



Application to be included on the Register of Fit and Proper Persons under the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020

Section 1: Applicant	
1. Name of applicant:	
2. Business address:	
3. Telephone number	Landline:
	Mobile:
4. Email address:	
5. Correspondence address (if different to above):	
Section 2: Applicant's representative (to be completed where the details in section 1 do not relate to an individual e.g. limited company)	
6. Name of person completing application:	
7. Person's role/position:	
8. Individual's role in relation to the mobile home site:	
Section 3: Site details	
9. Name of mobile homes site:	
10. Address of mobile homes site:	
Section 4: Legal interest	
11. What is the applicant's legal interest in the mobile homes site?	
12. Evidence to support legal interest (detail evidence provided):	
13. Please confirm that the applicant is the occupier within the meaning of section 1 of the Caravan Sites and Control of Development Act 1960:	Yes / No (please circle)
14. Please provide the names and business contact details of any other individuals or organisations	1.



with a legal or equitable interest in the mobile homes site:	2.
	3.
	(continue on a separate sheet if necessary)
Section 5: Details of other sites where the applicant has an interest	
15. Please provide the name and address of any other mobile homes sites where the applicant has one of the following interests: — A licence under section 3 of the Caravan Sites and Control of Development Act 1960 — A legal or equitable interest, or — The applicant manages the site.	1. 2. (continue on a separate sheet if necessary)
Section 6: Status of applicant	
16. Is this application in relation to:	a) The applicant (as detailed in section 1) <input type="checkbox"/> or b) A person the applicant has appointed to manage the site <input type="checkbox"/>
17. If the answer to the above was b, then please provide the name and business contact details for the person appointed (otherwise go to section 7):	Name: Address: Tel No. E-mail address:
18. Is the appointed person an occupier of the site?	Yes / No (please circle)
19. Where the answer to Q17 is not an individual, please provide details of the individual officers who have an interest in the site management:	Name: Role: Name: Role: (continue on a separate sheet)



20. Which of the persons identified in Q19 will have day-to-day management of the mobile homes site?	Name: (if none of the above, then provide details of day-to-day management arrangements)
Section 7: Applicant is a relevant person and an individual (if not applicable, move to section 8)	
21. Whose will be responsible for day-to-day management of the mobile homes site?	Name: Status: Contact details: Relationship with applicant:
Section 8: Applicant is a relevant person but is not an individual	
22. Who will be responsible for day-to-day management of the mobile homes site?	Name: Status: Contact details: Relationship with applicant:
Section 9: Any others person involved in management	
23. Are there any other persons (not already covered in sections 6–8) who will be involved in the day-to-day management of the mobile homes site?	Yes / No (please circle) If 'yes', please provide details Name: Status: Currently in post: Yes / No Business address: Tel. No.: E-mail address: Relationship to applicant: (if more than one, then provide details on a separate sheet)



<p>24. For each person identified in Q23, please provide details of any mobile homes site where the person:</p> <ul style="list-style-type: none">a) Holds a licence held under section 3 of the Caravan Sites and Control of Development Act 1960b) Has a legal or equitable interest, orc) The applicant manages the site.	
Section 10: Criminal record certificate	
<p>25. Please provide a criminal record certificate (no older than 6 months since issue) in relation to:</p> <ul style="list-style-type: none">a) The applicant (where that person is an individual).b) Any individual identified in sections 6–9 above. <p>What you will need:</p> <p>To apply for a basic DBS check you will need:</p> <ul style="list-style-type: none">• all your addresses for the last 5 years and the dates you lived there• your National Insurance number• your Passport• your Driving Licence <p>Call: 03000 200 190 (Phone number taken from UK Government website)</p>	<p>Attached <input type="checkbox"/></p>
Section 11: Site management	
<p>26. Please provide details of how you intend to ensure compliance with the site licence conditions for the site detailed in section 3 (above)?</p>	
<p>27. Please provide details of planned maintenance for the site (short, medium, and long term):</p>	<p>Evidence required, please provide on a separate sheet.</p>
<p>28. Please provide details of the organisational arrangements for the site (include an organisational chart if relevant):</p>	<p>Evidence required, please provide on a separate sheet.</p>
<p>29. Please provide details of the funding arrangements for the management and maintenance of the site:</p>	



30. Please provide details of the experience and competency of the personnel involved in the management of the site:	
Section 12: Other considerations – Applicant	
31. Can the applicant (or where the applicant is not an individual, any of the key management personnel of the applicant) confirm the following:	
Has not committed any offence involving fraud or other dishonesty, violence, arson, or drugs or listed in Schedule 3 of the Sexual Offences Act 2003 (offences attracting notification requirements):	Yes / No
Has not 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
Has not contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business:	Yes / No
Has not harassed any person in, or in connection with, the carrying on of any business:	Yes / No
Is not and has not been within the last 10 years, personally insolvent:	Yes / No
Is not and has not been within the last 10 years, disqualified from acting as a company director:	Yes / No
Has the right to work in the United Kingdom:	Yes / No
Is a member of a redress scheme for dealing with complaints in connection with the management of the site:	Yes / No
Has not had an application for inclusion on the Fit and Proper Persons Register rejected by another local authority:	Yes / No If 'yes', please state the reasons and the name of the local authority on a separate piece of paper.



Checklist	Please tick ✓
I have enclosed the original copy of my DBS certificate (issued within 6 months of application)	
If freeholder - I have enclosed a Land Registry Search / Copy of Deeds	
If leaseholder - I have enclosed a copy of the lease agreement	
I have enclosed a copy of the management structure and funding arrangements for the site	
I understand that if I do not comply with the above requirements my application will be invalid, and I could be in breach of the fit and proper person test requirements	
Section 13: Applicant confirmation	
I confirm that the information contained within and attached to this application is accurate and true, to the best of my knowledge and ability. I confirm this knowing that withholding information or providing false or misleading information is an offence for which I may be liable to prosecution.	
Signed:	
Name:	
Date:	
Please return this application form with the appropriate attachments (evidence) by email to privatesectorhousing@northwarks.gov.uk or to Private Sector Housing, North Warwickshire Borough Council, South Street, Atherstone, Warwickshire, CV9 1DE.	