

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

Application to be Added to the Fit and Proper Person Public Register

Please read the guidance notes for site owners before completing this form

SECTION 1

Part 1 – Details of the site and applicant

1.1. Name of applicant:

1.2. Name and address of the site the application relates to:

.....
.....

1.3. Do you confirm that you the applicant is the site occupier¹. Yes ☐ No ☐

1.4. Applicant's business contact details

Address:

Telephone:

Email address (if any):

.....

1.5. If the applicant named in Q1 is a company/organisation, please provide the following information in relation to the individual completing the form and for each relevant officer² of the organisation.

¹ An occupier within the meaning of section 1 of the Caravan Sites and Control of Development Act 1960. Section 1(3) In this Part of this Act the expression "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.
(4) In this Part of this Act the expression "caravan site" means land on which a caravan is stationed for the purposes of human habitation and land which is used in conjunction with land on which a caravan is so stationed.

² A "relevant officer" under The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, schedule 2.1 means—
(a) where the applicant is a company, a director or other officer of the company;
(b) where the applicant is a partnership, a partner;
(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 sub-paragraphs (a), (b) or (c), a member of the management committee

Relevant Officer's Name	Relevant officer category ²	Role (if any) in relation to the management of the site

Part 2 – Applicant's legal estate or equitable interest in the site

2.1. What is the applicant's legal estate or equitable interest in the site?

Site owner ☐

Leaseholder ☐

Other ☐

If other provide details:

Please provide documentary evidence with the application of your legal estate or equitable interest in the land (e.g. Official copy of Land Registry title document with plan or completed lease agreement).

2.2. Does any other person/organisation have a legal estate or equitable interest in the site? Yes ☐ No ☐

2.3. If you answered yes to Q2.2, please provide their name(s), business contact detail(s) and nature of their interest.

Name	Business contact details	Legal estate/ equitable interest in the site

Part 3 – Other relevant protected sites

3.1. Does the Applicant;

a. Hold a licence issued under section 3 of Caravan Sites and Control of Development Act 1960 for any other relevant protected site?

Yes ☐ No ☐

If you have answered yes, please provide the details below for each site. Use a separate sheet if necessary.

Name of site	Address	Site Licensing authority

b. Have an estate or interest in any other relevant protected site?

Yes ☐ No ☐

If you have answered yes, please provide the details below for each site. Use a separate sheet if necessary.

Name of site	Address

c. Manage any other relevant protected site?

Yes ☐ No ☐

If you have answered yes, please provide the details below for each site. Use a separate sheet if necessary.

Name of site	Address

Part 4 – Details of the person (Relevant Person) to be included on the register

4.1 Name of relevant person (the person subject to the test):

.....

4.2 What is the status of the relevant person to be included on the register?
Please tick as appropriate

- ☐ The occupier of the site
- ☐ A person appointed by the occupier to manage the site (site manager)
- ☐ A person appointed by the local authority, to manage the site

SECTION 2

Part 5 – Information relating to the relevant and responsible persons

Please select one of the options below which apply to you and provide the required information in the relevant part of this section before moving onto Section 3.

- ☐ The site owner is an individual, is the subject of the test and will manage the site themselves, Complete Part A.
- ☐ The site owner is an individual, is the subject of the test and has appointed or intends to appoint an appropriate person to manage the site. Complete Parts A and B.
- ☐ The site owner is an individual, is the subject of the test, and has appointed or intends to appoint a company/organisation to manage the site. Complete Parts A, B, C and if applicable Part D.
- ☐ The site owner is an individual and has appointed or is to appoint an appropriate person who will be subject to the test, to manage the site. Complete Part B.
- ☐ The site owner is an individual and has or is to appoint a company/organisation to manage the site and who will be subject to the test, complete Parts B, C and D (where applicable).
- ☐ The site owner is a company and will be subject to the test. Complete Parts B, C and if applicable Part D.

Where the company/organisation has or will appoint a person (X) to manage the site (site manager), Part B should be completed for that person. If that person (X) is not a relevant officer of the company, the information in Part C should be provided for all relevant officers of the company and the information in Part D provided for the relevant officer to whom X is/will be accountable for the day-to-day management of the site.

