

## Notes to accompany your application for entry on the Register of Fit and Proper Persons

**Please read these notes carefully before starting to complete the form. This application should take approximately 30 minutes to complete.**

In order to lawfully operate a site, the site owner or the person appointed to manage the site must be a fit and proper person.

### Completing the Form

These notes are not meant as an interpretation of the law, but to guide the applicant on the completion of the form.

**Before starting you will need to be able to upload documents to complete this form. Your form will not be saved if you leave it so you will need to have these documents ready**

The person subject to the assessment is the “**relevant person**” The site owner must apply to the local authority for the relevant person (either themselves or the site manager), to be included on a register of fit and proper persons.

**A site owner may only apply if they hold or have applied for a site licence for that site.** The same requirements apply where the owner or the site manager is not an individual, such as a park owned or managed by a company.

**Please Note:** 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 a public register.

Where the site owner is not an individual the application will need to be completed by an appropriate person.

Legal Status	Appropriate person
a) company	a director or other officer of the company
b) Partnership	a partner
c) body corporate	a member, where the conduct of the management of the body is vested in its members
d) body not falling within any of the above categories	a member of the management committee
e) where there are joint site owners	it is acceptable for only one of the owners to make the application on behalf of all as details of the other owner(s) must be provided in the application form.
f) a body not falling within paragraphs a - e	a member of the management committee

## Documents you will need to upload

- a) DBS certificate dated within 6 months of application. You can apply for your DBS check here <https://www.gov.uk/request-copy-criminal-record>.
- b) **Land registry search or lease agreement.** If you do not have this already you can find the deeds on HM Land Registry <https://www.gov.uk/search-property-information-land-registry>
- c) **Copy of the management structure.** We need to ensure the relevant person has arrangements in place covering issues such as pitch fee collection, availability of those involved in the day-to-day management of the site, how complaints about the condition of the site are dealt with, routine and cyclical maintenance.  
If the manager is subject to the fit and proper test then we will need to ensure that they have the authority and funding to deal with any urgent issues.
- d) **Copy of the funding arrangements for the site.** We need to be satisfied that owner has sufficient funds (or has access to sufficient funds) to manage the site and comply with obligations under the licence.

## Data Protection

- The information you provide on this form will be used by The Council for the purposes of the fit and proper assessment in accordance with the provisions of the Data Protection Act 2018 and UK GDPR legislation.
- 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.
- Your personal information will be processed in line with Data Protection and UK GDPR legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to. We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.
- 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.

## Complaints

You can find more information about how we protect your data and how to raise any issues relating to this [here](#). If you are unhappy about how we are handling your personal data you can complain to the Data Protection Officer. You can also complain to the Information Commissioner's Office.