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**Application to be included on the Register of Fit and Proper Persons under the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020**

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| **Section 1: Applicant** |
| 1. Name of applicant:
 |  |
| 1. Business address:
 |  |
| 1. Telephone number
 | Landline: |  |
| Mobile: |  |
| 1. Email address:
 |  |
| 1. Correspondence address (if different to above):
 |  |
| **Section 2: Applicant's representative** (to be completed where the details in section 1 do not relate to an individual e.g. limited company) |
| 1. Name of person completing application:
 |  |
| 1. Person’s role/position:
 |  |
| 1. Individual’s role in relation to the mobile home site:
 |  |
| **Section 3: Site details** |
| 1. Name of mobile homes site:
 |  |
| 1. Address of mobile homes site:
 |  |
| **Section 4: Legal interest** |
| 1. What is the applicant’s legal interest in the mobile homes site?
 |  |
| 1. Evidence to support legal interest (detail evidence provided):
 |  |
| 1. Please confirm that the applicant is the occupier within the meaning of section 1 of the Caravan Sites and Control of Development Act 1960:
 | Yes / No (please circle) |
| 1. Please provide the names and business contact details of any other individuals or organisations with a legal or equitable interest in the mobile homes site:
 | 1. |
| 2. |
| 3.(continue on a separate sheet if necessary) |
| **Section 5: Details of other sites where the applicant has an interest** |
| 1. Please provide the name and address of any other mobile homes sites where the applicant has one of the following interests:
* A licence under section 3 of the Caravan Sites and Control of Development Act 1960
* A legal or equitable interest, or
* The applicant manages the site.
 | 1.2.(continue on a separate sheet if necessary) |
| **Section 6: Status of applicant** |
| 1. Is this application in relation to:
 | 1. The applicant (as detailed in section 1) [ ]

or1. A person the applicant has appointed to manage the site [ ]
 |
| 1. If the answer to the above was b, then please provide the name and business contact details for the person appointed (otherwise go to section 7):
 | Name:Address:Tel No.E-mail address: |
| 1. Is the appointed person an occupier of the site?
 | Yes / No (please circle) |
| 1. Where the answer to Q17 is not an individual, please provide details of the individual officers who have an interest in the site management:
 | Name:Role:Name:Role:(continue on a separate sheet) |
| 1. Which of the persons identified in Q19 will have day-to-day management of the mobile homes site?
 | Name:(if none of the above, then provide details of day-to-day management arrangements) |
| **Section 7: Applicant is a relevant person and an individual** (if not applicable, move to section 8) |
| 1. Whose will be responsible for day-to-day management of the mobile homes site?
 | Name:Status:Contact details:Relationship with applicant: |
| **Section 8: Applicant is a relevant person but is not an individual** |
| 1. Who will be responsible for day-to-day management of the mobile homes site?
 | Name:Status:Contact details:Relationship with applicant: |
| **Section 9: Any others person involved in management** |
| 1. Are there any other persons (not already covered in sections 6–8) who will be involved in the day-to-day management of the mobile homes site?
 | Yes / No (please circle)If 'yes', please provide detailsName:Status:Currently in post: Yes / NoBusiness address:Tel. No.:E-mail address: Relationship to applicant:(if more than one, then provide details on a separate sheet) |
| 1. For each person identified in Q23, please provide details of any mobile homes site where the person:
2. Holds a licence held under section 3 of the Caravan Sites and Control of Development Act 1960
3. Has a legal or equitable interest, or
4. The applicant manages the site.
 |  |
| **Section 10: Criminal record certificate** |
| 1. Please provide a criminal record certificate (no older than 6 months since issue) in relation to:
2. The applicant (where that person is an individual);
3. Any individual identified in sections 6–9 above.
 | Attached [ ]  |
| **Section 11: Site management** |
| 1. Please provide details of how you intend to ensure compliance with the site licence conditions for the site detailed in section 3 (above)?
 |  |
| 1. Please provide details of planned maintenance for the site (short, medium and long term):
 | Please provide on a separate sheet. |
| 1. Please provide details of the organisational arrangements for the site (include an organisational chart if relevant):
 |  |
| 1. Please provide details of the funding arrangements for the management and maintenance of the site:
 |  |
| 1. Please provide details of the experience and competency of the personnel involved in the management of the site:
 |  |
| **Section 12: Other considerations – Applicant** |
| 1. Can the applicant (or where the applicant is not an individual, any of the key management personnel of the applicant) confirm the following:
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| Has not committed any offence involving fraud or other dishonesty, violence, arson or drugs or listed in Schedule 3 of the Sexual Offences Act 2003 (offences attracting notification requirements): | Yes / No |
| Has not 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 |
| Has not contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business: | Yes / No |
| Has not harassed any person in, or in connection with, the carrying on of any business: | Yes / No |
| Is not and has not been within the last 10 years, personally insolvent: | Yes / No |
| Is not and has not been within the last 10 years, disqualified from acting as a company director: | Yes / No |
| Has the right to work in the United Kingdom: | Yes / No |
| Is a member of a redress scheme for dealing with complaints in connection with the management of the site: | Yes / No |
| Has not had an application for inclusion on the Fit and Proper Persons Register rejected by another local authority: | Yes / NoIf 'yes', please state the reasons and the name of the local authority |
| **Section 13: Applicant confirmation** |
| I confirm that the information contained within and attached to this application is accurate and true, to the best of my knowledge and ability. I confirm this knowing that withholding information or providing false or misleading information is an offence for which I may be liable to prosecution. |
| Signed: |  |
| Name: |  |
| Date: |  |
| I have attached the application fee of **£232.27** with this application [ ]  |
| Please return this application form with the appropriate attachments and fee to:Environmental Health, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire BD23 1FJ |