



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

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:			
Date of Birth:			
National Insurance Number:			

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:			
Is the business registered outside the UK:			
Name of each relevant officer	Role in management of the site		

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

C		DETAILS OF THE CARAVAN SITE TO WHICH THE APPLICATION REFERS
Site Name:		
Site Address:		
Site Postcode:		
Site Licence number:		

D	DETAILS OF THE APPLICANT'S ESTATE OR EQUITABLE INTEREST IN THE SITE
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
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 ANY OTHER SITE LICENCES HELD AND/OR MANAGED BY THE APPLICANT (Please use an additional page if necessary)	
Site Name	Licensing Authority Name	Licence Number

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 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

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

<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>	
--	--

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 & K)	

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

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

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

M	ADDITIONAL INFORMATION IN RELATION TO THE RESPONSIBLE PERSON(S) (person who the site manager reports to)	
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>This must be a criminal record certificate issued under section 113A(1) of the Police Act 1997(1) 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> <p>Do you have a Criminal record certificate issued under s113A(1) of the Police Act 1977 and is no more than six months before the date of the application?</p>	

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

If yes, please provide;

the Certificate number/s

Date/s of issue.....

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.

The applicant shall, as soon as is reasonably practicable and no later than within seven days of becoming aware, notify the local authority in writing of any change in management arrangements for the site as well as any change to the information relating to the conduct of the relevant and or the responsible person (whilst included on the Register) and their ability to secure the proper management of the site, including whether the relevant or responsible person in relation to sections L or M.

The applicant shall notify the local authority in writing, as soon as is reasonably practicable and no later than within seven days of becoming aware, of any of the following events;

- The Police having been called to the site in response to any complaints raised by residents with regards activities on the site or in relation to the site management;
- That the Site Owner or the 'relevant person' may be subject to any form of legal action instigated by the residents, or the family of the residents in relation to any activities relating to the site;
- That the Site Owner or the 'relevant person' may be subject to any form of legal action instigated by any other third party, body or organisation in relation to the site.

Full Name:

By printing your name in this box, we accept this as your digital signature:

Capacity:

Date:

We aim to process all applications within a reasonably practical amount of time from receiving a duly made application, which includes a fully completed application form, supporting information and payment of the relevant fee.

Data Protection Notice We will store and may further process the information you provide. Applicant details will be displayed on our public register online. Our lawful basis for doing this enables us to carry out our public duty to administer park home site legislation.

For more information on how we use and protect your personal information, our full privacy notice can be viewed a [Regulatory Services Privacy Notice \(trafford.gov.uk\)](https://trafford.gov.uk/regulatory-services-privacy-notice) Alternatively, you can request a copy by emailing housing.standards@trafford.gov.uk