

LICENSING COMMITTEE

Date of Meeting	Wednesday, 21 st February 2024
Report Subject	Residential Mobile Home Licensing Hearings Procedure
Report Author	Chief Officer: Planning, Environment & Economy

For Members to consider and adopt the Residential Mobile Homes Hearings Procedure.

RECOMMENDATIONS

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| 1. | To approve the procedure for Licensing Committee when considering applications arising from the Mobile Homes (Wales) Act 2013. |
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REPORT DETAILS

1.00	PURPOSE OF THE HEARINGS' PROCEDURE
1.01	Licensing Committee Members made the decision for its full committee to determine licence applications for residential mobile homes at its meeting of 4 th October 2023.
1.02	A procedure has been drafted to aid how hearings are held by Licensing Committee when they determine residential mobile home licence applications. The intention of the document is to assist Members, applicants, and officers with respect to the conduct of the hearing. Such a procedure is recommended to support the governance of the Committee. The draft document is consistent with the procedures of other Flintshire County Council committees and has been reviewed by the Monitoring Officer.
1.03	Members are requested to review and provide comments on the procedure prior to its adoption.

2.00	RESOURCE IMPLICATIONS
2.01	None with respect to this report

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The procedure has been reviewed by the Monitoring Officer and the Chief Officer – Planning, Environment and Economy.

4.00	RISK MANAGEMENT
4.01	The procedure will help structure the licence hearing in order that Members can make a determination.

5.00	APPENDICES
5.01	Residential Mobile Home Licensing Hearings Procedure

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Contact Officer: Sian Jones Community and Business Protection Manager</p> <p>Telephone: 01352 702132</p> <p>E-mail: sian-jones@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	None required for this report.