If the site manager is not an individual, the information in Part B must be provided for the individual (Y) that the site manager has appointed or intends to appoint to be responsible for the day-to-day management of the site. Where the individual (Y) is not a relevant officer, the information in Part C must be provided for all relevant

officers of the company and the information in Part D provided for the relevant officer to whom Y is/will be accountable for the day-to-day management of the site.

Part A – Site owner’s details

		Yes	No
A.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)?		
A.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?		
A.3	Have you contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?		
A.4	Have you harassed any person in, or in connection with, the carrying on of any business?		
A.5	Are, or have you been within the past 10 years, personally insolvent?		
A.6	Are, or have you been within the past 10 years, disqualified from acting as a company director?		
A.7	Do you have the right to work in the United Kingdom?		

If you have answered YES to any of the above questions, please provide further details below.

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		Yes	No
A.8	Are you a member of any redress scheme for dealing with complaints in connection with the management of the site?		
(a)	<p>If yes please provide details.</p> <p>Name of redress scheme:</p> <p>.....</p> <p>.....</p> <p>Membership number:</p> <p>Membership since (date):</p>		

		Yes	No
A.9	Has any other local authority rejected an application for you to be included in a register?		
(a)	<p>If yes please provide the following details and the local authority's reasons.</p> <p>Local authority:</p> <p>.....</p> <p>.....</p> <p>Date of the application:</p> <p>.....</p> <p>Reason(s) for rejection:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
A.10	<p>Do you have a Criminal record certificate issued under section 113A(1) of the Police Act 1977 and is no more than six months before the date of the application?</p> <p>. If yes, please provide;</p> <p>the Certificate number</p> <p>.....</p> <p>Date of Issue</p> <p>.....</p>		

Part B

Section 1 – Details of Site Manager or a Responsible Person

B.1. Name:

B.2. Business contact details

Address:

Telephone:

Email:

B.3. Where the person has not yet been appointed, please provide details at which the person may be contacted in respect of the application.

Address:

Telephone:

Email:

B.4. Person's Role in relation to the management of the site:

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.....

B.5. Does the Person;

- a. Hold a licence issued under section 3 of Caravan Sites and Control of Development Act 1960 for any other relevant protected site?

Yes ☐ No ☐

If you have answered yes, please provide details below for each site. Use a separate sheet if necessary.

Name of site	Address	Site Licensing authority

- b. Have an estate or interest in any other relevant protected site?

Yes ☐ No ☐

If you have answered yes, please provide the details below for each site. Use a separate sheet if necessary.

Name of site	Address

c. Manage any other relevant protected site?

Yes ☐ No ☐

If you have answered yes, please provide the details below for each site. Use a separate sheet if necessary.

Name of site	Address

Section 2 - Conduct

	Has the person;	Yes	No
B.6	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)?		
B.7	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?		
B.8	Contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?		
B.9	Harassed any person in, or in connection with, the carrying on of any business?		
B.10	Are, or have you been within the past 10 years, personally insolvent?		
B.11	Are, or have you been within the past 10 years, disqualified from acting as a company director?		
B.12	Do you have the right to work in the United Kingdom?		
B.13	Has any other local authority rejected an application for you to be included in a register?		

(a)	If yes please provide the following details below;		
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Local Authority	Date of application	Reason(s) for rejection

		Yes	No
B.14	Do you have a Criminal record certificate issued under section 113A(1) of the Police Act 1977 which is no more than six months before the date of the application?		
	If Yes, please provide the following details. DBS Certificate number: Date of issue:		

Please repeat the information in this section, in the same format as it is provided above, for any other responsible people involved in the site.

Part C - Information for each relevant officer of the company

C.1. Please list all relevant officers below;

Name of each relevant officer of the company or organisation	the person's role (if any) in relation to the management of the site.

C.2. Is the person appointed to manage the site (Part B), one of the relevant officers listed above? Yes ☐ No ☐

If no, please provide the following information in Part D for the relevant officer of the company or organisation to whom the site manager is/will be accountable for the day-to-day management of the site.

Part D

Section 1 - Relevant officer's details

D.1. Name:

D.2. Business contact details

Address:

Telephone:

Email:

D.3. Where the person has not yet been appointed, please provide the following details at which the person may be contacted in respect of the application.

