



18th June 2026

Dear Countrywide Park Homes

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020

Since the 1st July 2021 all park home (permanent residential) sites operated on a commercial basis must be managed by a fit and proper person. Individuals are placed on the register of fit and proper persons for a maximum of five years. Our records indicate that you are due to submit a renewal application for a fit and proper person to be assessed for inclusion on the register.

What is a fit and proper person?

The applicant wishing to be included on the register will have to show that there are suitable financial and management arrangements in place for the site and to provide information relating to their conduct in relation to the following:

- Offences relating to fraud, dishonesty, violence, arson or drugs or listed in schedule 3 of the Sexual Offences Act 2003.
- Contraventions of law in relation to; housing, caravan sites, mobile homes, public health, planning or environmental health or landlord and tenant law.
- Contraventions of law in relation to the Equality Act 2010, or in connection with the carrying out of any business.
- Harassment of any person in connection with the carrying out of any business.
- Insolvency within the last 10 years.
- Disqualification from acting as a company director within the last 10 years.
- Has the right to work in the UK

Who will need to apply?

The fit and proper person must be the person with day-to-day responsibility for managing a site, whether that is the site owner, or a person appointed to undertake the task on the owner's behalf.

Please complete the enclosed application form which can also be downloaded from our website <https://www.midsuffolk.gov.uk/w/caravan-and-camping-site-licences>. A fee of £84 is payable via our website [Caravan Licence - Make a payment - Section 1 - Babergh and Mid Suffolk Self Service](#) Applications will not be considered until payment is received.



Babergh and Mid Suffolk District Councils
Endeavour House, 8 Russell Road, Ipswich IP1 2BX
Telephone: (0300) 1234 000
www.babergh.gov.uk www.midsuffolk.gov.uk

A basic DBS certificate (no more than 6 months before the date of the application) must be included with the application. The DBS certificate must be from an approved supplier, information about how to arrange a DBS check can be found on the Government's web site:

<https://www.gov.uk/request-copy-criminal-record>

Please contact me if you have any queries

Yours sincerely

A handwritten signature in black ink that reads "Kelly Taylor". The signature is written in a cursive style with a large initial 'K' and a long, sweeping tail.

Kelly Taylor
Food and Safety Technical Officer
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