

This report is public	
New Mobile Homes Licensing Policy	
Committee	General Licensing Committee
Date of Committee	29 September 2026
Portfolio Holder presenting the report	Portfolio Holder for Customers and Community Services, Councillor Nicola Borkmann
Date Portfolio Holder agreed report	7 September 2026
Report of	Health Protection, Compliance and Licensing Manager, Jan Southgate

Purpose of report

To present to General Licensing Committee a draft Mobile Homes Policy to be agreed for approval, the policy includes legislative updates and is a more comprehensive policy than the current policy from 2015. The new draft policy is included in Appendix 1, and the current policy included as Appendix 2.

1. Recommendations

The General Licensing Committee resolves:

- 1.1 To approve the new draft Mobile Homes Policy to become Cherwell District Council's policy effective from the 1 November 2026.

2. Executive Summary

- 2.1 The proposed policy represents a significant update to the Council's current Mobile Homes Policy adopted in 2015, which is limited in scope and primarily focused on fees. The new draft reflects important legislative changes introduced since then, including the Mobile Homes Act 2013 and the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020.
- 2.2 The updated policy provides a more comprehensive framework for the regulation of mobile home sites, incorporating clearer processes for licensing enforcement. It introduces new requirements for assessing site owners and managers as "fit and proper persons," establishes a public register for these.
- 2.3 The development of this policy is necessary to ensure the Council meets its statutory duties, provides greater protection for residents, and improves transparency and consistency in regulatory activities. It also ensures that mobile home sites are managed safely and effectively, supporting the Council's priority of providing quality housing.

- 2.4 The Council has 19 licenced mobile home sites currently, the cost to the Council of this licensing function comes from the license application costs and annual fees for those licensed. The new policy represents what officers already do with regard to this license function and no new resources in licensing will be required as a result of the new policy. Therefore, the new policy should not result in a requirement to increase the license fees for licensed sites.

Implications & Impact Assessments

Implications		Commentary		
Finance		There are no financial implications arising from this report. The purpose of the report is for recommendation to approve a new draft policy. Kelly Wheeler, Finance Business Partner, 9 June 2026		
Legal		Licencing committee is the authorised body for approving the relevant policy. However it is for the Council's Executive to approve any fees and charges associated with the policy. As such Licencing committee is only being asked to authorise the policy at this stage and not the associated fees. The policy clearly sets out the relevant legislation which the policy is designed to comply with and will help the Council ensure that it is complying with its relevant obligations as set out therein. Denzil-John Turberville, Head of Legal Services 21 September 2026		
Risk Management		The proposed policy introduces some risks, including increased workload and resource pressures, and the potential for challenge from site owners where new requirements are introduced. There is also a risk of inconsistency or issues during the transition from the 2015 policy. These will be monitored and managed through the Service Operational Risk, aiming to be effectively mitigated through robust planning, clear procedures, effective engagement with stakeholders, regular reviews and appropriate resourcing. Celia Prado-Teeling, Performance & Insight Team Leader, 09 June 2026		
Impact Assessments		Positive	Neutral	Negative
Equality Impact			X	
		The policy is expected to have a neutral to positive equality impact by supporting fair and consistent regulation of mobile home sites. No adverse impacts have been identified, and ongoing consultation, monitoring, and clear communication will help ensure it remains inclusive and proportionate, in line with our Equalities, Diversity and Inclusion Framework. Celia Prado-Teeling, Performance & Insight Team Leader, 09 June 2026		

A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact		X		N/A
ICT & Digital Impact		X		N/A
Data Impact		X		N/A
Procurement & subsidy		X		N/A
Council Priorities	Quality Housing and Place Making – Mobile Homes sites provide homes for people in the district. Compliant and well-run sites provide good quality housing.			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	New draft policy consulted on with license holders, partner agencies and the public from 15 July to 12 August 2026. One response received, see appendix 3 for response and comment. Only change following response was to split the appendix to make the model conditions for touring and residential sites clearer.			

Supporting Information

3. Background

- 3.1 The Caravan Sites and Control of Development Act 1960 (CSCDA 1960) was amended by the Mobile Homes Act 2013 (MHA 2013) in order to provide greater protection to occupiers of residential park homes and caravans. This legislation places an expectation on local authorities to inspect caravan sites / mobile home parks and take the appropriate action to ensure that the site owners comply with the conditions of the site licence. These conditions relate to the safety and amenity provisions that must be adhered to.

