



**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

The application form consists of 3 Parts. Please complete each Part of the application, as indicated.

PART 1 – DETAILS OF THE SITE AND THE APPLICANT

Sole Traders and individuals should complete - Section A.

Partnerships, Companies etc. should complete - Section B.

All applicants should complete sections C - I

A	DETAILS OF INDIVIDUAL APPLICANTS	
First Name(s):		
Surname:		Title:
Date of Birth:		
Business Contact Details		
Address:		
Postcode:		
Business Phone:		Alternative Business Phone (e.g. mobile):
Business 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:	
Phone (Mobile):	Phone (Office):
Email address:	
Is the business registered outside the UK:	Yes/No
Name of each relevant officer:	Role in management of the site:
Please use an additional page if necessary	

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

D	Details of the applicant's estate or interest in the site
Please include copies of title deeds or lease agreements	

E	Name and business contact details of any other person with a legal estate or equitable interest in the site

F	Details of any other relevant protected site for which the applicant; holds a caravan licence; has a legal or equitable interest in; and/or manages.	Nature of interest (delete as appropriate)
Site Name	Local Authority Name	Licence Number
		Licence holder/legal interest/manages
		Licence holder/legal interest/manages

			Licence holder/legal interest/manages
			Licence holder/legal interest/manages
Please use an additional page if necessary			

G	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:</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>	YES/NO

H	Name of the relevant person (person to be included in the register)	
	Name of relevant person	

I	Status of the relevant person	Mark with a X as appropriate
Please indicate the status of the relevant person	The applicant	
	A person appointed to manage the site	

PART 2: Details of the person to be included in the register (the relevant person) and information relating to them and responsible persons.

Information relating to the relevant person	
Please read the following options carefully and select the one which applies to. Complete the subsequent sections, as applicable to your circumstances (and as appropriate) provide the required information.	Mark with a X as appropriate
The applicant is an individual, is the relevant person, (subject to the test) and will manage the site themselves. Complete Section A	
The applicant is an individual, is the relevant person, (subject to the test) and has appointed a person to manage the site. Complete section A and B	
The applicant is an individual, is the relevant person, (subject to the test) and has appointed a company/organisation to manage the site. Complete sections A, B and C and if applicable section D	
The applicant is an individual and has appointed or is to appoint a person who will be the relevant person (subject to the test), to manage the site. Complete Section B.	
The applicant is an individual and has or is to appoint a company/organisation to manage the site and who will be subject to the test Complete Parts B, C and D (where applicable).	
The applicant is a company and will be subject to the test. Complete Parts B, C and if applicable Part D. Where the company/organisation has or will appoint a person (X) to manage the site (site manager), Part B should be completed for that person. If that person (X) is not a relevant officer of the company, the information in Part C should be provided for all relevant officers of the company and the information in Part D provided for the relevant officer to whom X is/will be accountable for the day-to-day management of the site. If the site manager is not an individual, the information in Part B must be provided for the individual (Y) that the site manager has appointed or intends to appoint to be responsible for the day-to-day management of the site. Where the individual (Y) is not a relevant officer, the information in Part C must be provided for all relevant officers of the company and the information in Part D provided for the relevant officer to whom Y is/will be accountable for the day-to-day management of the site.	

Section A – Applicant details			
		Yes	No
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)?		

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?		
3	Have you contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?		
4	Have you harassed any person in, or in connection with, the carrying on of any business?		
5	Are, or have you been within the past 10 years, personally insolvent?		
6	Are, or have you been within the past 10 years, disqualified from acting as a company director?		
7	Do you have the right to work in the United Kingdom?		
	If you have answered yes to any of the above questions, please provide further details below		
8	Are you a member of any redress scheme for dealing with complaints in connection with the management of the site?		
(a)	If yes, please provide details. Name of redress scheme..... Membership number/ member since		
9	Has any other local authority rejected an application for you to be included in a register?		
(a)	If yes, please provide the following details the local authority's reasons. Local authority Date of the application Reason(s) for rejection:		
10	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?		
(a)	If yes, please provide: The Certificate number Date of issue.....		

