

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

**APPLICATION FOR A NEW/TRANSFER SITE LICENCE**

Before completing this form please read the notes on page 5 and the Touring Caravan and Camp Site Licence Conditions or the Permanent Residential Mobile Homes Site Licence Conditions

**I/We\* hereby apply for a new /transfer of existing Licence to use the land described below and shown on the attached plan as a site for caravans to be used and laid out as specified below.**

|  |  |
| --- | --- |
| Applicant Details:  Name (full names required) |  |
| Address |  |
| Telephone number:  Email Address: |  |
| 2nd Applicant Details (if applicable):  Name (full names required) |  |
| Address |  |
| Telephone number:  Email Address: |  |
| Agent details (if applicable):  Name |  |
| Address |  |
| Telephone number:  Email Address: |  |
| Applicant's interest in the land  Give particulars of lease or tenancy, if any.  A site licence is issued to the occupier of the land. Whether a leaseholder or tenant is the occupier depends on the terms of the lease or tenancy. |  |

|  |  |
| --- | --- |
| Address or description of site for which site licence is required |  |
| Website Address of site:  Site Email Address of site: |  |
| Acreage of site |  |
| Has the applicant held a site licence that has been revoked at any time in the last three years? | Yes/No  (If Yes, please explain): |
| State type and number of caravans/tents for which site licence is required:  \* Permanent residential caravans  Number of caravans  \* Seasonal caravans between the following dates in each year  Number of caravans  \* For touring caravans only, between the following dates in each year  Number of caravans  \* For tents only, between the following dates in each year  Number of tents  \* Delete as applicable | from:  to:  from:  to:  from:  to: |
| State maximum number of caravans/tents proposed to be stationed on the site at any one time for the purposes of human habitation. |  |
| Give details of the arrangements for the following:   1. Main water supply (mains or private) 2. Waste water disposal 3. Sewage disposal 4. Refuse disposal 5. Chemical closet disposal 6. Toilets (if applicable) 7. Fire precautions 8. Washing points (if applicable) 9. Showers (if applicable) 10. Disabled Persons facilities (if applicable) 11. Recreational space (if applicable) 12. Liquefied petroleum gas (if applicable) 13. Site notices |  |
| Is the electrical supply:  Overhead?  Underground? | [ ] Yes [ ] No  [ ] Yes [ ] No |
| Is there any gas installation and equipment | [ ] Yes [ ] No |
| Has planning permission for the site been obtained from the local planning authority?  If so, state -   1. Date of permission 2. Issuing authority 3. Date (if any) on which permission will expire   (**Please enclose a copy of the planning consent with the application form**)  If not, has permission been applied for? |  |
| Is the reason you are applying for a licence:  Following the granting of a new planning consent?  The renewal of a planning consent which has expired?  A change of site ownership/transfer?  Other? (please give details) | [ ] Yes [ ] No  [ ] Yes [ ] No  [ ] Yes [ ] No |
| A lay-out plan of the site should be attached showing the boundaries of the site, the positions of caravan standings.  Roads and footpaths  Toilet blocks, stores and other buildings  Foul and surface water drainage  Water supply  Recreation spaces  Fire points  Parking spaces  The plan should distinguish between facilities already provided and facilities proposed. | |

**Declaration**

I am aware of the provisions of the Caravan Sites and Control of Development Act 1960. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

|  |  |
| --- | --- |
| Signature of applicant |  |
| Full name |  |
| Capacity |  |
| Date |  |
| Signature of 2nd applicant |  |
| Full name |  |
| Capacity |  |
| Date |  |

|  |  |
| --- | --- |
| Signature of Agent (if applicable) |  |
| Full name |  |
| Capacity |  |
| Date |  |

**Notes**

Please read the following notes before completing this application.

It is a requirement of The Caravan Sites and Control of Development Act 1960 and The Public Health Act 1936 that:

- the occupier of any land must not cause or permit land to be used as a caravan site or a camp site unless he holds a site licence, except in certain circumstances which the Acts prescribe;

- for a caravan site a licence must be issued if there has been a formal grant of planning permission except where the applicant has had a licence revoked within the previous three years or planning permission will expire within six months of the date of the application;

- conditions may be attached to the licence referring to numbers, restrictions on siting, the preservation or enhancement of amenity, fire precautions, sanitary accommodation and other facilities and services.

**Licensing – Privacy Notice**

**How is your information used?**

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

**Who has access to your information?**

We may share your information with:

Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.

External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit [www.derby.gov.uk/privacy-notice/](http://www.derby.gov.uk/privacy-notice/) where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from - [licensing@derby.gov.uk](mailto:licensing@derby.gov.uk)