Address:

Telephone:

Email:

D.4. Person's role in relation to the management of the site:

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.....

D.5. Does the person;

- a. Hold a licence issued under section 3 of Caravan Sites and Control of Development Act 1960 for any other relevant protected site?

Yes ☐ No ☐

If you have answered yes, please provide the details below for each site. Use a separate sheet if necessary.

Name of site	Address	Site Licensing authority

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b. Have an estate or interest in any other relevant protected site?

Yes ☐ No ☐

If you have answered yes, please provide the details below for each site. Use a separate sheet if necessary.

Name of site	Address

c. Manage any other relevant protected site? Yes ☐ No ☐

If you have answered yes, please provide the details below for each site. Use a separate sheet if necessary.

Name of site	Address

Section 2 – Relevant Officer's conduct

	Has the person	Yes	No
D.6	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)?		
D.7	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?		
D.8	Contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business?		
D.9	Harassed any person in, or in connection with, the carrying on of any business?		

	Has the person	Yes	No
D.10	Are, or have you been within the past 10 years, personally insolvent?		
D.11	Are, or have you been within the past 10 years, disqualified from acting as a company director?		
D.12	Do you have the right to work in the United Kingdom?		
D.13	Has any other local authority rejected an application for you to be included in a register?		
(a)	If yes please provide the details below.		

Local authority	Date of application	Reason(s) for rejection

		Yes	No
D.14	Do you have a Criminal record certificate issued under section 113A(1) of the Police Act 1977 which is no more than six months before the date of the application?		
	<p>If Yes, please provide the following details.</p> <p>DBS Certificate number:</p> <p>Date of issue:</p>		

SECTION 3

Part 10 - Management of the site

- 10.1 Please provide details of how you intend to ensure compliance with the site licence conditions for the site detailed in section 1.2. (continue on separate sheet if necessary)

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10.2. Please provide details of any planned maintenance for the site (short, medium and long term). (continue on separate sheet if necessary)

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10.3. Please provide details and evidence of the relevant person's training, experience and qualification in the ownership and/or management of park home sites. (continue on separate sheet if necessary)

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10.4. Please provide details and evidence of the management structure and funding arrangements that will be in place to enable the relevant person to secure the proper management of the site (includes how residents' complaints and concerns will be addressed). (continue on separate sheet if necessary)

.....

Part 11 - Other relevant information

11.1 Are you aware of any other person(s) associated or formerly associated with the relevant person (whether on a personal, work or other basis) whose conduct is relevant to the question of whether the relevant person is a fit and proper person to manage the relevant protected site or proposed relevant protected site (as the case may be).

No ☐ Yes ☐ – please provide details below

Name	Relationship with relevant person	Reason(s)/Comments

11.2. Is there any other relevant information you wish to provide?

No ☐ Yes ☐ – Please provide details below

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Part 12 – CHECK LIST

Please tick

- I have enclosed the original copy of my DBS certificate (issued within 6 months of application) ☐
- If freeholder - I have enclosed a Land Registry Search ☐
- If leaseholder - I have enclosed a copy of the lease agreement ☐
- I have enclosed a copy of the management structure and funding arrangements for the site ☐
- I understand that if I do not comply with the above requirements my application will be invalid and I could be in breach of the fit and proper person test requirements ☐

Part 13 – DECLARATION & SIGNATURE (the appropriate person)

- (a) I have read the notes attached to this application form particularly in relation to data protection.
- (b) I have made all reasonable enquiries into the matters mentioned in Schedule 3 of the Regulations relating to the relevant person; and
- (c) That the information provided in the application is correct and complete to the best of my knowledge and belief.
- (d) I understand that as applicant I commit an offence if I:
 - (a) withhold information from a registration application; or
 - (b) include false or misleading information in a registration application

Signature of applicant or appropriate person

Name:

Signature:

Date:

Position:

When completed please return this form and supporting documents by email to:

private.housing@bristol.gov.uk

Or alternatively by post to:

Private Housing & Adaptations Service, Bristol City Council, PO Box 3399 (100TS),
Bristol BS1 9NE

We aim to process all applications within a reasonably practical amount of time from receiving a duly made application, which includes a fully completed form, supporting information and payment of the relevant fee (if any).