SECTION B: DETAILS OF SITE MANAGER or RESPONSIBLE PERSON		
1	First Name(s):	
2	Surname:	Title:

		Yes	No
10	Has the 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)?		
11	Has the 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?		
12	Has the person contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?		
13	Has the person harassed any person in, or in connection with, the carrying on of any business?		
14	Is the person, or have they been, within the past 10 years, personally insolvent?		
15	Is the person, or have they been, within the past 10 years, disqualified from acting as a company director?		
16	Does the person have the right to work in the United Kingdom?		
17	If you have answered yes to any of the above questions, please provide further details below:		
18	Is the person a member of any redress scheme for dealing with complaints in connection with the management of the site?		
(a)	If yes, please provide details: Name of redress scheme..... Membership number/ member since		
19	Has any other local authority rejected an application for the person to be included in a register?		
(a)	If yes, please provide the following details the local authority's reasons. Local authority Date of the application Reason(s) for rejection: (Continue on a separate sheet, if more than 1 reason)		
20	Does the person 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?		
(a)	If yes, please provide: The Certificate number		

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SECTION C: INFORMATION OF COMPANIES or OTHER ORGANISATIONS			
1	Provide names of each relevant Officer of the company or organisation and their role in relation to the site.		
(a)	Name:	Role (if any) in relation to the management of the site	
		Yes	No
2	Is the person appointed to manage the site (Section B) one of the relevant officers listed above?		
	If you answer no, please complete Section D		

	For additional sites use a separate sheet, as necessary.				
				Yes	No
10	Has the 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)?				
11	Has the 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?				
12	Has the person contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?				
13	Has the person harassed any person in, or in connection with, the carrying on of any business?				
14	Is the person, or have they been, within the past 10 years, personally insolvent?				
15	Is the person, or have they been, within the past 10 years, disqualified from acting as a company director?				
16	Does the person have the right to work in the United Kingdom?				
17	If you have answered yes to any of the above questions, please provide further details below				
18	Is the person a member of any redress scheme for dealing with complaints in connection with the management of the site?				
(a)	If yes, please provide details. Name of redress scheme..... Membership number/ member since				
19	Has any other local authority rejected an application for the person to be included in a register?				
(a)	If yes, please provide the following details the local authority's reasons. Local authority Date of the application Reason(s) for rejection: (Continue on a separate sheet, if more than 1 reason)				
20	Does the person 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?				
(a)	If yes, please provide:				

	<p>The Certificate number</p> <p>Date of issue.....</p>		
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PART 3 – Management of the site and declarations

SECTION A – Management of the site			
1	Please provide details and evidence of the relevant person’s training, experience, and qualification in the ownership and/or management of park home sites.		
2	Please provide details and evidence of the management structure and funding arrangements that will be in place to enable the relevant person to secure the proper management of the site (includes how residents’ complaints and concerns will be addressed).		

SECTION B – Other relevant information			Yes	No
1	Are you aware of any other person(s) associated or formerly associated with the relevant person (whether on a personal, work, or other basis) whose conduct is relevant to the question of whether the relevant person is a fit and proper person to manage the relevant protected site or proposed relevant protected site (as the case may be)? If yes, please provide details below.			
	Name	Relationship with Relevant Person	Reason(s)/Comment	

Continue additional sheet as necessary

		Yes	No
2	Is there any other relevant information you wish to provide? If yes, please provide details below.		

SECTION C – Checklist		Please tick ✓
1.	I have enclosed the original copy of the relevant person’s DBS certificate (issued within 6 months of application)	
2.	I have made/enclose the correct payment of the application fee	
3.	Free holders – I enclose the current land registry entry Leaseholders – I enclose a copy of the lease agreement (Any commercially sensitive material may be redacted, so long as sufficient details of the nature of the lease are retained such that relevant interest in the land is evident)	
4.	I have enclosed a copy of the management structure and funding arrangements for the site.	
5	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 D – Declaration and Signature	
	(a) I have read the “guidance for owners” (ref: FPP D003), in particular in relation to data protection.

(b) 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.

Name:

Signature:

Date:

Position:

We aim to process duly made applications without undue delay. A duly made application will include a fully completed application form, supporting information and payment of the relevant fee. For payment details please see the council's website.

Please return your completed form with any relevant supporting documents to:

licensing@wokingham.gov.uk

Wokingham Borough Council, Civic Offices, Shute End, Wokingham RG40 1BN Phone 0118 974 6000

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 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020. The guidance notes for site owners provides further information.

Fees and Charges – for payment methods please see the licensing page on the council’s website
www.wokingham.gov.uk

The Application fee is set at a 2-hour set fee based on existing hourly rate; this should accompany the application.

In addition to this please note that there is the hourly rate set for each hour or part thereof should the application determination go over the 2 hours. This will be calculated after determination of the application and an invoice sent.

Please also note that there is a provision in the legislating relating to annual checks. The fee for annual checking is directly cost recovery, based on the hourly rates and time taken.

In accordance with the legislation the fee mechanism for F&PP has been agreed and published on the Wokingham Borough Council website.