

The Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person) (England) Regulations 2020

Telford & Wrekin Council

APPLICATION FOR INCLUSION ON THE FIT AND PROPER PERSON REGISTER

For sole traders/individuals complete section A. For partnerships, companies, etc. complete section B. All applicants must complete sections C to O.

A DETAILS OF INDIVIDUAL APPLICANTS	
First Name(s):	
Surname:	Title:
Correspondence Address:	
Postcode:	
Telephone (work):	Telephone (mobile):
E-mail address:	

B COMPANY OR OTHER APPLICANT DETAILS	
Name of person completing the form:	
Position in company:	
Type of business (e.g. Limited Company, Partnership, etc.):	
Company Name:	
Correspondence Address:	
Postcode:	
Telephone (office)	Telephone (mobile):
E-mail address:	
Name of each relevant officer	Role in management of the site

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C	DETAILS OF THE CARAVAN SITE TO WHICH THE APPLICATION REFERS (Please use an additional page and attach it to this form if you wish to include as part of this application other sites within this Borough for the same proposed fit and proper person.)
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Site Name:
Site Address:
Site Postcode:

D	DETAILS OF THE APPLICANT'S ESTATE OR EQUITABLE INTEREST IN THE SITE
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Please provide proof of estate or equitable interest:

E	NAME AND BUSINESS CONTACT DETAILS OF ANY OTHER PERSON(S) WITH A LEGAL ESTATE OR EQUITABLE INTEREST IN THE SITE AND THE NATURE OF THEIR LEGAL ESTATE OR EQUITABLE INTEREST
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<p>IDENTIFY ALL OTHER ASSOCIATED PERSONS INVOLVED IN THE MANAGEMENT OF THE SITE AND THEIR CAPACITY ASSOCIATED WITH THE MANAGEMENT OF THE SITE:</p>

F	DETAILS OF ANY OTHER SITE LICENCES HELD AND/OR MANAGED BY THE APPLICANT (Please use an additional page and attach it to the upload section at the end of the application form.)
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Site Name	Licensing Authority Name	Licence Number

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G CONFIRMATION THE APPLICANT IS THE OCCUPIER 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
<p><i>‘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.</i></p> <p><i>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.</i></p>	

H DETAILS OF ANY OTHER SITES WHERE YOU HAVE AN INTEREST (Please use an additional page and attach it to the upload section at the end of the application form.)		
Site Name	Licensing Authority Name	Licence Number

I TO WHOM DOES THIS APPLICATION FOR INCLUSION ON THE REGISTER RELATE?	
The Applicant (continue to section K)	
An appointed manager or manager to be appointed (complete section J)	

J APPOINTED MANAGER (OR MANAGER TO BE APPOINTED) DETAILS	
First Name(s):	
Surname:	Title:

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Correspondence Address:	
Postcode:	
Telephone (office):	Telephone (mobile):
E-mail address:	
Role in managing site:	

K	EVIDENCE OF ABILITY TO SECURE THE PROPER MANAGEMENT OF THE SITE (The following information must be included with this application.)
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

L	ADDITIONAL INFORMATION IN RELATION TO THE APPLICANT (AS AN INDIVIDUAL) OR SITE MANAGER (AS AN INDIVIDUAL).	
1	Have you 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	Have you 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	Have you contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?	YES/NO
4	Have you harassed any person in, or in connection with, the carrying on of any business?	YES/NO
5	Are you, or have you been within the past 10 years, personally insolvent?	YES/NO
6	Are you, or have you been within the past 10 years, disqualified from acting as a company director?	YES/NO
7	Have you the right to work in the United Kingdom?	YES/NO
8	Are you a member of any redress scheme for dealing with complaints in connection with the management of the site? (If yes, please provide details.)	YES/NO

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9	Have you 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/NO
10	Do you have applications to be included in a fit and proper person register awaiting a result from another Local Authority? (If yes please provide details.)	YES/NO

M	ADDITIONAL INFORMATION IN RELATION TO THE RESPONSIBLE PERSON(S)	
1	Have you 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	Have you 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	Have you contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?	YES/NO
4	Have you harassed any person in, or in connection with, the carrying on of any business?	YES/NO
5	Are you, or have you been within the past 10 years, personally insolvent?	YES/NO
6	Are you, or have you been within the past 10 years, disqualified from acting as a company director?	YES/NO
7	Have you the right to work in the United Kingdom?	YES/NO
8	Are you a member of any redress scheme for dealing with complaints in connection with the management of the site? (If yes, please provide details.)	YES/NO
9	Have you 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/NO
10	Do you have applications to be included in a fit and proper person register awaiting a result from another Local Authority? (If yes, please provide details.)	YES/NO

N	CRIMINAL RECORD CERTIFICATE
<p>Please provide with this application a basic criminal record check no more than six months before the date of the application in respect of:</p> <p>(a) where the relevant person is an individual, the relevant person; and</p> <p>(b) each individual in relation to whom the applicant is required to provide information under paragraph 10(2) or (5), 11 or 12.</p>	

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O	DECLARATIONS (This section must be completed by the applicant.)
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 the 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:	
By printing your name in this box, we accept this as your digital signature:	
Capacity:	
Date:	

As soon as reasonably practicable after an application is made under Regulation 6, the local authority must make a decision on the application. An application must include a fully completed application form, supporting information and payment of the relevant fee.

PRIVACY NOTICE	
Information about the personal information we will collect and how we will handle it can be found in the following: How do I apply? - Mobile homes, caravan and camping sites - Telford & Wrekin Council.	
FEES AND CHARGES	
Application Fee	£310

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Guidance Notes :

Applicant – Site Owner (An Individual or in the case of a limited company the Relevant Officer)

Relevant Officer – Company: a director or other officer of the company

Partnership: a partner

Body corporate: a member where the conduct of the management of the body is vested in its members

Body not falling within any of the above categories: a member of the management committee.

Relevant Person – Person who manages the relevant protected site, subject to the fit and proper assessment and will be entered on the Register

Responsible Person – Person appointed by the Relevant Person to be involved or proposed to be involved in the management of the relevant site, subject to the fit and proper assessment and will be entered on the Register