

Application for a Caravan Site Licence

Procedure Notes

A licence is necessary for the protection of public health and safety and to ensure that health and safety regulations are adhered to (eg adequate amenities are provided and fire precautions are in place). Your licence will last for the duration of the planning permission for the caravan site.

Current legislation relevant to Caravan Site Licences is the **Caravan Sites and Control of Development Act 1960**. The **Model Standards 2008 for Caravan Sites in England (S5 of the Act)** can also be taken into consideration.

Licences cover sites for either sole or mixed use of static caravans and touring caravans. Tents can be included if they are part of a mixed site (including static and/or touring caravans). Sites specifically for tents should be licensed by Environmental Health; email pollution@sholland.gov.uk

The expression 'caravan site' means land on which a caravan is stationed for the purposes of human habitation and land which is used in conjunction with land on which a caravan is stationed.

The expression 'occupier' means, in relation to any land, the person who, by virtue of an estate or interest therein held by them, is entitled to possession thereof or could be so entitled but for the rights of any other person under any licence granted in respect of the land. A site operator who lets off small pitches on a site for individual caravans will remain the occupier, but if a person lets a larger area under a tenancy for use as a caravan site the tenant will be the occupier.

Required documentation:

- Completed application form
- Site Plan at scale 1:1500 showing the boundaries of the site, the position of the caravan standings and (where appropriate):
 - i. Roads and footpaths
 - ii. Toilet blocks, stores and other buildings
 - iii. Foul and surface water drainage
 - iv. Water supply
 - v. Recreational spaces
 - vi. Fire points
 - vii. Parking spaces
- The plan should distinguish between facilities already provided and facilities proposed
- Current Fire Safety Certificate for fire equipment on site
- Current Electrical Installation Condition report for the site
- Current Gas Safety Certificates for all caravans offered on site for holiday accommodation (if applicable)

Please note: if any part of the application is incomplete, the application will not be processed until such time as all information/documentation is provided.

- Once your application has been validated and accepted you will be contacted by a Private Sector Housing Officer to arrange an inspection.
- A fee may be applicable – please see our Mobile Homes and Caravan Site Licensing and Fee Policy for further information. You will be advised if there is a fee upon receipt of the completed application.
- Upon receipt of all completed and correct documentation, a satisfactory inspection report and any fees payable, the licence will be issued.
- If you require any assistance completing the application or have any questions, please contact the Private Sector Housing Team on privatehousing@sholland.gov.uk or telephone 01775 761161.

Application for a Caravan Site Licence



Applicant and site details (please complete details for all applicants)

Name and address (if Corporate, name of organisation and address of Registered Office):		
Telephone/email details (correspondence via email is the preferred method of contact):		
Address of site for which site licence is required (if different from above):		
Acreage of site:		
Applicant's interest in the land (give particulars of ownership, lease, tenancy or other):		
Has any applicant had a site licence revoked in the last three years?	YES*	NO
*If YES please provide details:		

Type of caravan site licence required:

	Dates		Tick all that apply ✓	
	TO	FROM	YES	NO
Seasonally occupied static caravans between the following dates in each year				
	TO	FROM	YES	NO
Seasonally occupied touring caravan pitches only between the following dates in each year				
			YES	NO
Holiday use only – all year round				
			YES	NO
Tents or other type of unit (for mixed sites – please specify)				
			YES	NO
Permanent residential caravans				

Type of habitation	Maximum number of caravans
Permanent residential	
Seasonal residential	
Holiday site	
Touring site	
Tents	
Agricultural employees	

Please provide details for the following arrangements:

Water supply (mains or private)			
Sewage disposal			
Refuse disposal			
Chemical toilet disposal			
Electrical supply (please tick ✓)	Overhead		Underground

Planning Permission

Has planning permission been obtained for the site (please tick ✓)	YES		NO*	
Date of planning permission:				
Planning permission reference number(s):				
Issuing Authority:				
Date planning permission expires (if any):				
*If NO , date planning permission applied for:				

Checklist

- Completed application
- Enclosed site plan
- Enclosed necessary certification where applicable eg fire, gas, electric

Declaration

I am aware of the provisions of the **Caravan Sites and Control of Development Act 1960** and I apply for a Licence to operate a Caravan Site.

I declare that the information I have supplied in this application is correct and accurate to the best of my knowledge. I have read and understood the conditions of the licence and will abide by them.

It is an offence for any person knowingly or recklessly to make a false statement, provide false documentation or deliberately omit any material particulars in providing information as part of this application.

Signature (all applicants):	
Name(s) (in CAPITALS)	
Date:	

Completed applications and supporting documentation to be sent to:

Private Sector Housing Team
South Holland District Council
Council Offices
Priory Road
Spalding
PE11 2XE

or

Email: privatehousing@sholland.gov.uk

Data Protection

As the Licensing Authority, we are collecting your personal data to process your Application for a Caravan Site Licence, Transfer a Caravan Site Licence or Amendment of a Caravan Site Licence as part of our Public Task under the Caravan Sites and Control of Development Act 1960.

Your data will not be shared with third parties but may be used for Council purposes, to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for as long as you have a licence and then for a further time period in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format, please contact the Data Protection Officer. Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance.