



**Application for inclusion on the 'fit and proper person' register  
The Mobile Homes (Requirement for Managers of Site to be Fit and  
Proper Person) (England) Regulations 2020**

[The Mobile Homes \(Requirements for Manager of Site to be Fit and Proper Person\) \(England\) Regulations 2020](#) prohibit the use of land as a residential mobile home site unless the local authority is satisfied that the owner or manager of the site is a fit and proper person to manage the site.

Before completing this form please read the relevant regulations.

The site owner must apply to the local authority for the relevant person (either themselves or the site manager), to be included on a register of fit and proper persons. A site owner may only apply if they hold or have applied for a site licence for that site. The same requirements apply where the owner or the site manager is not an individual, such as a park owned or managed by a company.

If you are completing this form by hand please write legibly in block capitals. In all cases please ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary, referencing which section the information relates to.

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Please tick the relevant box to state whether you are applying as:

- an individual or sole trader      - please complete **section A**
- a limited company or limited liability partnership      - please complete **section B**
- a partnership (other than limited liability)      - please complete **section B**
- an unincorporated association      - please complete **section B**
- other (e.g. a statutory corporation)      - please complete **section B**
- a recognised club      - please complete **section B**
- a charity      - please complete **section B**

**All applicants must complete sections C – P**

## Section A – individual applicant or sole trader

Mr	Mrs	Miss	Ms	Other title (e.g. Rev, Dr)	
Surname			First names		
Residential address					
Post town				Postcode	
Telephone number (office)					
Telephone number (mobile)					
E-mail address					

## Section B – company or other applicant

Name of person completing the form					
Position in company					
Type of business (e.g. limited company, partnership)					
Company name					
Registration number					
Correspondence address					
Post town				Postcode	
Telephone number (office)					
Telephone number (mobile)					
E-mail address					

## Section B continued

<b>Name of each relevant officer</b> <i>e.g. company director, partner, member of body corporate, management committee member</i>	<b>Role in management of the site</b> <i>(if any)</i>
<i>Use additional sheet(s) if necessary</i>	

## Section C – caravan site

Site name	
Site address	
Site postcode	

## Section D – legal estate or equitable interest

Please provide evidence of legal estate or equitable interest in the site as a supporting document to this application (e.g. land registry title document).

## Section E – legal estate or equitable interest (other persons)

Please provide name and business contact details of any other person(s) with a legal estate or equitable interest in this site.

In addition to site owner or leaseholder, an equitable interest could also mean a beneficiary of a trust – with the benefit of the land, whether or not they are recorded as the legal owner.

Name	Business contact details
<i>Use additional sheet(s) if necessary</i>	

## Section F – other site licences held

Please provide details of any other residential (relevant protected) site licences held and/or managed by the applicant.

Site name	Licensing Authority	Licence Number
<i>Use additional sheet(s) if necessary</i>		

## Section G – legal estate, equitable interest or management roles at other sites

Please provide details of any other sites where you have a legal estate or equitable interest or otherwise managed by you.

Site name	Licensing Authority	Licence Number
<i>Use additional sheet(s) if necessary</i>		

## Section H – 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 \(as amended\)](#)?

Yes

No

*In broad terms, 'occupier of the site' means a person with a right of possession of the land. See note H, on page 10 for the legal definition.*

## Section I – inclusion on the register

To whom does this application to be included on the 'fit and proper' register relate?

- the applicant - please jump to **section K**
- an appointed manager - please complete **sections J and K**

## Section J – appointed manager

Mr	Mrs	Miss	Ms	Other title (e.g. Rev, Dr)	
Surname				First names	
Business address					
Post town			Postcode		
Telephone number (office)					
Telephone number (mobile)					
E-mail address					
Role in managing site					

## Section K – proof of proper management of the site

Please provide on a separate sheet the following pieces of information:

- The applicant(s) or proposed manager's experience and competency in managing caravan sites.  
*The individual must have sufficient experience in site management, and/or have received sufficient training*
- The management structure and funding arrangements for the site or proposed management structure and funding arrangements for the site.  
*Please provide as much information as possible. The local authority needs to be satisfied that the relevant person has suitable management arrangements in place for the administration of pitch fees, general management and maintenance of the site as well as the authority and ability to independently take timely decisions and actions in carrying out their responsibilities. The applicant should ensure that they provide information evidencing that they have access to sufficient funds so as to allow the responsible person to manage the site and comply with the obligations under the site licence.*
- Any other supporting information relating to the management arrangements.  
*This may include a site management plan etc.*

**Section L – additional information about the applicant (if an individual) or the 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?	Yes* / No
9	Have you had an application to be included in a fit and proper person register rejected by another Local Authority?	Yes* / No
10	Do you have applications to be included in a fit and proper person register awaiting a result from another Local Authority?	Yes* / No
11	Do you have a legal estate or equitable interest, or manage any other relevant protected sites?	Yes* / No

\*If you have answered yes to **question 8, 9, 10 or 11** please provide further details below

## Section M – responsible person

Please provide the details of the person appointed to be responsible for the day to day management of the site.

