



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
THE MOBILE HOMES (REQUIREMENT FOR MANAGER OF SITE TO BE FIT AND PROPER PERSON) (ENGLAND) REGULATIONS 2020
FIT & PROPER PERSON APPLICATION FOR A SITE MANAGER

This form can be used to make an application for a relevant person (the site owner or the site manager) of a relevant protected site (residential mobile home site) to undergo a fit and proper person assessment in accordance with The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020. The local authority will consider the application in order to satisfy itself that the relevant person is a fit and proper person to manage the site and then make a decision whether to place the relevant person on the register with or without conditions, or not to place them on the register. A site owner will have a right of appeal against a decision or condition.

Once you have completed the form please return it to the address at the end of application form.

Information about the site	
1. Name of the site for which application relates	
2. Address of site for which application relates	

Applicants Details		
1. Name of applicant		
2. Address of applicant		
3. Telephone number	Work:	
	Mobile:	
4. Email address		
5. Is the current site licence in the name of you, the applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes proceed to question 9		
6. If the answer to 5 above is "No":		
6a. What is your relationship to the licence holder?		
6b. Has the licence holder appointed you as the Site Manager?		
7. If the proposed Site Manager is part of a company, partnership, charity or trust, please indicate which and provide contact details of all directors/partners/trustees – please use additional sheet(s) if more than two. If not part of a company, partnership, charity or trust, please go to question 9		
Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Charity <input type="checkbox"/> Trust <input type="checkbox"/>		
Limited Company, partnership, charity or trust name:		

Registered Company/Charity Number:	
Director <input type="checkbox"/> Partner <input type="checkbox"/> Trustee <input type="checkbox"/>	Director <input type="checkbox"/> Partner <input type="checkbox"/> Trustee <input type="checkbox"/>
Full Name:	Full Name:
Registered address:	Registered address:
Postcode:	Postcode:
Telephone no:	Telephone no:
Email address:	Email address:
8. Please provide details of the Company Secretary/Senior Partner/Trust Secretary	
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Full Name:	
Address:	
	Postcode:
Telephone No:	
Email address:	

Applicant's legal estate or equitable interest in the site		
9. What is the applicant's estate or equitable interest in the site?	Site Owner <input type="checkbox"/>	
	Leaseholder <input type="checkbox"/>	
	Other (please specify) <input type="checkbox"/> ----- -----	
	Please provide documentary evidence (e.g. Land Registry title document).	
10. Does any other person/organisation have a legal estate or equitable interest in the site?	Yes <input type="checkbox"/>	
	No <input type="checkbox"/>	
	If Yes please provide details below (continue on separate sheet if required):	
Name	Business contact details	Legal estate/equitable interest in site

Other relevant protected sites		
11. Does the applicant hold a licence issued under Section 3 of Caravan Sites and Control of Development Act 1960 for any other relevant protected site?	Yes <input type="checkbox"/>	
	No <input type="checkbox"/>	
	If yes please provide details below for each site (continue on separate sheet if required):	
Name of site	Address	Site Licensing Authority
12. Does the applicant have an estate or interest in any other relevant protected site?	Yes <input type="checkbox"/>	
	No <input type="checkbox"/>	

	If yes please provide details below for each site (continue on separate sheet if required):
Name of site	Address
13. Does the applicant manage any other relevant protected site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes please provide details below for each site (continue on separate
Name of site	Address

14. Details of the person (Relevant Person) to be included in the register (These will be the details used on the public register – see Guidance Note 1 at the end of the form)	
Name of Relevant Person:	
What is the status of the Relevant Person:	The Occupier <input type="checkbox"/> A person/organisation appointed/to be appointed (<i>delete as appropriate</i>) by the occupier to manage the site (site manager) <input type="checkbox"/> A person appointed/to be appointed by the local authority, with the occupier's consent, to manage the site <input type="checkbox"/>
Correspondence address:	
	Postcode:
Telephone No:	
Email address:	

I, as a partner/trustee hereby give agreement to the above address being used for all official correspondence and on the public register provided by Wirral Council.	
Name (please print):	Signature:
Name (please print):	Signature:
Name (please print):	Signature:

15. FIT AND PROPER PERSON / INCLUSION ON THE PUBLIC REGISTER ASSESSMENT		
The Council must consider whether the relevant person (the subject of the fit and proper person assessment) is a fit and proper person. The Council in exercise of its duty requires the relevant person to answer the following questions and to also submit with their application a copy of a criminal record certificate issued under section 113A(1) of the Police Act 1997 no more than six months before the date this application is made. Details about how to apply are at: Request a basic DBS check - GOV.UK (www.gov.uk)		
15.1 Has the relevant person, committed any offence involving:		
	Yes	No
Fraud	<input type="checkbox"/>	<input type="checkbox"/>
Dishonesty	<input type="checkbox"/>	<input type="checkbox"/>
Arson	<input type="checkbox"/>	<input type="checkbox"/>
Violence	<input type="checkbox"/>	<input type="checkbox"/>
Drugs	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Offences Act listed in Schedule 3 of 2003 Act	<input type="checkbox"/>	<input type="checkbox"/>

