

APPLICATION FOR INCLUSION ON THE FIT AND PROPER PERSON REGISTER

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

A DETAILS OF INDIVIDUAL APPLICANTS	
First Name(s):	
Surname:	Title:
Correspondence Address:	
Postcode:	
Telephone (work):	Telephone (mobile):
E-mail 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:	
Correspondence Address:	
Postcode:	
Telephone (office)	Telephone (mobile):
E-mail address:	
Name of each relevant officer	Role in management of the site
Please use an additional page if necessary	

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

D	DETAILS OF THE APPLICANT'S ESTATE OR EQUITABLE INTEREST IN THE SITE
Please provide proof of estate or equitable interest:	
(please attach relevant documents)	

E	NAME AND BUSINESS CONTACT DETAILS OF ANY OTHER PERSON(S) WITH A LEGAL ESTATE OR EQUITABLE INTEREST IN THE SITE
IDENTIFY ALL OTHER ASSOCIATED PERSONS INVOLVED IN THE MANAGEMENT OF THE SITE AND THEIR CAPACITY ASSOCIATED WITH THE MANAGEMENT OF THE SITE:	

F	DETAILS OF ANY OTHER SITE LICENCES HELD AND/OR 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

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

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)		

J	APPOINTED MANAGER (OR 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

L	ADDITIONAL INFORMATION IN RELATION TO THE APPLICANT (AS AN INDIVIDUAL) OR SITE MANAGER (AS AN INDIVIDUAL).	
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

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

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O	DECLARATIONS (This section must be completed by the applicant.)
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:	

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 AND CHARGES	
Application Fee	£242

PAYMENT METHODS	
<u>Telephone:</u> To pay over the telephone with a credit or debit card, dial 01403 215641	You will be sent a receipt by email
<u>By post:</u> You can post your application form with any relevant supporting documents and a cheque (made payable to Horsham District Council) to Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB	
FOR OFFICE USE ONLY: All application fee payments to be allocated to Caravan Licensing	

Notes/information

Statutory Requirements

- An application must be made by the occupier.
- If the occupier is a company or a corporate body, the application form must be completed by an officer of the company ("appropriate person").

The "appropriate person" means;

- (a) where the declarant is a company, an officer of the company;
- (b) where the declarant is a partnership, one of the partners;
- (c) where the declarant is a body corporate the conduct of the management of which is vested in its members, a member;
- (d) where the declarant is a body not falling within paragraph (a), (b) or (c), a member of the management committee;
- (e) where the declarant is an individual, that individual

- DBS certificates must be dated within six months of the date of the application.
- The council must keep and maintain a register of fit and proper persons. This means that some of the information you provide in your application will be entered into the register. The information that will be included are your name, business address and contact details, name of the site, status of the applicant and dates.

Data Protection

- Horsham District Council manages personal data in accordance with the provisions of the Data Protection Act 1998. The information you provide on this form will be used by Horsham District Council for the purposes of the fit and proper assessment.
- We may share your information and make any other necessary enquiries with other departments within the council and statutory organisations in relation to the application.
- Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to. We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.
- Where the application is being made on behalf of a person appointed or to be appointed to manage the site, you are strongly advised to ensure they are aware of the register and the information that will be entered into it. As the applicant, it is your responsibility to seek confirmation that the information they have provided is true and accurate.
- If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at (address below). If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.horsham.gov.uk/data-and-freedom-of-information>, or from the Information Rights Officer, (email: foi@horsham.gov.uk).
- Completed applications including the correct fee must be sent to Public Health and Licensing, Horsham District Council, Alberty House, Springfield Road, Horsham, West Sussex, RH12 2GB
Email: ehl@horsham.gov.uk
- You are strongly advised to retain a copy of the form for your records.