

GUIDANCE NOTES FOR INCLUSION ON THE FIT AND PROPER ON REGISTER

1. If the site owner is an individual and will manage the site themselves then they are the subject of the assessment. They have to provide;
 - A criminal records certificate; and
 - Complete the section titled “Additional information in relation to the applicant (as an individual or site manager)”
2. If the site owner has appointed or is to appoint an individual to manage the site (site manager) and who will be subject to the assessment, the site owner must provide for the site manager;
 - A criminal records certificate and
 - Complete the section titled “Additional information in relation to the applicant (as an individual or site manager)”
3. If the site owner has appointed or is to appoint a company to manage the site (site manager), and the site manager will be subject to the assessment, the site owner must provide;
 - for each relevant officer of the site manager;
 - (a) their name and
 - (b) details of their role (if any) in relation to the management of the site.
 - for the individual that the company has appointed or intends to appoint to be responsible for the day-to-day management of the site;
 - Complete the section titled “Additional information in relation to the responsible person” a criminal records certificate.
4. If the individual above is not a relevant officer of the company, then the site owner must also provide the information in the section titled “Additional information in relation to the responsible person” and a criminal records certificate for the relevant officer to whom the individual will be accountable for the day-to-day management of the site.
5. If the site owner is an individual and will be site manager, but has also appointed or intends to appoint someone else to be responsible for the day to day management of the site they must provide;
 - Complete the section titled “Additional information in relation to the responsible person for themselves; and
 - the additional information in the above section for the person they have appointed or intend to appoint to be responsible for the day-to-day management of the site.
 - A criminal records certificate for themselves and the person appointed or to be appointed to be responsible for the day to day management of the site.
6. Where the site owner is not an individual and will be subject to the assessment, they must provide;

- for each relevant officer of the site owner;
 - (a) their name and
 - (b) details of their role (if any) in relation to the management of the site.
- the information in the section titled “Additional information in relation to the responsible person” and a criminal records certificate for the person that the site owner has appointed or intends to appoint to be responsible for the day-to-day management of the site;
- where the person appointed to manage the site is not a relevant officer of the site owner, the information in the section titled “Additional information in relation to the responsible person” and a criminal records certificate must be provided for the relevant officer to whom the person managing the site is/will be accountable for the day-to-day management of the site.
- where the person responsible for the day-to-day management of the site noted in the section titled “Company or other applicant details” is not an individual, the information to be completed in the section titled “Additional information in relation to the responsible person” and a criminal records certificate must be provided for the individual noted in the section titled “Details of the caravan site to which the application refers section”, that the person noted in the “Section titled “Company or Other applicant details” has appointed or intends to appoint to be responsible for the day-to-day management of the site;
- where the person noted in the section titled “Details of the caravan site to which the application refers” is not a relevant officer of the organisation noted in the section titled “Company or other applicant details”, the information to be completed in the section titled “Additional information in relation to the responsible person” and a criminal records certificate must be provided for the relevant officer to whom the person noted in section titled “Details of the caravan site to which the application refers” is/ will be accountable for the day-to-day management of the site.