



To: **Walsall Council**

I am applying for a **Site Licence / to be placed on the Public Register as the Site Manager** (delete as appropriate) for the land described below and shown on the attached plan (*see note below*) as a site for caravans/mobile homes to be used and set out as described below.

1. Your full Names and address	
2. Your Telephone no:	
E-mail address:	
Date of birth (DD/MM/YY):	
3. Full Name and address of the Site for which the application is made	
4. How many acres is the site?	
5. Is the current site licence in your name?	
6. If the answer to 5 above is No what is your relationship to the licence holder and have they appointed you as the Site Manager?	
<p>7. What type of caravan site is it (do you want the licence for)? (<i>Delete as appropriate</i>):</p> <ul style="list-style-type: none"> <li>• Permanent Residential</li> <li>• Seasonal, between the following dates in each year</li> <li>• For touring caravans only, between the following dates in each year</li> </ul> <p>Give the maximum number of caravans that are (will be) on the site at any one time for people to live in: _____</p>	
<p>8. Give details of the arrangements for the following: - rubbish, sewage and waste water.</p> <p>(a) Waste water disposal... ..</p> <p>(b) Sewage disposal... ..</p> <p>(c) Refuse disposal ... ..</p>	
<p>9. Regulatory Reform (Fire Safety) Order 2005: A Fire Risk Assessment is required for all sites with the exception of single unit sites and those sites which are occupied by single family groups. Please provide a copy of the site fire risk assessment.</p>	
<p>10. Have you got planning permission for the site from the local planning authority? If yes, give the following details –</p> <p>(a) Date of permission ... ..</p> <p>(b) Issuing authority... ..</p> <p>(c) Date(if any) on which permission will end      If NO have you applied for permission? ...</p>	

**NOTES:**

- 1) Please attach a plan of the site to a scale of not less than 1/500 showing:-
- |  |                                |
|--|--------------------------------|
| the boundaries of the site,                | the positions of the caravans, |
| roads and footpaths,                       | recreation spaces,             |
| toilet blocks, stores and other buildings, | fire points,                   |
| foul and surface water drainage,           | parking spaces,                |
| water supply,                              |                                |

The plan should distinguish between facilities already provided and facilities proposed.

11	<b>If the proposed Site Manager/licence holder is part of a company, partnership, charity or trust, please indicate which and provide contact details of all directors / partners / trustees – please use additional sheet(s) if more than two. If not part of a company, partnership, charity or trust, please go question 13</b>	
	Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Charity <input type="checkbox"/> Trust <input type="checkbox"/>	
	Limited Company / partnership / charity / trust name:	
	Registered Company / Charity No:	
	Director <input type="checkbox"/> Partner <input type="checkbox"/> Trustee <input type="checkbox"/>	Director <input type="checkbox"/> Partner <input type="checkbox"/> Trustee <input type="checkbox"/>
	Full name:	Full name:
	Registered address:	Registered address:
	Postcode:	Postcode:
	Telephone no:	Telephone no:
	E-mail address:	E-mail address:
Date of birth (DD/MM/YY):	Date of birth (DD/MM/YY):	

12	<b>Please provide details of the Company Secretary/Senior Partner/Trust Secretary:</b>	
	Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
	Full Name:	
	Company Secretary address:	
		Postcode:
	Telephone no:	
E-mail address:		
13	<b>Please provide an address where all official correspondence should be sent. This will be the address used on the public register – see Guidance Note 1 at the end</b>	
	Name of person/company:	
	Correspondence address:	
		Postcode:
	Telephone no:	
E-mail address:		

**I, as a partner/trustee hereby give agreement to the above address being used for all official correspondence and on the public register provided by Walsall Council.**

Name:  
please print

Signature:

Name:  
please print

Signature:

Name:  
please print

Signature:

**14 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

**15. FIT AND PROPER PERSON / INCLUSION ON THE PUBLIC REGISTER ASSESSMENT**

**15.1 To whom does this application for inclusion on the register relate?**

The Applicant (continue to section 15.3)

An appointed manager (complete section 15.2)

**15.2 Appointed manager's details**

Full Names:

Title:

Correspondence Address:

Postcode:

Telephone (office)

Telephone (mobile):

E-mail address:

Role in managing site:

**15.3 GENERAL INFORMATION**

The Council must consider whether the proposed Site Manager, **and any person associated or formerly associated with them**, whether on a personal, work or other basis, is a fit and proper person. The Council in exercise of its duty requires the proposed Site Manager to answer the following questions and to also submit with their application a copy of a current (un-expired) Disclosure Certificate (Basic Level is sufficient) from Disclosure Scotland. Details about how to apply are at: <https://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure/>. Please note that Site Managers will be required to submit Disclosure Certificates (DC) during the course of their licence duration (as the DC lasts for 3 years and a Site Licence can last longer). It is the Site Manager's responsibility to forward these to ensure that their Licence remains valid.

