



Application for inclusion on the Fit and Proper Register



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

Stratford-on-Avon District Council, Licensing Team

Elizabeth House, Church Street, Stratford-upon-Avon. CV37 6HX

Telephone: 01789 260211 Email: licensing@stratford-dc.gov.uk Website: www.stratford.gov.uk

If you find the text on this form difficult to read we may be able to supply it in a format better suited to your needs.

PRIVACY STATEMENT

The personal data that you provide will be used in the determination of your application, matters in connection with any licence issued and for reference in the event of future applications you might make, the legal basis for this processing is that it is necessary for compliance with the legal obligations to which Stratford-on-Avon District Council is subject.

You must complete this form in order for us to determine your suitability for a licence and enable us to administer your licence should any be granted. If you do not complete this form we will not be able to determine your suitability for a licence or administer any licence issued, so the licence application will be refused.

Your personal data may be shared with Stratford-on-Avon District Council planning department, Warwickshire Fire and Rescue Service, Councillors who sit on the licensing committee in the case of your application/licence requiring their attention, some information will be publically available should your application be heard by a licensing committee, internal council departments who require access to your information for the purposes of administration, regulation and law enforcement, the Cabinet Office as part of the National Fraud Initiative, HM Revenue and Customs, National Anti- Fraud Network.

Your data will be kept for the duration of the time you hold a licence issued by Stratford-on-Avon District Council, and will be destroyed 6 years after the date your licence expired.

You have the right to access your personal data and to complain if you think your data is being used incorrectly. You may also have other rights, such as to have your data corrected or erased. For full details on your personal data rights please see the Council's main Privacy Notice on www.stratford.gov.uk

For the Data Controller and Data Protection Officer's contact details and further information please see the Council's main Privacy Notice on www.stratford.gov.uk

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

A DETAILS OF INDIVIDUAL APPLICANTS

First Name(s)	
Surname	
Title	
Correspondence Address	
Postcode	
Telephone (work)	
Telephone (mobile)	
Email address	

B COMPANY OR OTHER APPLICANT DETAILS

Name of person completing the form	
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Position in company	
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Type of business (e.g. Limited Company, Partnership, etc.)	
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Company Name	
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Correspondence Address	
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Postcode	
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Telephone (office)	
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Telephone (mobile)	
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Email address	
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Name of each relevant officer	Role in management of the site

Please use an additional page if necessary

C DETAILS OF THE CARAVAN SITE TO WHICH THE APPLICATION REFERS

Site Name	
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Site Address	
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Site Postcode	
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D DETAILS OF THE APPLICANT'S ESTATE OR EQUITABLE INTEREST IN THE SITE

Please provide proof of estate or equitable interest

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E NAME AND BUSINESS CONTACT DETAILS OF ANY OTHER PERSON(S) WITH A LEGAL ESTATE OR EQUITABLE INTEREST IN THE SITE

Name	Business contact details

F DETAILS OF ANY OTHER SITE FOR WHICH THE APPLICANT HOLDS A SITE LICENCE OR IS RESPONSIBLE FOR MANAGING

Site Name	Licensing Authority Name	Licence Number

Please use an additional page if necessary

G DETAILS OF ANY OTHER SITES WHERE YOU HAVE AN INTEREST

Site Name	Licensing Authority Name	Licence Number

Please use an additional page if necessary

H CONFIRMATION THE APPLICANT IS THE OCCUPIER OF THE SITE

<p>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)?</p> <p>‘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.</p> <p>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.</p>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

I TO WHOM DOES THIS APPLICATION FOR INCLUSION ON THE REGISTER RELATE?

The applicant		Continue to complete sections K,L,M,N,and O
An appointed manager		Continue to complete sections J, K,L,M,N,and O

J APPOINTED MANAGER DETAILS

First Name(s)	
Surname	
Title	
Correspondence Address	
Postcode	
Telephone (office)	
Telephone (mobile)	
Email address	
Role in managing site	

K EVIDENCE OF ABILITY TO SECURE THE PROPER MANAGEMENT OF THE SITE (THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THIS APPLICATION.)

1	Details of the applicant(s) or proposed manager's experience and competency in managing caravan sites
2	Details of the management structure and funding arrangements for the site or proposed management structure and funding arrangements for the site

L 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 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	

M ADDITIONAL INFORMATION IN RELATION TO THE RESPONSIBLE PERSON(S) (THE PERSON TO WHOM THE SITE MANAGER REPORTS)

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 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	

N CRIMINAL RECORD CERTIFICATE

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.

O SUPPORTING DOCUMENTATION

I hereby apply and enclosed: (please tick boxes as appropriate)

1	Proof of estate or equitable interest in the site (Section D)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
2	Proof that the applicant is the occupier of the site (Section H)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
3	Details of the applicants or proposed managers experience and competency in managing caravan site. (Section K)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
4	A copy of the management structure and funding arrangements for the site (Section K)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
5	For applicants who are not UK nationals and do not have an EU right to working in the UK. Please provide documentary evidence of their 'Right to Work'	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
6	If you have had an application to be included in the fit and proper person register rejected by another Local Authority please provide a copy of that decision. (Sections L & M)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7	A CRB disclosure certificate not older than 6 months (Section N)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
8	Photographic evidence (Passport or Driving Licence)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
9	The fee	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

P 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 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 (DD/MM/YYYY)	

Additional signatory or witness in relation to a company (s.44 Companies Act 2006)

Full Name (PLEASE PRINT)

Signature

Capacity

Date (DD/MM/YYYY)

Q FEES AND CHARGES

The current fee is £240.00 Initial Application

R APPLICATION AND PAYMENT METHODS

Telephone

To pay over the telephone with a credit or debit card dial 01789 260979.
Email the application and supporting documentation to
licensing.applications@stratford-dc.gov.uk

Payment Ref.	
Date Paid	

In Person

You can pay by card in person at Stratford-on-Avon District Council,
Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX
(Please keep a copy of your receipt)

Payment Ref.	
Date Paid	

By Post

You can post your application form, supporting documentation and a cheque (made payable to Stratford-on-Avon District Council) to Licensing, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX

Once the application has been correctly made under Regulation 6, including a fully completed application form, supporting information and payment of the relevant fee, the local authority must make a decision on the application as soon as reasonably practicable.

PRIVACY NOTICE
Information about the personal information we will collect and how we will handle it can be found in the following: www.stratford.gov.uk

