



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

For **sole traders/individuals** complete **section A**.

For **partnerships, companies**, etc. complete **section B**.

**All** applicants must complete **sections C to N**.

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### **Important Notes:**

- An application must be made by the occupier.
- If the occupier is a company or a corporate body, the application form must be completed by an officer of the company ("appropriate person").

The "appropriate person" means;

- a) where the declarant is a company, an officer of the company;
  - b) where the declarant is a partnership, one of the partners;
  - c) where the declarant is a body corporate the conduct of the management of which is vested in its members, a member;
  - d) where the declarant is a body not falling within paragraph (a), (b) or (c), a member of the management committee;
  - e) where the declarant is an individual, that individual
- DBS certificates must be dated within six months of the date of the application.
  - The council must keep and maintain a register of fit and proper persons. This means that some of the information you provide in your application will be entered into the register. Information in the register will be
    - Your name & business contact details
    - Name & address of site
    - Status (occupier, site manager etc.)
    - Whether any conditions are attached to your inclusion in the register
    - If any conditions, the number of conditions, the start & end date on which they apply, date on which any condition is varied or satisfied
  - Where the application is being made on behalf of a person appointed or to be appointed to manage the site, you are strongly advised to ensure they are aware of the register and the information that will be entered into it. As the applicant, it is your responsibility to seek confirmation that the information they have provided is true and accurate
  - The application will not be considered valid until all supplementary documents have been provided & full payment of the application fee has been received.
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### APPLICATION FOR INCLUSION ON THE FIT AND PROPER PERSON REGISTER

#### Section A: Details of Individual Applicant(s)

Title: ..... First Name: .....

Surname:.....

Correspondence Address: .....

.....

.....Post Code: .....

Tel: .....

Mobile:.....

Email:.....

#### Section 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: .....

Correspondence Address: .....

.....

.....Post Code: .....

Tel: .....

Mobile:.....

Email:.....

Name of each relevant officer	Role in management of the site

*Please continue on additional sheet if required*



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

#### Section C: Details of the Caravan Site

Site Name:.....

Site Address: .....

.....Post Code: .....

#### Section D: Details of Applicant’s Estate or Equitable Interest in the Site

What is the applicant’s estate or equitable interest in the site?

- Site owner
- Leaseholder
- Other

If other provide details.....

Please provide documentary evidence (e.g. Land Registry title document).

#### Section E: Details of Any Other Person(s)

Please provide below Name & Business Contact Details for all other persons with a legal estate or equitable interest in the site.

Name of other person(s)	Business Contact Details

*Please continue on additional sheet if required*



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### Section F: Details of Other Sites

Please provide details of any other site licences held and/or sites managed by the applicant

Site Name	Licensing Authority	Licence Number

*Please continue on additional sheet if required*

Please provide details of any other sites where you have an interest

Site Name	Licensing Authority	Licence Number

*Please continue on additional sheet if required*

### Section G: 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

**Guidance:**

*'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.*



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### Section H: Person for Inclusion on Register

To whom does this application for inclusion on the register relate?

- The Applicant (go to section J)
- An appointed manager (go to section I)

### Section I: Appointed Manager Details

Title: ..... First Name: .....

Surname:.....

Correspondence Address: .....

.....

.....Post Code: .....

Tel: .....

Mobile:.....

Email:.....

Role in managing site: .....

### Section J: Proper Management of Site

Please attach to this application, details and evidence of the following:

- The Applicant's or proposed manager's experience and competency in managing caravan sites
- The management structure and funding arrangements for the site or proposed management structure and funding arrangements for the site (includes how residents' complaints and concerns will be addressed).



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### Section K: Additional Information - 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

### Section L: Additional Information – Responsible Person

The responsible person is 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



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- 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
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#### Section M: Criminal Record Certificate

Do you have 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.

- Yes
- No

If YES, please provide

DBS Certificate Number: .....

Date of Issue:.....

Copy of certificate enclosed with this application

**Guidance:**

A criminal record certificate is required 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.



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### Section N: Declaration

***(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 (Print): .....

Signature: .....

Date: .....

Position: .....

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.

Eastleigh Borough Council are committed to your privacy. We will use the information on this form to process & determine your application for inclusion of the fit & proper person register. We may share your information and make any other necessary enquiries with other departments within the council and statutory organisations in relation to the application but will be done so only for this purpose and no other.

Please refer to our full Privacy Notice at [www.eastleigh.gov.uk/privacy](http://www.eastleigh.gov.uk/privacy)