



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

**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:	

E	NAME AND BUSINESS CONTACT DETAILS OF ANY OTHER PERSON(S) WITH A LEGAL ESTATE OR EQUITABLE INTEREST IN THE SITE

Note: an equitable interest could also mean a beneficiary of a trust – with the benefit of the land, whether or not they are recorded as a legal owner.

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

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	
	<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>	<p>YES/NO</p>

I	TO WHOM DOES THIS APPLICATION FOR INCLUSION ON THE REGISTER RELATE?	
	The Applicant (continue to section K)	
	An appointed manager (complete section J)	

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

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	

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2	<p>Details of the management structure and funding arrangements for the site or proposed management structure and funding arrangements for the site.</p> <p>Note: Please provide as much information as possible. The local authority needs to be satisfied that the relevant person has suitable management arrangements in place for the administration of pitch fees, general management and maintenance of the site as well as the authority and ability to independently take timely decisions and actions in carrying out their responsibilities. The applicant should ensure that they provide information evidencing that they have access to sufficient funds so as to allow the responsible person to manage the site and comply with the obligations under the site licence.</p>
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L	ADDITIONAL INFORMATION IN REALTION TO THE APPLICANT (AS AN INDIVIDUAL) OR SITE MANAGER.	
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 (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
	<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.</p>



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O	DECLARATIONS (This section must be completed by the applicant.) see note below
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:	
Below for Companies Act 2006 - see note below	
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.

Note: Companies Act 2006

UK Public General Acts 2006 c. 46 Part 4 Formalities of doing business...Section 44
Section 44 Execution of documents;

- (1) Under the law of England and Wales or Northern Ireland a document is executed by a company—
 - (a) by the affixing of its common seal, or
 - (b) by signature in accordance with the following provisions.
- (2) A document is validly executed by a company if it is signed on behalf of the company—
 - (a) by two authorised signatories, or
 - (b) by a director of the company in the presence of a witness who attests the signature.
- (3) The following are “authorised signatories” for the purposes of subsection (2)—
 - (a) every director of the company, and
 - (b) in the case of a private company with a secretary or a public company, the secretary (or any joint secretary) of the company.
- (4) A document signed in accordance with subsection (2) and expressed, in whatever words, to be executed by the company has the same effect as if executed under the common seal of the company.

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(5) In favour of a purchaser a document is deemed to have been duly executed by a company if it purports to be signed in accordance with subsection (2). A “purchaser” means a purchaser in good faith for valuable consideration and includes a lessee, mortgagee or other person who for valuable consideration acquires an interest in property.

(6) Where a document is to be signed by a person on behalf of more than one company, it is not duly signed by that person for the purposes of this section unless he signs it separately in each capacity.

(7) References in this section to a document being (or purporting to be) signed by a director or secretary are to be read, in a case where that office is held by a firm, as references to its being (or purporting to be) signed by an individual authorised by the firm to sign on its behalf.

(8) This section applies to a document that is (or purports to be) executed by a company in the name of or on behalf of another person whether or not that person is also a company.

Privacy Notice

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

The Council will use your personal information for the purpose of undertaking its statutory duties, providing and improving housing related services and for reporting to central government where appropriate.

The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law.

Your data will be used for this specific purpose and it may be shared between Council departments and other agencies where there is lawful authority to do so.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure password-protected database on the Council's computer system.

Your personal information will be kept in line with the Council data retention policy or for a longer period should there be a genuine and lawful need. You can find more information about our retention policy on the privacy notice page. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You may see copies of the data held about you and ask for it to be corrected or deleted.

You can find more information about Data Protection and the Council's Data Protection Officer, on our Data Protection page.



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If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner.



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FEES AND CHARGES

Application Fee	<p>The fee for each application is £230 however where an applicant makes multiple applications for different sites but there is no material difference with regards the relevant person and the fit & proper information relating to the relevant person, a discount of £55 will apply to subsequent applications. The fee will therefore be £175 for subsequent applications.</p> <p>Should the applicant require any guidance with regards the fee payable they should contact HousingStandards@west-norfolk.gov.uk. Telephone: 01553 616200</p>
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PAYMENT METHODS

<p><u>Telephone:</u> To pay over the telephone with a credit or debit card, dial 01553 616200</p>	<p>Please refer to the payment reference code 31001 8661 when making a payment.</p> <p>Date paid: _____</p>
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By post: you can post your application form and a cheque (made payable to Borough Council of King's Lynn & West Norfolk) to

Housing Standards, Borough Council of King's Lynn & West Norfolk, King's Court, Chapel Street, King's Lynn PE301EX

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

Housing Standards, Borough Council of King's Lynn & West Norfolk, King's Court, Chapel Street, King's Lynn, PE301EX

FOR OFFICE USE ONLY: All application fees to be allocated to Housing Standards