15.2 Has the relevant person, contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?	<input type="checkbox"/>	<input type="checkbox"/>
15.3 Has the relevant person, been convicted of an offence or been served with Statutory Notices under any of the following:		
	Yes	No
Housing Law	<input type="checkbox"/>	<input type="checkbox"/>
Landlord and Tenant Law	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Protection Act 1990	<input type="checkbox"/>	<input type="checkbox"/>
Caravan Sites or Mobile Homes Act	<input type="checkbox"/>	<input type="checkbox"/>
Public Health Law	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety Law	<input type="checkbox"/>	<input type="checkbox"/>
Building Regulation or Planning Laws	<input type="checkbox"/>	<input type="checkbox"/>
15.4 Has the relevant person harassed any person in, or in connection with, the carrying on of any business?	<input type="checkbox"/>	<input type="checkbox"/>
15.5 Is, or has, the relevant person been personally insolvent within the last 10 years	<input type="checkbox"/>	<input type="checkbox"/>
15.6 Is, or has, the relevant person been disqualified from acting as a company director within the last 10 years	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'Yes' to any of the above questions from 15.1 to 15.6 it is necessary for the Council to undertake a further 'fit and proper person' check on the relevant person. You must as part of this complete the full details in the Section below to enable the council to undertake further checks:

Name	Date	Prosecuting Court or Council that enforced the Notice	Offence Type	Sentence/Fine

Continue on a separate sheet if necessary

	Yes	No
15.7 Does the relevant person have the right to work in the United Kingdom?	<input type="checkbox"/>	<input type="checkbox"/>
15.8 Are you a member of any redress scheme for dealing with complaints in connection with the management of the site	<input type="checkbox"/>	<input type="checkbox"/>
	Please provide details....	
15.9 Has any other local authority ever rejected an application for you to be included in a public register?	<input type="checkbox"/>	<input type="checkbox"/>
	Local Authority: Date of application: Reason(s) for rejection:	

15.10 DOCUMENTS TO BE PROVIDED	
Please tick below the documents that have been included as part of this application	
a	Proof of address for the relevant person (see guidance note 1)
b	A copy of a criminal record certificate issued under section 113A(1) of the Police Act 1997 no more than six months before the date this application is made.
c	Redress scheme membership certificate
d	Management and funding arrangement for site maintenance
e	Copy of site rules
f	Certificate of appointment signed by the licence holder where the proposed relevant person is not the licence holder
g	Details of the proposed relevant persons role (if any) in relation to the management of the site
h	Freeholder - Copy of current Land Registry title certificate for the site Leaseholder – Copy of relevant lease agreement

Declaration	
To be completed by the appropriate person (see guidance note 2):	
I confirm:	
<p>(a) All information provided by me on this form is correct and complete to the best of my knowledge and belief.</p> <p>(b) Where the applicant is not the relevant person, the applicant has made all reasonable enquiries into the matters mentioned in paragraph 9 and Schedule 3 relating to the relevant person;</p>	
<p>The information in this form will be treated in confidence and in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). It will only be used to progress your application. As part of our duty as a Local Authority, we may have to share and/or check your information with other agencies including The Criminal Records Bureau, Police, Fire & Rescue Service, Office of Fair Trading, other local authorities and other relevant departments within this Council, for example Council Tax, Revenues and Benefits and Debtors.</p>	
Please sign and date the declaration below in order for us to progress your application.	
Signature	
Print Name	
Date	

Please return to: Wirral Borough Council, Neighbourhood Services, Environmental Health Division, PO BOX 290, Brighton Street, Wallasey, Wirral, CH27 9FQ or by email to: environmentalhealth@wirral.gov.uk

Guidance Note 1. PROOF OF RESIDENTIAL/BUSINESS ADDRESS

The full permanent address is required together with the necessary supporting documents to confirm the address. Evidence that will be accepted by the Council as proof of address will include one of the following:-

- Current driving licence
- Recent bank or building society statement – from the last three months
- Recent utility bill – from the last three months
- Recent tax correspondence

The supporting documents to confirm the business address will include one of the following:

- Recent utility bill (from the last three months)
- Business rates
- Recent tax correspondence

Guidance Note 2. MEANING OF APPROPRIATE PERSON

“the appropriate person” means—

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