

**NORTHUMBERLAND COUNTY COUNCIL**

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**

**APPLICATION TO REPLACE APPOINTED MANAGER OF CARAVAN SITE**

<p>1. Full name of current licence holder</p> <p>Telephone Number</p>	
<p>2. Specify the address of the land which is currently licensed</p>	
<p>3. Full name of the previous Appointed Manager detailed on the current licence</p>	
<p>4. Specify the full name of the person or persons appointed/to be appointed by the licence holder to manage the site (including maiden name and any other names used, if applicable)</p> <p>If the Appointed Manager is a Company or a Charity, provide the full name of the individual who is to be directly concerned with the management of the site on behalf of the Appointed Manager.</p>	



6. State below whether the Appointed Manager and/or the individual who is to be directly concerned with the management of the site on behalf of the Appointed Manager, has an unspent conviction in respect of:

(a) 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);

(b) 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;

(c) has contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business;

(d) has harassed any person in, or in connection with, the carrying on of any business;

(e) is, or has been within the past 10 years, personally insolvent;

(f) is, or has been within the past 10 years, disqualified from acting as a company director;

(g) has the right to work in the United Kingdom; and

(h) is a member of any redress scheme for dealing with complaints in connection with the management of the site.

33. Also, where any other local authority has rejected an application for the relevant person to be included in a register, that local authority's reasons

(continue on separate sheet if necessary):-

Date	Court		Sentence/Fine

7. State below whether the Appointed Manager and/or the individual who is to be directly concerned with the management of the site on behalf of the Appointed Manager, has any other unspent convictions not referred to in question 6.

(continue on separate sheet if necessary):-

Date	Court		Sentence/Fine

In terms of considering whether or not the Appointed Manager and/or the individual who is to be directly concerned with the management of the site on behalf of the Appointed Manager, is a fit and proper person, consideration may also be given to the following:

1. material relating to the failure by a person to provide information which that person is required to give to the local authority in accordance with Part 1A of the Caravan Sites and Control of Development Act 1960
2. material relating to a complaint made by a person of which the local authority is aware about antisocial behaviour within the meaning of section 143 of the Antisocial Behaviour etc. (Scotland) Act 2004 on the relevant permanent site
3. material of which the local authority is aware as a result of any other function carried out by the authority to be relevant to the question of whether the person is a fit and proper person.

## **DECLARATIONS:-**

1. The Council may also share information about you with other Departments of the Council and with other bodies auditing or administering public funds for the prevention of crime and the detection of fraud, such as Government departments and other local authorities.

The information you have provided on this Application form, and from supporting documentary evidence where applicable, will be used by Northumberland County Council (the "data controller") for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 in order to process your application.

In order to process your application, we will share your information in accordance with the Caravan Sites and Control of Development Act 1960, other licensing legislation and with relevant internal services of the Council.

The Council may also check information provided by you, or information about you provided by a third party such as Northumbria Fire and Rescue Service and Northumbria Police with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

### **Data Protection Act 2018**

The information on this form may be held on an Electronic Register which may be available to members of the public on request.

### **PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION/NOTIFICATION**

**I understand that Northumberland County Council are permitted to accept applications in relation to this licence by means of electronic communication. Applications, objections, representations or notifications can be sent to the Council by email to [Licensing@northumberland.gov.uk](mailto:Licensing@northumberland.gov.uk)**

**I permit Northumberland County Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending and revoking the licence by means of email. I authorise the email address provided by me on this application to be used for this purpose.**

2. I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I authorise the use of all information which I have provided

for the above purposes. I hereby make application to Northumberland County Council for the Appointed Manager in respect of the licence noted above.

**Date**.....

**Signature of Applicant/s**.....

**NOTES**

1. Any person who in, or in connection with, the making of this application makes any statement which they know to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2,500.