**Applicant’s Details**

Please read the Oxford City Council “*Fit and Proper Person Determination Policy for Mobile Home Site Managers*” and “*Fit and Proper Person Determination for Mobile Home Site Managers- Guidance for Site Owners*” before completing. These are available on our website [www.oxford.gov.uk](http://www.oxford.gov.uk)

The applicant should be the person who currently holds the licence for the site, or has applied for a licence.

Please note only “business contact details” should be supplied, i.e. the address, telephone number and email address (if any) at which the person may be contacted in relation to business concerning the site.

|  |  |
| --- | --- |
| Site name |  |
| Site address |  |
| Applicant name |  |
| Applicant address |  |
| Phone number |  |
| Email address |  |
| Has the applicant had a site licence revoked in the past 3 years? | Yes No  |
| Evidence of the applicant’s legal estate or equitable interest in the site |  |
| Name of site manager |  |
| Contact details of site manager |  |
| Management arrangements (e.g. responsible for day to day running of the site?) |  |
| Is any other person responsible for management of the site? | Yes No  |
| If yes to above, please provide other manager(s) details (name, address, role/proposed role) |  |
| Name and business contact details of any other person that has a legal estate or equitable interest in the site. |  |
| Name and address of each other relevant protected site—  (a)for which the applicant holds a licence issued under section 3 of the Caravan Sites and Control of Development Act 1960;  (b)in which the applicant has a legal estate or equitable interest; or  (c)that the applicant manages. |  |
| Please enclose a criminal record certificate (issued under section 113A(1) of the Police Act 1997(8) (i.e. a basic Disclosure and Barring Service (DBS) check) no more than six months before the date of the application) for the site manager(s) |  |
| Please confirm whether the site manager(s) have the right to work in the UK |  |
| Please confirm whether the site manager(s) is, or has been within the past 10 years, personally insolvent |  |
| Please confirm whether the site manager(s) is, or has been within the past 10 years, disqualified from acting as a company director |  |

**Declaration**

I am applying to join the register of “fit and proper persons” under regulation 5 of the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020. The register will be available to the public via the Oxford City Council website, and at the St Aldates Council Office during office hours.

I certify that to the best of my knowledge and belief, the above particulars are true.

If submitting the above information on behalf of the licence holder, all reasonable enquiries have been made to provide the information required above.

I understand that the Council may also use this information within the Council to exercise functions of a public nature in the public interest.

|  |  |
| --- | --- |
| Signature of applicant: |  |
| Date: |  |

The completed application is to be sent to the address below:

Private Sector Safety Team SAC 3.2B

Regulatory Services and Community Safety

Oxford City Council

St Aldate's Chambers

109 St Aldate's

Oxford

OX1 1DS

Any queries should be directed to the Private Sector Safety Team on 01865 252658 or [psst@oxford.gov.uk](mailto:psst@oxford.gov.uk)