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

Application for inclusion on the register of

Fit and Proper Persons

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

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| ***FULL DETAILS OF THE APPLICANT*** | | | | **A** |
| First Name(s): |  | | | |
| Surname: |  | | Title: | |
| Correspondence Address:  Postcode: | | | | |
| Tel (work): | | Tel (mobile): | | |
| E-mail address: | | | | |
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| ***COMPANY OR OTHER APPLICANT DETAILS*** |  | **B** |
| 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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| ***DETAILS OF THE SITE TO WHICH THE APPLICATION REFERS*** | **C** |
| Site Name: | |
| Site Address:  Site Postcode: | |

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| ***DETAILS OF THE APPLICANT’S ESTATE OR EQUITABLE INTEREST IN THE SITE*** | **D** |
| Please provide proof of estate or equitable interest: | |

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| ***NAME AND BUSINESS CONTACT DETAILS OF ANY OTHER PERSON(S) WITH A LEGAL ESTATE OR EQUITABLE INTEREST IN THE SITE*** | **E** |
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| ***DETAILS OF ANY OTHER SITE LICENCES HELD AND/OR MANAGED BY THE APPLICANT (Please use an additional page if necessary)*** | | | **F** |
| Site Name | Licensing Authority Name | Licence Number | |
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| ***DETAILS OF ANY OTHER SITES WHERE THE APPLICANT HAS AN INTEREST***  ***(Please use an additional page if necessary)*** | | | **G** |
| Site Name | Licensing Authority Name | Licence Number | |
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| ***CONFIRMATION THE APPLICANT IS THE OCCUPIER OF THE SITE*** | **H** |
| 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 mobile home 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 |

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| ***TO WHOM DOES THIS APPLICATION FOR INCLUSION ON THE REGISTER RELATE?*** | | **I** |
| The Applicant (do not complete section J) |  | |
| An appointed manager (complete section J) |  | |

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

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| ***EVIDENCE OF ABILITY TO SECURE THE PROPER MANAGEMENT OF THE SITE***  ***(The following information must be included with this application.)*** | | **K** |
| 1 | Details of the applicant(s) or proposed manager’s experience and competency in managing mobile home sites | Included?  YES/NO |
| 2 | Details of the management structure and funding arrangements for the site or proposed  management structure and funding arrangements for the site | Included?  YES/NO |

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| ***ADDITIONAL INFORMATION IN RELATION TO THE APPLICANT (AS AN INDIVIDUAL) OR SITE MANAGER.*** | | **L** |
| 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, mobile home 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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| ***ADDITIONAL INFORMATION IN RELATION TO THE RESPONSIBLE PERSON***  ***(THE PERSON TO WHOM THE SITE MANAGER REPORTS, INC. OWNER)*** | | **M** |
| 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, mobile home 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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| ***CRIMINAL RECORD CERTIFICATE*** | **N** |
| 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 of the Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person) (England) Regulations 2020. | |

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| |  |  |  | | --- | --- | --- | | **DECLARATIONS (This section must be completed by the applicant.)** | | **O** | | 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:** | | | | **If signing on behalf of a company, please confirm that you are authorised to do so.** | **YES/NO** | | |

An application must include a fully completed application form, supporting information and payment of the relevant fee. You can send these to the address on the following page, or by email to: [environmentalhealth@knowsley.gov.uk](mailto:environmentalhealth@knowsley.gov.uk) .

**PRIVACY NOTICE**

We will use the information supplied in this form for the purposes of assessing your fit and proper person application. We may share information provided with other bodies undertaking a public function in order to prevent and detect fraud. Applicant details will be made available on the public register if your registration is accepted. Our lawful basis for doing so is that processing is necessary in the exercise of official authority vested in the Council. We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years.

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| ***FEES AND CHARGES (non-refundable)*** | |  |
| Application Fee: | £258 | |

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| ***PAYMENT METHODS*** | |  |
| Telephone:  To pay over the telephone with a debit card, dial 0151 489 6000 (please note credit cards are not accepted) | Payment Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date paid: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| By post:  You can post your application form and a cheque (made payable to Knowsley Borough Council) to **Environmental Health, Knowsley MBC, 2nd Floor Municipal Buildings, Archway Road, Huyton, Liverpool L36 9YU** | | |
| For office Use:  Charge Code: C01019521 | | |

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