

Application for inclusion on the Fit and Proper Person Register

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**.

- In order for your application to be accepted you **must** ensure you complete all relevant sections of the application form and provide all of 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 <https://www.gov.uk/request-copy-criminal-record>.

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

Application for inclusion on the Fit and Proper Person Register

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
First name(s):
Surname:
Title:
Correspondence address:
Postcode:
Telephone (work):
Telephone (mobile):
Email address:

B. Company, partnership, or other applicant details
Name of person completing the form:
Position in company:
Type of business (limited company, partnership, and so on):
Company name:
Correspondence address:
Postcode:
Telephone (office)
Telephone (mobile):

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Email address:	
Name of each relevant officer	Role in management of the site
Please use an additional page if necessary	

C. Details of the caravan site to which the application refers
Site licence reference (if applicable):
Site name:
Site address:
Site postcode:

D. Details of the applicant's estate or equitable interest in the site
Please provide proof of estate or equitable interest: (enclose copy of relevant document(s))

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. Please use an additional page if necessary.
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 (Please use an additional page if necessary)		
Site name	Licensing authority name	Licence number

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G. Details of any other sites where you have an interest (please use an additional page if necessary)		
Site name	Licensing authority name	Licence number

H. Confirmation that the applicant is the occupier of the site	
<p>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)?</p> <p>'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.</p> <p>Provided that where land amounting to not more than four hundred square yards in area is let under a tenancy entered into 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.</p>	<p>Yes or no</p>

I. To whom does this application for inclusion in the register relate?	
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	
First name(s):	
Surname:	Title:
Correspondence address:	
Postcode:	
Telephone (office)	
Telephone (mobile):	
Email address:	
Role in managing site:	

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K. Evidence of the ability to secure the proper management of the site (The following information must be included with this application on separate sheets.)

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

Note: 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 so as to allow the responsible person to manage the site and comply with the obligations under the site licence

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 or 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 or 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 or no
4. Has the relevant person harassed any person in, or in connection with, the carrying on of any business?	Yes or no
5. Is the relevant person, or have they been within the past 10 years, personally insolvent?	Yes or no
6. Is the relevant person, or have they been within the past 10 years, disqualified from acting as a company director?	Yes or no
7. Does the relevant person have the right to work in the United Kingdom? (Proof of right to work must be provided)	Yes or no
8. 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 a separate page.)	Yes or no
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.)	Yes or no

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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 a separate page.)	Yes or no
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M. Additional information in relation to the responsible person or people (the site owner)	
1. Has the responsible 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 or no
2. Has the responsible 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 or no
3. Has the responsible person contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?	Yes or no
4. Has the responsible person harassed any person in, or in connection with, the carrying on of any business?	Yes or no
5. Is the responsible person, or have they been within the past 10 years, personally insolvent?	Yes or no
6. Is the responsible person, or have they been within the past 10 years, disqualified from acting as a company director?	Yes or no
7. Does the responsible person have the right to work in the United Kingdom? Proof of right to work must be provided, see guidance notes for further detail	Yes or no
8. Is the responsible 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 a separate page.)	Yes or no
9. Has the responsible 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.)	Yes or no
10. Does the responsible 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 a separate page.)	Yes or no

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.	

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O. Declarations (this section must be completed by the applicant)

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 (please print):

Signature:

Capacity:

Date:

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Data protection

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Phone: 01284 757173.

The Data Protection Officer can be contacted at the same address.

We are collecting your personal information in order to process your application for inclusion in the Register of Fit and Proper Persons under The Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person) (England) Regulations 2020, and associated legislation.

The information you provide will only be used for these purposes. All of your information will be processed in accordance with the General Data Protection Regulation (GDPR) and will only be used by us to process and determine your application or improve this service. Your data will not be shared with any other third parties unless in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 10 years in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format, please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Phone: 0303 123 1113.

If you do not provide the information required on the application form, then we will not be able to process your application.

For more information on our Data Protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk