



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

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.

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

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:	
Postcode:	
Telephone (office)	Telephone (mobile):
E-mail address:	
Name of each relevant officer	Role in management of the site
Please use an additional page if necessary	



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C	DETAILS OF THE CARAVAN SITE TO WHICH THE APPLICATION REFERS
Site Name:	
Site Address:	
Site Postcode:	

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

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

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

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



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H CONFIRMATION THE APPLICANT IS THE 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
<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>	

I TO WHOM DOES THIS APPLICATION FOR INCLUSION ON THE REGISTER RELATE?	
The Applicant (continue to section K)	
An appointed manager (complete section J)	

J APPOINTED MANAGER DETAILS	
First Name(s):	
Surname:	Title:
Correspondence Address:	
Postcode:	
Telephone (office)	Telephone (mobile):
E-mail address:	
Role in managing site:	



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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. Please attach further information if required.
2	Details of the management structure and funding arrangements for the site or proposed management structure and funding arrangements for the site



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L	ADDITIONAL INFORMATION IN REALTION 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



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M	ADDITIONAL INFORMATION IN RELATION TO THE RESPONSIBLE PERSON (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	
<p>This must be a Basic DBS 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</p> <p>(b) each individual in relation to whom the applicant is required to provide information under paragraph 10(2) or (5), 11 or 12.</p>		



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O	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:	

Your full application will be processed as soon as reasonably practicable East Cambridgeshire District Council will make a decision. A full and valid application must include a fully completed application form, supporting information and payment of the relevant fee.

This fee is **£230**. Please see payment methods below. As soon as the Council has received payment, you will be given written acknowledgement of this.

PAYMENT METHODS

-----CUT HERE or COPY THIS WITH EMAIL-----

Send/email or bring this payment slip with your remittance.

Payment methods:-By Post: Cheques and Postal Orders should be crossed and made payable to East Cambridgeshire D.C.

BACS – please state finance code ending with EH005 on payment

Cheques can be taken to The Grange and placed in the box provided.

By credit/debit card by calling our telephone service on 01353 665555, you will need to have your case reference: number and credit/debit card details ready.

Case ref no. if available:

Name:

Address of site:

Invoice amount: £230.00

Finance code: 9358/EH005



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Please return the completed and signed application form, with the relevant supporting documents and payment of £230 either via email to : EnvironmentalHealthHousing@eastcams.gov.uk or by post to Environmental Health Domestic Team, East Cambridgeshire District Council, Nutholt Lane, Ely, CB7 4EE.

DATA PROTECTION

In line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of applicants. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. For further information please see our Privacy Notice or contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: dataprotection@eastcams.gov.uk)