

## Application to the Fit and Proper Person Register

**Note to Applicants:** Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purpose of obtaining a licence or access to the Fit and Proper Person Register. Evidence of any statements made in this application with regard to the property concerned, maybe required at a later date. If we subsequently discover something which is relevant and which you should have disclosed, or which has been incorrectly stated or described, your licence maybe cancelled or other action.

Any applicant seeking entry on the register as part of this application will need a basic DBS certificate (dated no more than 6 months before the date of the application) and this must be included with the application. The DBS certificate must be from an approved supplier. Information about how to arrange a DBS check can be found on the Government's website: [www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record)

### Part I - Applicant and Relevant person details

#### 1. Name of the site to which this application relates

Address

Postcode

#### 2. Details of applicant to the register

Address (residential)

Contact

Contact E-mail

DOB

Place of Birth

Position if company/business

#### 3. Rent

Please state the name, business address and residential address of the person who collects the rent and the nature of their interest in the site.

Name

Address (residential)

Address (Business)

4. If the applicant to the register is a company, partnership or trust, please provide the following:

Registered address/principal trading address

Name and address of all Directors/partners, trustees (please use a separate sheet if necessary)

Address

Contact number

Contact e-mail

Name and address of the company Secretary

Address

Contact telephone

Contact e-mail

Name and address of any site manager, who is not named above and is employed by the company, partnership or trust.

Name

Address (residential)

Contact telephone

Contact email

**Part 2 - Fit and Proper Person assessment**

The following information **MUST** be supplied in relation to any person connected to the business (Director,

Secretary, partnership, individual or site manager) as they may be deemed to be relevant persons under the Regulations. All persons will be assessed for their suitability as Fit and Proper persons to be included on the register.

1. Please give details of any other licensed caravan sites that the applicant holds a caravan site licence for in any other local council areas.

Property address(es)

2. Have you ever been refused a caravan site licence or been subject to legal proceedings by this authority or any other local authority, if yes please give details below.

3. In relation to the conduct of the relevant person, the information that must be provided is whether the relevant person:

- (a) Has 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 ☐

- (b) Has 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 ☐

- (c) Has contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business;

Yes ☐ No ☐

- (d) Has harassed any person in, or in connection with, the carrying on of any business;

Yes ☐ No ☐

- (e) Is, or has been within the past 10 years, personally insolvent;

Yes ☐ No ☐

- (f) Is, or has been within the past 10 years, disqualified from acting as a company director;

Yes ☐ No ☐

- (g) Has the right to work in the United Kingdom.

Yes ☐ No ☐

If any of the items described through a to g apply then please provide details below.

Is there currently a Residents Association operating on the Site?

Yes ☐

No ☐

If yes, please provide the details of the current Chair, including address, contact number.

Name

Address

Contact telephone

Contact e-mail

Are you a member of any redress scheme for dealing with complaints in connection with the management of the site?

Yes ☐

No ☐

If yes, please give details

Are there any other matters which you believe may affect your suitability to the register that you would wish to bring to the Local Authorities attention in making this application?

Yes ☐ No ☐

(please give details)

### Part 3 - Declaration

I/we declare that the information contained in this application is correct to the best of my/ our knowledge. I/we understand that I/we commit an offence if I/we supply any information to a local authority in connection with any of their functions under the Act that is false or misleading and which I/we know is false or misleading or I/we are reckless as to whether it is false or misleading. I agree to the Council making any checks deemed necessary with other departments of the Council and other authorities such as the Police, Fire and Rescue Service, Trading Standards Department, Health and Safety Executive, Recognised Residents Association, and any internal department and agent of Cumberland Council.

Signed (all applicants)

Print Name

Dated

(all applicants)

Print Name

### Part 4 - Data Protection

#### Your personal data

Cumberland Council respects your personal information and undertakes to comply with the Data Protection Act. Your data may be disclosed to the Police, Fire Service and other Council departments and partner agencies involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will also be kept in a register which is open, to public inspection. Cumberland Council is the registered Data Controller.

### Part 5 - List of Enclosures

Item

- Evidence of the site owner's legal estate or equitable interest in the site
- A criminal records certificate will be required:
  - (a) where the relevant person is an individual; and
  - (b) for each individual in relation to whom the site owner is required to provide information.