

# RUSHMOOR BOROUGH COUNCIL

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

## 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 O

<b>A DETAILS OF INDIVIDUAL APPLICANTS</b>	
First Name(s):	
Surname:	Title:
Correspondence Address:	
Postcode:	
Telephone (work):	Telephone (mobile):
E-mail address:	

<b>B 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:	
Company Registration Number (if applicable):	
Correspondence Address:	
Postcode:	
Telephone (office)	Telephone (mobile):
E-mail address:	
Is the business registered outside the UK	YES/NO
Name of each relevant officer	Role in management of the site
Please use an additional page if necessary	

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<b>C</b>	<b>DETAILS OF THE CARAVAN SITE TO WHICH THE APPLICATION REFERS</b>
Site Name:	
Site Address:	
Site Postcode:	

<b>D</b>	<b>DETAILS OF THE APPLICANT'S ESTATE OR EQUITABLE INTEREST IN THE SITE</b>
Please provide proof of estate or equitable interest	

<b>E</b>	<b>NAME AND BUSINESS CONTACT DETAILS OF ANY OTHER PERSON(S) WITH A LEGAL ESTATE OR EQUITABLE INTEREST IN THE SITE AND THE NATURE OF THEIR LEGAL ESTATE OR EQUITABLE INTEREST</b>
<b>IDENTIFY ALL OTHER ASSOCIATED PERSONS INVOLVED IN THE MANAGEMENT OF THE SITE AND THEIR CAPACITY ASSOCIATED WITH THE MANAGEMENT OF THE SITE:</b>	

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<b>F DETAILS OF ANY OTHER SITE LICENCES HELD AND/OR MANAGED BY THE APPLICANT (Please use an additional page if necessary)</b>		
<b>Site Name</b>	<b>Licensing Authority Name</b>	<b>Licence Number</b>

  

<b>G DETAILS OF ANY OTHER SITES WHERE YOU HAVE AN INTEREST (Please use an additional page if necessary)</b>		
<b>Site Name</b>	<b>Licensing Authority Name</b>	<b>Licence Number</b>

<b>H CONFIRMATION THE APPLICANT IS THE OCCUPIER OF THE SITE</b>	
<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><i>‘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.</i></p> <p><i>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.</i></p>	YES/NO

<b>I TO WHOM DOES THIS APPLICATION FOR INCLUSION ON THE REGISTER RELATE?</b>	
The Applicant (continue to section K)	
An appointed manager or manager to be appointed (continue to section J and K)	

<b>J APPOINTED MANAGER (OR MANAGER TO BE APPOINTED) DETAILS</b>	
First Name(s):	
Surname:	Title:

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Correspondence Address:	
Postcode:	
Telephone (office):	Telephone (mobile):
E-mail address:	
Role in managing site:	

<b>K</b>	<b>EVIDENCE OF ABILITY TO SECURE THE PROPER MANAGEMENT OF THE SITE (The following information must be included with this application)</b>
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

<b>L</b>	<b>ADDITIONAL INFORMATION IN RELATION TO THE APPLICANT (AS AN INDIVIDUAL) OR SITE MANAGER (AS AN INDIVIDUAL).</b>	
	<b>If the response to questions 1 to 10 is yes, please provide further details for each</b>	
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
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

<b>M</b>	<b>ADDITIONAL INFORMATION IN RELATION TO THE RESPONSIBLE PERSON(S)</b>	
	<b>If the response to questions 1 to 10 is yes, please provide further details for each</b>	
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

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<b>N</b>	<b>CRIMINAL RECORD CERTIFICATE</b>
<p>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:</p> <p>(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.</p> <p><b>Please provide criminal record certificates with the application</b></p>	

<b>O</b>	<b>DECLARATIONS (This section must be completed by the applicant.)</b>
<p>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.</p> <p>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.</p>	
<b>Full Name:</b>	
<b>Signature:</b>	
<b>By printing your name in this box, we accept this as your digital signature</b>	
<b>Capacity:</b>	
<b>Date:</b>	

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<b>FEES AND CHARGES</b>	
Application Fee	£339
Payment of Fee	Payment can be made by credit or debit card by telephoning 01252 398855.  We are unable to consider your application until we have received the fee.

<b>RETURN OF APPLICATION FORM</b>
<p>Return your completed application form and supporting documents to:</p> <p>Licensing Team Operational Services Rushmoor Borough Council Council Offices Farnborough Road Farnborough Hampshire GU14 7JU</p> <p>Email: <a href="mailto:licensing@rushmoor.gov.uk">licensing@rushmoor.gov.uk</a></p>

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### Privacy Notice

#### 1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398855, via email to [licensing@rushmoor.gov.uk](mailto:licensing@rushmoor.gov.uk) or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at [data.protection@rushmoor.gov.uk](mailto:data.protection@rushmoor.gov.uk)

#### 2. What we need your information for and the legal basis for it

We need your personal information to process your fit and proper person application under The Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person) (England) Regulations 2020 ("the Regulations"). The law allows us to use your personal information in this way to carry out our responsibilities under these Regulations as one of the Council's public tasks. In accordance with the Regulations, we are also required to establish and maintain a public register with details of persons who we are satisfied are fit and proper persons to manage a relevant protected site.

#### 3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

#### 4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Planning and Housing Services in order to carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you. We may also pass information about you to third parties where permitted or required by law to do so. This may include (but is not limited to) other local authorities and government departments or agencies carrying out their public tasks, such as the relevant Primary Care Trust, Health Protection Agency, the sewerage undertaker, the Health and Safety Executive, and the Fire Authority, HMRC and the Police in carrying out criminal investigations.

#### 5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

#### 6. How long we will retain your information

We will keep your information on our records for a period determined within our retention guidelines, or as long as we are required to do so by law, or in accordance with our operational requirements. For information on our policy for retaining personal information please see our retention guidelines as published on Rushmoor Borough Council's website. We need your personal information, some of which may be sensitive, to support the processing of your application. It is necessary for us to process this information to determine your application appropriately as this is in the public interest. We have responsibilities in law to do this as one of the Council's public tasks.

#### 7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

#### 8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO). You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

#### 9. Why we need your information and the consequences of not providing it

We need your information to carry out our legal responsibilities under the Regulations. It is an offence to operate a relevant protected site without a fit and proper person to manage the site and to provide false or misleading information or to fail to provide information in your application.