15.4	Has the <b>Site Manager/Licence Holder</b> , or anyone <b>associated</b> with the proposed Site/Manager/licence holder, ever accepted a simple caution, previously known as a formal caution, from the Police or been convicted of an offence being subject to the Rehabilitation of Offenders Act 1974 involving any of the following?				
		<b>Proposed Licence Holder</b>		<b>Associate</b>	
		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
	Fraud	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dishonesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sexual Offences Act schedule 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.5	Has the <b>proposed Site Manager/Licence Holder</b> , or anyone <b>associated</b> with the proposed licence holder, has contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business				
		<b>Proposed Licence Holder</b>		<b>Associate</b>	
		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
15.6	Has the <b>proposed Site Manager/Licence Holder</b> , or anyone <b>associated</b> with the proposed person, ever accepted a simple caution, been convicted of an offence or been served with Statutory Notices under any of the following?				
		<b>Proposed Licence Holder</b>		<b>Associate</b>	
		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
	Housing Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Landlord and Tenant Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Environmental Protection Act 1990	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Caravan sites or Mobile Homes Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Public Health Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Health and Safety Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Building Regulation or Planning Laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15.7	Has the <b>proposed Site Manager/licence holder</b> , or anyone <b>associated</b> with the proposed licence holder, has harassed any person in, or in connection with, the carrying on of any business;				
		<b>Proposed Licence Holder</b>		<b>Associate</b>	
		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
15.8	A <b>Site Manager/licence holder</b> must have the financial arrangements necessary to ensure that the site is properly managed and maintained. Please answer the following questions:				
		<i>Proposed Licence Holder</i>			
		<b>Yes</b>		<b>No</b>	
	a.	Are there any outstanding County Court judgements against you or any company of which you are Director or secretary?		<input type="checkbox"/>	<input type="checkbox"/>
	b.	Are you or have you been within the past 10 years, personally insolvent?		<input type="checkbox"/>	<input type="checkbox"/>
	c.	Are you or have you been within the past 10 years, disqualified from acting as a company director		<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'Yes' to any of the above questions from 14.1 to 14.5 it is necessary for the Council to undertake a further 'fit and proper person' check on the Proposed Site Manager/Licence Holder. You must as part of this complete the full details in Section below to enable the council to undertake further checks

Name	Date	Prosecuting Court or Council that enforced the Notice	Offence type	Sentence/Fine

Continue on separate sheet if necessary

<b>15.9</b>	<b>A Site Manager/licence holder</b> must have the financial arrangements necessary to ensure that the site is properly managed and maintained. Please answer the following questions:		
		<i>Proposed Licence Holder</i>	
		<b>Yes</b>	<b>No</b>
	a. Do you have permission to enter or remain in the UK	<input type="checkbox"/>	<input type="checkbox"/>
	b. Are you a member of any redress scheme for dealing with complaints in connection with the management of the site?	<input type="checkbox"/>	<input type="checkbox"/>
	c. Has any other local authority ever rejected an application for you to be included in a public register?	<input type="checkbox"/>	<input type="checkbox"/>
	d. Do you have the management structure and funding arrangements to repair and maintain the site?	<input type="checkbox"/>	<input type="checkbox"/>


## 16.0 DOCUMENTS TO BE PROVIDED

Please tick below the documents that have been included as part of this application.

<b>a.</b>	<b>Proof of address for the proposed Site Manager/Licence Holder</b>	<input type="checkbox"/>
<b>b</b>	<b>Scaled plan of the site</b>	<input type="checkbox"/>
<b>c.</b>	<b>A copy of the site fire risk assessment.</b>	<input type="checkbox"/>
<b>d.</b>	<b>A copy of a current Disclosure Certificate issued not more than 6 months before the application is made</b>	<input type="checkbox"/>
<b>e</b>	<b>Redress scheme membership certificate</b>	<input type="checkbox"/>
<b>f</b>	<b>Management and funding arrangement for site maintenance</b>	<input type="checkbox"/>
<b>g</b>	<b>Copy of site rules</b>	<input type="checkbox"/>
<b>h</b>	<b>Certificate of appointment signed by the licence holder where the proposed Site Manager is not the licence holder</b>	<input type="checkbox"/>
<b>i</b>	<b>Details of the proposed Site Manager/Licence Holder's role (if any) in relation to the management of the site.</b>	<input type="checkbox"/>
<b>j</b>	<b>Copy of current Land Registry title certificate for the site</b>	<input type="checkbox"/>

## STATUTORY DECLARATION FOR RELEASE OF INFORMATION -

### To be completed by Proposed Site Manager:

-  All information provided by me on this form is correct to the best of my knowledge and belief. It will be treated in confidence and in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). It will only be used to progress your application. As part of our duty as the Local Housing Authority, we may have to share and/or check your information with other agencies including The Criminal Records Bureau, Police, Fire & Rescue Service, Office of Fair Trading, other local authorities and other relevant departments within this Council, for example Council Tax, Revenues and Benefits and Debtors.

Please sign and date the declaration below in order for us to progress your application.

<b>I, as the proposed licence holder, hereby authorise any statutory body holding information about me, which falls within the categories above, to provide this information on request by the Council.</b>						
Name: please print						
Signature:						
Date:	Day		Month		Year	

The Completed form can be returned as an email attachment together with the supporting documents to [TacklingRogues@Walsall.gov.uk](mailto:TacklingRogues@Walsall.gov.uk) or by post to

Walsall Council

Housing Standards & Improvement,  
1<sup>st</sup> Floor, Civic Centre, Darwall Street  
Walsall, WS1 1TP

### **Guidance Note 1. PROOF OF RESIDENTIAL/BUSINESS ADDRESS**

The full permanent address is required together with the necessary supporting documents to confirm the address. Evidence that will be accepted by the Council as proof of address will include one of the following:-

- Current driving licence
- Recent bank or building society statement – from the last three months
- Recent utility bill – from the last three months
- Recent tax correspondence

**The supporting documents to confirm the business address will include one of the following:**

- Recent utility bill (from the last three months)
- Business rates
- Recent tax correspondence

As soon as reasonably practicable after an application is made, the local authority must make a decision on the application. An application must include a fully completed application form, supporting information (documents to be provided) and payment of the relevant fee (refer to our site licence fee schedule).