

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

Application for inclusion on the Fit and Proper Person Register



Please note:

For sole traders/individuals complete section **A**, for partnerships, companies, etc. complete section **B**.

A DETAILS OF INDIVIDUAL APPLICANTS			
Title:		First Name(s):	
Surname:			
Postal Address:			
Post Code:			
Telephone (work):		Telephone (mobile):	
Email 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:			
Company Number (if applicable):			
Correspondence Address:			
Post Code:			
Telephone (office):		Telephone (mobile):	
Email address:			
Is the business registered outside the UK:		YES/NO	
Name of each relevant officer		Role in management of the site	

Please continue on an additional page if necessary

C DETAILS OF THE CARAVAN SITE THE APPLICATION REFERS	
Site Name:	
Site Address:	
Postcode:	
Site licence number:	

D DETAILS OF THE APPLICANT'S ESTATE OR INTEREST IN THE SITE (Please provide evidence of legal estate or equitable interest (e.g. land registry title document))	

E NAME AND CONTACT DETAILS OF ANY OTHER PERSON(S) WITH A LEGAL ESTATE OR EQUITABLE INTEREST IN THE SITE (Note: in addition to site owner or leaseholder, an equitable interest could also mean a beneficiary of a trust – with the benefit of the land, whether or not they are recorded as the legal owner)	

F DETAILS OF ANY OTHER SITE LICENCES HELD BY THE APPLICANT (use an additional page if necessary)		
Site Name	Licensing Authority Name	Licence Number

G DETAILS OF ANY OTHER SITE WHERE YOU HAVE LEGAL ESTATE OR EQUITABLE INTEREST (use an additional page if necessary)		
Site Name	Licensing Authority Name	Licence Number

H CONFIRMATION 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: 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>	YES/NO

I WHO IS THIS APPLICATION FOR INCLUSION ON THE REGISTER IN RELATION TO	
The Applicant (continue to section K)	<input type="checkbox"/>
An appointed manager (complete sections J and K)	<input type="checkbox"/>

J APPOINTED MANAGER DETAILS			
Title:		First Name(s):	
Surname:			
Postal Address:			
Post Code:			
Telephone (home):		Telephone (mobile):	
Email address:			
Role in Managing site:			

K EVIDENCE OF ABILITY TO SECURE THE PROPER MANAGEMENT OF THE SITE (You must include the following information with this application)	
<p>Details of the applicant(s)' or proposed managers' experience and competency in managing caravan sites</p> <p>Note: The individual must have sufficient experience in site management, and/or have received sufficient training.</p>	<input type="checkbox"/>
<p>Details of the management structure and funding arrangements for the site or proposed management structure and funding arrangements.</p> <p>Note: 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 so as to allow the responsible person to manage the site and comply with the obligations under the site licence.</p>	<input type="checkbox"/>

L CRIMINAL RECORD CERTIFICATE – BASIC DISCLOSURE

This application must be accompanied by a criminal record certificate issued under section 113A(1) of the Police Act 1997(1) dated no more 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 Schedule 2 of The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020:
 - The person appointed for the day to day management of the site;
 - If, in the case of a company, this person is not a relevant officer of the applicant, also provide details of the manager he/she reports to.

1. If the site owner is an individual and will manage the site themselves then they are the subject of the assessment and must provide:
 - A criminal record certificate
 - The information in section M
2. If the site owner has appointed or is to appoint an individual to manage the site (site manager) then they are the subject to the assessment and the site owner must provide in relation to the site manager:
 - A criminal record certificate
 - The information in section M
3. If the site owner has appointed or is to appoint a company to manage the site (site manager), then the site manager will be the subject of the assessment and the site owner must provide:
 - for each “relevant officer” of the site manager –
 - their name and
 - details of their role (if any) in relation to the management of the site
 - for the individual that the company has appointed or intends to appoint to be responsible for the day-to-day management of the site –
 - A criminal record certificate
 - The information in section N

If the individual above is not a relevant officer of the company, then the site owner must also provide the information in section N and a criminal record certificate for the relevant officer to whom the individual will be accountable for the day-to-day management of the site.

4. If the site owner is an individual and will be site manager, but has also appointed or intends to appoint someone else to be responsible for the day-to-day management of the site they must provide:
 - A criminal record certificate for themselves
 - A criminal record certificate in respect of the person appointed or to be appointed to be responsible for the day-to-day management of the site
 - The information in section N for themselves
 - The information in section N for for the person they have appointed or intend to appoint to be responsible for the day-to-day management of the site.
5. Where the site owner is not an individual and will be subject to the assessment, they must provide:
 - for each “relevant officer” of the site owner –
 - their name and
 - details of their role (if any) in relation to the management of the site
 - for the person that the site owner has appointed or intends to appoint to be responsible for the day-to-day management of the site:
 - A criminal record certificate
 - The information in section N
6. Where the person appointed to manage the site is not a relevant officer of the site owner, the

information in section N and a criminal record certificate must be provided for the relevant officer to whom the person managing the site is/will be accountable for the day-to-day management of the site.

7. Where the person responsible for the day-to-day management of the site (“B”) is not an individual, the information in section N and a criminal record certificate must be provided for the individual (“C”) that B has appointed or intends to appoint to be responsible for the day-to-day management of the site.
8. Where C is not a relevant officer of the organisation (“B”), the information in section N and a criminal record certificate must be provided for the relevant officer to whom C is/will be accountable to for the day-to-day management of the site.
9. “relevant officer” means—
 - a) where the applicant is a company, a director or other officer of the company
 - b) where the applicant is a partnership, a partner
 - c) where the applicant is a body corporate the conduct of the management of which is vested in its members, a member
 - d) where the applicant is a body not falling within sub-paragraphs (a), (b) or (c), a member of the management committee

Name:	Position:	Disclosure Certificate Reference Number:	Disclosure Certificate Date:

M	ADDITIONAL INFORMATION IN RELATION TO THE APPLICANT (AS AN INDIVIDUAL) OR SITE MANAGER	
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 on a separate sheet)	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 please provide details on a separate sheet including the reasons for rejection)	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 on a separate sheet)	YES/NO

N	ADDITIONAL INFORMATION IN RELATION TO THE RESPONSIBLE PERSON (person who 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 on a separate sheet)	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 please provide details on a separate sheet including the reasons for rejection)	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 on a separate sheet))	YES/NO

O DECLARATIONS (This section must be completed by the applicant)	
I confirm that the details contained in this application and any attached documentation are correct to the best of my knowledge and belief and I understand that giving false/misleading information or withholding information may result in the refusal or revocation of any licence, permit or registration and I may be liable to prosecution. 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 (please print):	
Signature:	
Capacity:	
Date:	

This application form should be completed and returned to the Licensing Department at the address below with the fee of £275

Licensing Department, County Hall, High Street, Newport, Isle of Wight, PO30 1UD
 Tel. 01983 823159
licensing@iow.gov.uk

Your information will be used to allow the Council to process your application. In accordance with Data Protection law, the legal basis for this is for the performance of a task carried out in exercise of official authority. Your information will be shared with other council departments and relevant external bodies for the purposes of processing your application. You can find further details of how we use the information you provide and who to contact if you have enquiries at: www.iwight.com/licensing.