



AGENDA ITEM: 6

Report for:	Licensing and Health & Safety Enforcement Committee
Date of meeting:	12 September 2023
PART:	I
If Part II, reason:	

Title of report:	Mobile Homes Fees Policy 2023-24
Contact:	Sally Mcdonald, Lead Licensing Officer/Kim Knight, Compliance and Technical Officer, Legal and Democratic Services
Purpose of report:	To present a corrected version of the Mobile Homes Fees Policy for 2023-24, following an administrative error.
Recommendations	1. That the Committee approve the amended Mobile Homes Fees Policy as set out in Annex A to this report.
Implications:	Financial None in this report, the fees presented to the Committee in March 2023 were approved at that time. Risk / Community Impact / Health And Safety Implications None identified
Consultees:	N/A
Background papers:	Amended Mobile Homes Fees Policy 2023-24 (See Annex A)
Glossary of acronyms and any other abbreviations used in this report:	

1. BACKGROUND

- 1.1. The Mobile Homes Fees Policy was originally presented to the Licensing Committee on 28 March 2023. However, the officer that presented the policy inadvertently attached an incorrect out of date version of the policy document, and it was this that was agreed.

- 1.2. This error has come to light since the departure of the officer from the Council, during a checking exercise prior to raising invoices in line with the fees contained within the Policy.
- 1.3. The version of the Policy attached to this report at Annex A is an updated version of the 2021-22 policy document that had been the subject of a significant review when responsibility for the function was handed over to Licensing in 2018. The 2021-22 document was previously agreed by this Committee and published on the Dacorum Borough Council website as a correct version, and there are only two minor updates to that version – removal of a reference to transitional arrangements when the function was moved over, and an update to this year's fees.
- 1.4. Therefore, agreement is sought to publish the updated and corrected document so that these invoices can be raised.