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

**APPLICATION FOR INCLUSION ON THE FIT AND PROPER PERSON REGISTER**

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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 J.** |

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| **A** | **DETAILS OF INDIVIDUAL APPLICANTS** |
| **First Name(s):** |
| **Surname:** | **Title:** |
| **Postal Address:** |
| **Post Code:** |
| **Phone (Home):** | **Phone (Mobile):** |
| **Email address:**  |
| **Date of Birth:** | **National Insurance No.** |

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| **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:** |
| **Company Number (If applicable):** |
| **Correspondence Address:****Post Code:** |
| **Phone (Mobile)** | **Phone (Office):** |
| **Email address:** |
| **Is the business registered outside the UK: Yes/No** |
| **Name of each relevant officer** | **Role in management of the site** |
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| **Please use an additional page if necessary** |

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| **C** | **DETAILS OF THE CARAVAN SITE THE APPLICATION REFERS TO** |
| **Site Name** |  |
| **Site Address** |  |
| **Postcode:** |  |
| **Site licence number** |  |

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| **D** | **Details of the applicants estate or interest in the site** |
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| **Please include copies of title deeds or lease agreements** |

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| **E** | **Name and contact details of any other person with a legal estate or equitable interest in the site** |
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| **F** | **Details of any other site licences held by the applicant (use an additional page if necessary)** |
| **Site Name** | **Licensing Authority Name** | **Licence Number** |
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| **F** | **Confirmation the applicant is the occupier of the site** |
| **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 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.** | **YES/NO** |

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| **G** | Who is this application for inclusion on the register in relation to |
| **The Applicant (continue to section J)** |  |
| **An appointed manager (complete section H)** |  |

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| **H** | **Appointed Manager Details** |
| **First Name(s):**  |  |  |
| **Surname:**  |  | **Title:**  |
| **Postal Address:** **Post Code:** |  |  |
| **Phone (Home):**  |  **Phone (Mobile):**  |  |
| **Email address:**  |  |  |
| **Role in Managing site** |  |  |

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| **I** | **Evidence of ability to secure the proper management of the site**(You must include the following information with this application) |
|  | **Satisfactory management plan that details the management arrangements and personnel.**Details of the applicant(s) or proposed managers experience and competency in managing caravan sites |
|  | **Satisfactory funding arrangements that detail the funding amounts, frequency and personnel.**Details of the management structure and funding arrangements for the site or proposed management structure and funding arrangements. |

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| **J** | Additional information in relation 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 sheet) | 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 |

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| **K** | Additional information in relation to the responsible person (person who site manager reports to). |
| 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 sheet) | 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 |

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| **L** | **Criminal record certificate** |
| A criminal record certificate issued under section 113A(1) of the Police Act 1997([**1**](https://www.legislation.gov.uk/uksi/2020/1034/schedule/2/made#f00008)) 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 1 |

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| **M** | **DECLARATIONS (This section must be completed by the applicant)** |
| 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 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:**  |

We aim to process all applications within 12 weeks of receiving a duly made application, which includes a fully completed application form, supporting information and payment of the relevant fee.

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| **Data Protection Notice We will store and may further process the information you provide. Applicant details will be displayed on our public register online. Our privacy policy relating to our storage and sharing of information is published on our web site:** [Guildford Borough Council and your data - Guildford Borough Council](https://www.guildford.gov.uk/dataprotection) |

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| **Fees and Charges** |
| Application Fee is charged per relevant person for inclusion on the register.  | **PLEASE CONFIRM THE NUMBER OF RELEVANT PERSONS FOR INCLUSION IN THE BOX BELOW** *NB: The Council cannot accept payment via cheque.*  |
|  | **Number of relevant persons for inclusion on the register** *(Fee per relevant person for inclusion on the register = £204.00)*  |
| **For Example:*****If there are 5x relevant persons listed in your application for inclusion on the register the fee of £204.00 will be multiplied by 5 = Final fee of £1020*** | **Final Fee Payable****Step 1: Number of relevant persons for inclusion on the register** **Step 2: Step 1 multiplied by £204.00 = £ (Final fee)** |

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| **Payment methods** |
| **Telephone:**To pay on the phone with a credit or debit card call 01483 50 50 50  | Payment Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date paid: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **In person:** You can pay by cash or card in person at the Civic Centre please keep a copy of your receiptReceipt Number **Date paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Please return your completed form with any relevant supporting documents to:****Environment & Regulatory Services, Private Sector Housing, Guildford Borough Council, Millmead House, Millmead, GU2 4BB** |