- 3.2 Legislation, The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 place a requirement for local authorities to determine whether a Site owner or Site manager is 'Fit & Proper' to manage a site.
- 3.3 The new policy provides the Council with a comprehensive end to end policy, covering areas such as applications, licensing processes, enforcement, registers and appeals. The 2015 policy is only a fees policy and had limited detail on processes, governance, or enforcement.
- 3.4 This draft policy includes the legislative requirement for site manager to be assessed for and confirmed as "Fit and Proper". The 'Fit and Proper' requirement is to ensure that those responsible for operating the site licence and managing the site are of sufficient integrity and good character to be involved in the management of a regulated site for mobile homes and that as such they do not pose a risk to the welfare or safety of persons occupying mobile homes on the site. It also updates the Council's existing policy, which was adopted in 2015, and provides a up to date and more comprehensive policy for the licensing of Mobile Homes sites. It also removes the now outdated joint nature of the existing 2015 policy.

4. Details

- 4.1 The Draft Mobile Homes Policy 2026 represents a comprehensive update to the Council's existing 2015 Fees Policy. The revised document reflects legislative developments, particularly following the implementation of the Mobile Homes Act 2013 and subsequent regulations, and significantly expands the scope and operational detail of the Council's approach to site licensing and enforcement.
- 4.2 The 2015 policy focused primarily on establishing a framework for the recovery of costs associated with site licensing functions. The 2026 draft policy extends beyond a fees framework and provides a full operational policy covering:
- Licensing processes
 - Enforcement powers
 - Site rules
 - Registers and governance arrangements
- 4.3 Introduction of Fit and Proper Person Requirements. This represents a significant new regulatory duty for the Council. The draft policy incorporates the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, which were not in place at the time of the original policy.

The updated policy:

- Requires site owners or managers to be assessed as "fit and proper"
- Introduces a formal application and assessment process
- Establishes a public register of approved persons
- Requires reassessment at least every five years

- 4.4 The 2015 policy provided only limited reference to enforcement powers, mainly Compliance Notices. The 2026 draft policy introduces a detailed enforcement regime, to ensure alignment with updated statutory powers and guidance, including:
- Powers to undertake works in default
 - Emergency action provisions
 - Recovery of enforcement costs
 - Risk-based decision-making processes
- 4.5 The new draft policy establishes new requirements for maintaining and publishing on-line registers. It also includes requirements for depositing and revising site rules by site owners and provides a distinction between site rules and licence conditions
- 4.6 The new draft policy also makes clear an annual review of fees as part of the Council's fees and charges process takes place.

5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.
- 5.2 Option 1. Leave the current policy in place. The council policy would remain out of date and limited; it would remain a shared CDC and SNC policy, not reviewed since 2015 and not include new legislation for owners of sites to be "fit and Proper".

6 Conclusion and Reasons for Recommendations

The Draft Mobile Homes Policy 2026 represents a substantial update to the Council's existing policy. It:

- Reflects significant legislative developments since 2015
- Provides enhanced clarity, transparency, and consistency
- Establishes a comprehensive framework for licensing, fees, and enforcement

Overall, the revised policy strengthens the Council's ability to effectively regulate mobile home sites while ensuring full cost recovery and compliance with statutory duties.

- 6.1 It is requested that the General Licensing Committee approve this policy, to become the Council's policy from the 1 November 2026. To ensure the Council's Mobile Home Licensing policy remains fit for purpose, taking into account legislative changes since the last policy was adopted in 2015.

Decision Information

Key Decision	No
---------------------	----

Subject to Call in	No
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Appendix 1 New draft 2026 Mobile Homes Policy
Appendix 2	Appendix 2 Current 2015 Mobile Homes Policy
Appendix 3	Appendix 3 Consultation responses
Background Papers	None
Reference Papers	Mobile Homes Act 2013 The Mobile Homes (Requirement of Manager of site to be a fit and proper person) (England) Regulations 2020
Report Author	Jan Southgate
Report Author contact details	Jan.southgate@cherwell-dc.gov.uk 01295 227906
Executive Director Approval (unless Executive Director or Statutory Officer report)	Executive Director for Neighbourhood Services, Kristian Aspinall 9 September 2026