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| Licensing Team Public Protection  Shropshire Council  Shirehall  Abbey Foregate  Shrewsbury  Shropshire  SY2 6ND | Description: SCLogoOct08 RGB med-res |

**Application for Inclusion on the Fit and Proper Person Register**

**Procedure Notes**

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 prohibit the use of land as a residential mobile home site unless the local authority is satisfied that the owner or manager of the site is a fit and proper person to manage the site.

The Regulations apply to all relevant protected sites, as defined in section 5A(5) of the Caravan Sites and Control of Development Act 1960, this includes both wholly residential and mixed use (holiday and residential) sites. The only sites exempted by the Regulations are those occupied by members of the same family and not being run as commercial (where units are sold or rented to residents) residential sites.

The purpose of the fit and proper person test is to improve the standards of residential mobile home site management.

Before making an application, you should read the **Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020** and our application guidance**,** they are available on the Shropshire Council website ([www.shropshire.gov.uk/licensing](http://www.shropshire.gov.uk/licensing)).

* In order for your application to be accepted you **must** ensure you complete all relevant sections of the application form and provide all of the required additional information listed in each section.
* You **must** provide a basic criminal record check for each persons listed in section N of the application. This must be dated no earlier than six months before the date of the application and can be applied for at <https://www.gov.uk/request-copy-criminal-record>.

**If any part of the application is incomplete, the application will not be processed until all required information / documentation is provided**

**APPLICATION FOR INCLUSION ON THE FIT AND PROPER PERSON REGISTER**

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

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

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| **B** | **COMPANY OR OTHER APPLICANT DETAILS** | |
| Name of person completing the form: | | |
| Position in company: | | |
| Type of business (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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| Please use an additional page if necessary | | |

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| **C** | **DETAILS OF THE CARAVAN SITE TO WHICH THE APPLICATION REFERS** |
| Site Licence Reference (if applicable): | |
| Site Name: | |
| Site Address:  Site Postcode: | |

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

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| **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*** |
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| **F** | **DETAILS OF ANY OTHER CARAVAN SITE LICENCES HELD AND/OR SITES MANAGED BY THE APPLICANT (Please use an additional page if necessary)** | | |
| **Site Name** | | **Licensing Authority Name** | **Licence Number** |
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| **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** |
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| **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)?  ***‘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.*** | | YES/NO |

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| **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) | |  |

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| **J** | **APPOINTED MANAGER / MANAGER TO BE APPOINTED DETAILS** | | |
| First Name(s): | |  |  |
| Surname: | |  | Title: |
| Correspondence Address:  Postcode: | |  |  |
| Telephone (office) | | Telephone (mobile): |  |
| E-mail address: | |  |  |
| Role in managing site: | |  |  |

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| **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 |

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| **L** | **ADDITIONAL INFORMATION IN REALTION TO THE RELEVANT PERSON (THE PERSON WHO WILL BE ON THE REGISTER)** | |
| 1 | Has the relevant 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)? | YES/NO |
| 2 | Has the relevant 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? | YES/NO |
| 3 | Has the relevant person contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business? | YES/NO |
| 4 | Has the relevant person harassed any person in, or in connection with, the carrying on of any business? | YES/NO |
| 5 | Is the relevant person, or have they been within the past 10 years, personally insolvent? | YES/NO |
| 6 | Is the relevant person, or have they been within the past 10 years, disqualified from acting as a company director? | YES/NO |
| 7 | Does the relevant person have the right to work in the United Kingdom?  **Proof of right to work must be provided, see guidance notes for further detail** | YES/NO |
| 8 | Is the relevant person 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 page.)** | YES/NO |
| 9 | Has the relevant person 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 | Does the relevant person 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 page.)** | YES/NO |

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| **M** | **ADDITIONAL INFORMATION IN RELATION TO THE RESPONSIBLE PERSON(S) (THE SITE OWNER)** | |
| 1 | Has the responsible 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)? | YES/NO |
| 2 | Has the responsible 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? | YES/NO |
| 3 | Has the responsible person contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business? | YES/NO |
| 4 | Has the responsible person harassed any person in, or in connection with, the carrying on of any business? | YES/NO |
| 5 | Is the responsible person, or have they been within the past 10 years, personally insolvent? | YES/NO |
| 6 | Is the responsible person, or have they been within the past 10 years, disqualified from acting as a company director? | YES/NO |
| 7 | Does the responsible person have the right to work in the United Kingdom?  **Proof of right to work must be provided, see guidance notes for further detail** | YES/NO |
| 8 | Is the responsible person 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 page.)** | YES/NO |
| 9 | Has the responsible person 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 | Does the responsible person 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 page.)** | YES/NO |

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| **N** | **CRIMINAL RECORD CERTIFICATE** |
| This must be a criminal record certificate issued under section 113A(1) of the Police Act 1997 no earlier 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 the Regulations. | |

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| **O** | **DECLARATIONS (This section must be completed by the applicant.)** |
| *If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information he/she shall be guilty of an offence.*  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 an 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:** | |

**Data Protection**

The information provided will be used in the process of considering the application and may be sent to authorised bodies including: Police, Benefits, Councillors, Inland Revenue, other local authorities.

Shropshire Council is under a duty to protect the Public Funds that we handle and to this end we may share your information internally or with other organisations for the prevention and detection of a crime or any matters connected to a breach of Shropshire Councils Licensing Policy. We will not transfer your personal data outside the European Economic Area or disclose it to any third party other than for the purposes outlined.