Mr	Mrs	Miss	Ms	Other title (e.g. Rev, Dr)	
Surname			First names		
Correspondence address					
Post town			Postcode		
Telephone number (office)					
Telephone number (mobile)					
E-mail address					
Role in managing site					

## Section N – additional information about the responsible person

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?	Yes* / No
9	Have you had an application to be included in a fit and proper person register rejected by another Local Authority?	Yes* / No
10	Do you have applications to be included in a fit and proper person register awaiting a result from another Local Authority?	Yes* / No
11	Do you have a legal estate or equitable interest, or manage any other relevant protected sites?	Yes* / No

\*If you have answered yes to **question 8, 9, 10 or 11** please provide further details below

## Section O – criminal record certificate

You must provide a copy of a basic DBS certificate (or an online share code) which is no more than 6 months old when submitted with your application.

Where the relevant person is an individual, a basic DBS certificate is required for:

(a) the relevant person

**and**

(b) each individual in relation to whom the applicant is required to provide information on:

- The person appointed for the day to day management of the site;
- and
- If, in the case of a company, this person is not a relevant officer of the applicant, also provide details of the manager he/she reports to.

***(See Note O on pages 10 and 11 for more details as to who will need to provide a criminal record certificate and complete section N, as defined in paragraphs 10(2), 10(5), 11 or 12 of Schedule 2 of the Regulations)***

## Section P – declaration

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.

Signature ..... Date .....

Full name .....

Capacity .....

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## Notes

### Note H

'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.

### Note O

1. **If the site owner is an individual and will manage the site themselves then they are the subject of the assessment.** They have to provide:
  - A criminal records certificate; and
  - the information in section L.
2. **If the site owner has appointed or is to appoint an individual to manage the site (site manager) and who will be subject to the assessment** the site owner must provide for the site manager:
  - The information in paras L
  - A criminal records certificate.
3. **If the site owner has appointed or is to appoint a company to manage the site (site manager), and the site manager will be subject to the assessment, the site owner** must provide:
  - for each relevant officer of the site manager;  
(a) their name and

(b) details of their role (if any) in relation to the management of the site

- for the individual that the company has appointed or intends to appoint to be responsible for the day-to-day management of the site;
    - the information in para N and
    - a criminal records certificate.
4. If the individual above is not a relevant officer of the company, then the site owner must also provide the information in para N and a criminal records certificate for the relevant officer to whom the individual will be accountable for the day-to-day management of the site.
5. **If the site owner is an individual and will be site manager, but has also appointed or intends to appoint someone else to be responsible for the day to day management of the site** they must provide:
- the information in paragraph N for themselves; and
  - the additional information in paragraph N for the person they have appointed or intend to appoint to be responsible for the day-to-day management of the site.
  - A criminal records certificate for themselves and the person appointed or to be appointed to be responsible for the day to day management of the site.
6. **Where the site owner is not an individual and will be subject to the assessment** they must provide:
- for each relevant officer of the site owner;
    - (a) their name and
    - (b) details of their role (if any) in relation to the management of the site.
  - the information in paragraph N and a criminal records certificate for the person that the site owner has appointed or intends to appoint to be responsible for the day-to-day management of the site;
  - where the person appointed to manage the site is not a relevant officer of the site owner, the information in paragraph N and a criminal records certificate must be provided for the relevant officer to whom the person managing the site is/will be accountable for the day-to-day management of the site.
  - where the person responsible for the day-to-day management of the site ("B") is not an individual, the information in paragraph N and a criminal records certificate must be provided for the individual ("C") that B has appointed or intends to appoint to be responsible for the day-to-day management of the site;
  - where C is not a relevant officer of the organisation ("B"), the information in paragraph N and a criminal records certificate must be provided for the relevant officer to whom C is/ will be accountable for the day-to-day management of the site.

As soon as reasonably practicable after an application is made under Regulation 6, the Local Authority must make a decision on the application. An application must include a fully completed application form, supporting information and payment of the relevant fee.

**Once complete please return this form with the fee of £258\* and supporting documents to [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or:**

Licensing  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

\* Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the address above. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the details below:

**Account name:** West Lindsey District Council

**Sort code:** 30-00-02

**Account number:** 04066818

**Ref:** LIC + name of caravan site

**Amount:** £258

*For office use: payment code 6007-40130-41162*

**Privacy Notice:** We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: [www.west-lindsey.gov.uk/licensing-privacy/](http://www.west-lindsey.gov.uk/licensing-privacy/)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) or contact the finance department on, 01427 676560, [FinanceTeam@west-lindsey.gov.uk](mailto:FinanceTeam@west-lindsey.gov.uk)