



APPLICATION FOR INCLUSION ON THE FIT AND PROPER PERSON REGISTER

**For sole traders/individuals omit section C.
For partnerships, companies, etc. omit section B.
If applying for more than one manager at one site, (sections K to O) must be completed
for each and every relevant or responsible person.**

You will need to provide the following documents with the application:

- ✓ Evidence of the applicant's interest in the land (the application must be made by the owner of the land and site licence holder or prospective owner of the land - with application for a site licence or transfer of a site licence in progress)
- ✓ Details of the funding arrangements for site management and maintenance
- ✓ A DBS certificate for each relevant person, responsible person or relevant officer dated within 6 months of the date of application
- ✓ Details of the relevant/responsible person(s) experience and competency
- ✓ Details of the management structure for the park and the reporting structure for the named applicant / manager(s) / relevant persons and relevant officers.

NB: supplementary information and evidence may be requested following submission of the application in order to complete the assessment.

The government have produced a guide to assist both site owners and local authorities on the fit and proper person test. It can be viewed on-line at: [Mobile homes: a guide for local authorities on the fit and proper person test - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/mobile-homes-a-guide-for-local-authorities-on-the-fit-and-proper-person-test)

PRIVACY 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 licensing legislation.

Information about the personal information we will collect and how we will handle it is published on the Council's website in the Council's Privacy Policy at: [Privacy policy - Chelmsford City Council](#)

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

The application must be completed by the site owner

A	DETAILS OF THE CARAVAN SITE TO WHICH THE APPLICATION REFERS	
Site Name:		
Site Address:		
Site Postcode:		
B	COMPLETE FOR INDIVIDUAL APPLICANTS - (SITE OWNERS WHO ARE SOLE TRADERS)	
First Name(s):		
Surname:		Title:
Correspondence Address:		
Postcode:		
Telephone (work):		Telephone (mobile):
E-mail address:		

C	COMPLETE FOR COMPANY- OWNED SITES DETAILS OF PERSON MAKING APPLICATION (ON BEHALF OF A COMPANY)	
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:		
Full name of each relevant officer in the company		Role in management of the site
Please use an additional page if necessary		

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D	DETAILS OF THE APPLICANT'S ESTATE OR EQUITABLE INTEREST IN THE SITE
<i>Proof of the site owner's legal estate or equitable interest in the site must be provided with this application</i>	
E	FULL NAME(S) AND BUSINESS CONTACT DETAILS OF ANY OTHER PERSON(S) WITH A LEGAL ESTATE OR EQUITABLE INTEREST IN THE SITE
<i>Add extra lines or attach additional information as necessary</i>	

F	DETAILS OF ANY OTHER SITE LICENCES HELD OR MANAGED BY THE APPLICANT		
<i>(Add extra lines or attach additional information as necessary)</i>			
Site Name & postcode	Details of the interest	Licensing Authority Name	Licence Number
G	DETAILS OF ANY OTHER SITES FOR WHICH THE SITE OWNER HAS A LEGAL ESTATE OR EQUITABLE INTEREST		
<i>(Add extra lines or attach additional information as necessary)</i>			
Site Name & postcode	Details of the interest	Licensing Authority Name	Licence Number

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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.</p> <p>https://www.legislation.gov.uk/ukpga/Eliz2/8-9/62/section/1</p>		YES / NO

I	TO WHOM DOES THIS APPLICATION FOR INCLUSION ON THE REGISTER RELATE?	
The Applicant (SITE OWNER) (continue to section K)		
One or more appointed manager(s) (complete sections J to end for each manager)		

J	APPOINTED MANAGER DETAILS		
First Name(s):			
Surname:		Title:	Date of birth:
Previous names (if applicable)			
Correspondence Address:			
Postcode:			
Telephone (office)		Telephone (mobile):	
E-mail address:			
Their status and role in managing the 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 for each named person.
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.	
	Full Name:	
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 page.)	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 on a separate page.)	YES/NO

M	ADDITIONAL INFORMATION IN RELATION TO THE RESPONSIBLE PERSON (THE PERSON TO WHOM THE SITE MANAGER REPORTS)
	Full Name:

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Role within the site management / company / organisation:		
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 page.)	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 on a separate page.)	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 of The Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person) (England) Regulations 2020.</p>	

O	DECLARATIONS (This section must be completed by the applicant.)
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The Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person) (England) Regulations 2020

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.

Full Name (please print):

Signature:

Capacity:

Date:

Additional signatory or witness in relation to a company (S44 Companies Act 2006)

Full Name (please print):

Signature:

Capacity:

Date:

As soon as reasonably practicable after an application is made under Regulation 6, the local authority must make a decision on the application. An application must include a fully completed application form, supporting information and payment of the relevant fee.

FEES: a fee must be paid on application. The fee for this application and means of payment is set out below. The fee policy is published separately

1. Applications in connection with sites licensed for 26 - 99 caravans: £460.44

2. Site owned through a company structure licensed for 100-199 caravans: £611.48

3. Site owned through a company structure which licensed for 200+ caravans: £669.33

4. Site licensed for 25 or fewer caravans, site owner lives on site and is making an application on their own behalf: £344.75

5. Sites licensed for 25 or fewer caravans - site owner does not live on site: £389.76

Additional fee for each additional responsible person for whom an application is being made at the same time (and whose details must be included on this form is: £84.83

Fee due / paid: £

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

PAYMENT METHODS	
<p><u>Telephone:</u></p> <p>To pay over the telephone with a credit or debit card, call the support team on 01245 606662</p> <p>Please record your payment reference and date paid</p>	<p>Payment Reference: _____</p> <p>Date paid: _____</p>
<p>Please return your completed form with any relevant supporting documents to:</p> <p>Housing Standards Team, Public Health and Protection Services, Chelmsford City Council Civic Centre Duke Street Chelmsford CM1 1JE</p> <p>Email: safe.support@chelmsford.gov.uk</p> <p>(if emailing, please put the name of the caravan site and the words: 'fit and proper person application' in the subject line)</p>	
<p>FOR OFFICE USE ONLY: All application fee payments to be allocated to 10-0-1620-00000-46001</p>	