

Application for inclusion on the fit and proper person register

The mobile homes (requirement for managers of site to be fit and proper person) (England) regulations 2020

The mobile homes (requirement for manager of site to be fit and proper person) (England) regulations 2020 prohibit the use of land as a residential mobile home site unless the local authority is satisfied that the owner or manager of the site is a fit and proper person to manage the site.

The regulations apply to all relevant protected sites, as defined in section 5A (5) of the caravan sites and control of development act 1960, this includes both wholly residential and mixed use (holiday and residential) sites. The only sites exempted by the regulations are those occupied by members of the same family and not being run as commercial (where units are sold or rented to residents) residential sites.

The purpose of the fit and proper person test is to improve the standards of residential mobile home site management.

Before making an application, you should read the **Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020**.

For your application to be accepted you **must** make sure you complete all relevant sections of the application form and provide all the required additional information listed in each section.

You **must** provide a basic disclosure and barring (criminal record) check for each person listed in section N of the application. This must be dated no earlier than six months before the date of the application and can be applied for at [GOV.UK – Request a basic DBS check](https://www.gov.uk/request-a-basic-dbs-check). A copy of this should be attached to your application.

If any part of the application is incomplete, the application will not be processed until all required information and documentation is provided.

- **Sole traders or individuals complete section A.**
- **Partnerships, companies, and so on, complete section B.**
- **All applicants must complete sections C to O.**

a. Details of individual applicants or sole traders

Full name	
Address and postcode	
Email address	
Telephone number	

b. Company, partnership or other applicant details

Name of person completing the form	
Position in company	
Type of business	
Company name	
Address and postcode	
Email address	
Telephone number	

Name of each relevant officer	Role in management of the site

c. Details of the caravan site to which the application refers

Site licence reference (if applicable)	
Site name	
Site address and postcode	

d. Details of the proposed licence holder's estate or equitable interest in the site

Please provide proof of estate or equitable interest by attaching copies of relevant documents. The box below can be used to add any relevant text or comments.

e. Name and business contact details of any other persons with a legal estate or equitable interest in the site and the nature of their legal estate or equitable interest.

To identify all other associated persons involved in the management of the site and their capacity associated with the management of the site.

f. Details of all other caravan site licences held and/or sites managed by the applicant

Site name	Licensing authority	Licence number

g. Details of any other sites where you have an interest

Site name	Licensing authority	Licence number

h. Confirmation that the applicant is the owner of the site

Is the applicant the occupier of the site, as defined in Section 1 of the Caravan Sites and Control and Development Act 1960 (as amended)?			
Yes		No	

Occupier means, in relation to any land, the person who, by virtue of an estate or interest therein held by him, is entitled to possession thereof or would be so entitled but for the rights of any other person under any licence granted in respect of the land.

Provided that where land amounting to not more than four hundred square yards in area is let under a tenancy entered with a view to the use of the land as a caravan site, the expression 'occupier' means in relation to that land the person who would be entitled to possession of the land but for the rights of any person under that tenancy.

i. Who does this application for inclusion in the register relate to?

The applicant		Continue to section K
An appointed manager (or manager to be appointed)		Complete section J

j. Details of appointed manager or manager to be appointed

Full name	
Address and postcode	
Email address	
Telephone number	
Role in managing site	

k. Evidence of the ability to secure the proper management of the site

The following information must be attached to and returned with this application.

Please provide as much information as possible. The local authority needs to be satisfied that the relevant person has suitable management arrangements in place for the administration of pitch fees, general management and maintenance of the site as well as the authority and ability to independently take timely decisions and actions in carrying out their responsibilities.

The applicant should ensure that they provide information evidencing that they have access to sufficient funds to allow the responsible person to manage the site and comply with the obligations under the site licence:

1. Details of the applicant(s) or proposed manager's experience and competency in managing caravan sites
2. Details of the management structure and funding arrangements for the site or proposed management structure and funding arrangements for the site

I confirm I have attached the above

l. Additional information in relation to the relevant person (the person who will be included on the register)

1. Has the relevant person committed any offence involving fraud or other dishonesty, violence, arson or drugs or listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements)?	Yes		No	
2. Has the relevant person contravened any provision of the law relating to housing, caravan sites, mobile homes, public health, planning or environmental health or of landlord and tenant law?	Yes		No	
3. Has the relevant person contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?	Yes		No	
4. Has the relevant person harassed any person in, or in connection with, the carrying on of any business?	Yes		No	
5. Is the relevant person, or have they been within the past 10 years, personally insolvent?	Yes		No	
6. Is the relevant person, or have they been within the past 10 years, disqualified from acting as a company director?	Yes		No	
7. Does the relevant person have the right to work in the United Kingdom? Proof is attached to this application	Yes		No	
8. Is the relevant person a member of any redress scheme for dealing with complaints in connection with the management of the site?	Yes		No	

If yes, please provide details on the page at the end of this application				
9. Has the relevant person had an application to be included in a fit and proper person register rejected by another local authority? If yes, details of the reasons for rejection must be provided on the page at the end of this application	Yes		No	
10. Does the relevant person have applications to be included in a fit and proper person register awaiting a result from another local authority? If yes, please provide details on the page at the end of this application	Yes		No	

m. Additional information in relation to the responsible person or people (the site owner)

11. Has the relevant person committed any offence involving fraud or other dishonesty, violence, arson or drugs or listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements)?	Yes		No	
12. Has the relevant person contravened any provision of the law relating to housing, caravan sites, mobile homes, public health, planning or environmental health or of landlord and tenant law?	Yes		No	
13. Has the relevant person contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?	Yes		No	
14. Has the relevant person harassed any person in, or in connection with, the carrying on of any business?	Yes		No	
15. Is the relevant person, or have they been within the past 10 years, personally insolvent?	Yes		No	
16. Is the relevant person, or have they been within the past 10 years, disqualified from acting as a company director?	Yes		No	
17. Does the relevant person have the right to work in the United Kingdom? Proof is attached to this application	Yes		No	
18. Is the relevant person a member of any redress scheme for dealing with complaints in connection with the management of the site? If yes, please provide details on the page at the end of this application	Yes		No	
19. Has the relevant person had an application to be included in a fit and proper person register rejected by another local authority? If yes, details of the reasons for rejection must be provided on the page at the end of this application	Yes		No	

20. Does the relevant person have applications to be included in a fit and proper person register awaiting a result from another local authority? If yes, please provide details on the page at the end of this application	Yes		No	
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n. Criminal record certificate

This must be a Criminal Record Certificate issued under section 113A (1) of the Police Act 1997 no earlier than six months before the date of the application in respect of:

- a. where the relevant person is an individual, the relevant person, and
- b. each individual in relation to whom the applicant is required to provide information under paragraph 10(2) or (5), 11 or 12 of the regulations.

o. Declarations

If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material.

If this application is made by an applicant who is not the relevant person:

I have made all reasonable enquiries into the matters mentioned in paragraph 9 and Schedule 3 of the regulations relating to the relevant person and the information provided in the application is correct and complete to the best of the applicant's knowledge and belief.

Full name	
Signature	
Capacity	
Date	

West Suffolk Council will capture and store information in this form so that the requested service can be provided. All personal information will be processed, protected, and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and will only be used to deliver or improve our services. We will not disclose any personal information to any other third parties unless required to do so by law or we have your consent to do so. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our website [How we use your information](#)

Additional or supporting information

Please include the section to which the information relates, and if in section L or M the question number.