£21.75
Stationery printing and postage	£1.45
Total	£23.20

3. Review Application

Review application and associated documents.

2 hours	£43.50
Telephone	£0.12
Total	£43.62

4. Conduct Fit & Proper Person assessment

2 hours	£43.50
Total	£43.50

5. Preparing and issuing acceptance/refusal documentation and conditions including time for meetings/discussion/advice.

2 hours	£43.50
Total	£43.50

6. Manager review and authorisation.

30 minutes	£16.91
Total	£16.91

7. Update register

15 minutes	£5.43
Total	£5.43

8. Review and maintain register

15 minutes	£5.43
Total	£5.43

Totals for calculation of Application fee

1) New Application – Assistance to Applicants	£12.38
2) Checking & processing application documentation	£23.20
3) Review Application	£43.62
4) Conduct Fit & Proper Person assessment	£43.50
5) Preparing & issuing	£43.50
6) Manager review & authorisation	£16.91
7) Update register	£5.43
8) Review & maintain register	£5.43
Total	£193.97

Costs 1 to 8 - £193.97

This is the calculation for the application fee for inclusion on the 'Fit and Proper Person Register' and the related administration costs. The fee includes inclusion in the register which will be displayed on Bradford Councils Licensing page for public access.

Annual Fee – monitoring of conditions

Per specific condition

1 hour	£18.13
Stationery, printing & Postage	£1.45
Telephone	£0.12
Total	£19.70

Fee Type

Application for entry on the Fit & Proper Person Register	£193.97
Annual fee for existing entry on the Fit & Proper Person register	
Standard condition	No fee
Per specific condition added	£19.70

Local Authority appointed site manager – Recovery from the site owner of reasonable costs incurred in making the appointment.

Assumed that no cases will result in Appeal to First-tier Tribunal.