

Park Home Sites: Fit and Proper Person Fees

About the regulations

The Mobile Homes (Requirements for Manager of Site to Fit and Proper) (England) Regulations 2020 introduced an assessment to ensure that the person responsible for managing a “Relevant Protected Site” (a park home site) is suitable and of good character, and as such does not pose a risk to the welfare or safety of persons occupying mobile homes on the site.

It is an offence for a site licence holder to operate a park home site unless they, or their appointed manager, are a fit and proper person.

New Applications

Forms to apply for new applications to the Register can be downloaded from the Council’s website. Completed application forms should be sent to Dorset Council, Housing Standards Team, County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ

Or emailed to: caravantentparksite@dorsetcouncil.gov.uk

For existing sites, applications must be made by midnight on 30 September 2021.

Other Applications

Site owners have 3 months to make an application if the circumstances relating to the nominated fit and proper person change in relation to an existing caravan site, for example:

- If there is a transfer of a site licence
- If there is a change in management of a site
- If a person has been removed from the register by the local authority

Fees

The fee accompanying every application is £257

Yearly fee for existing entry on the Fit and Proper Persons register:

- £0 standard conditions only
- £57 for each additional specific condition
- In the event the Local Authority appoint a site manager, all reasonable costs incurred in making the appointment will be recovered.

What will be considered

To be sure that the relevant person is a fit and proper person to manage the site, and to add them to the register, The Council will consider:

1. the owners past compliance with the site licence
2. the long-term maintenance of the site
3. whether the person has a sufficient level of competence to manage a site
4. the management structure and funding arrangements for the site or proposed management structure and funding arrangements

We also consider whether the relevant person:

1. has the right to work within the UK

2. 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)
3. 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
4. has contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business
5. has harassed any person in, or in connection with, the carrying on of any business
6. has had an application rejected by any other local authority
7. is or has been personally insolvent within the past 10 years
8. is or has been disqualified from acting as a company director within the last 10 years

We will also consider the conduct of any person associated or formerly associated with the relevant person (whether on a personal, work or other basis), if it appears that person's conduct is relevant.

We will also consider any evidence/information on any other relevant matters.