

Application to Transfer a Caravan Site Licence



Section A: Current licence holder details:

Name and address of caravan site:		
Licence number:		
Telephone/email details (correspondence via email is the preferred method of contact):		
I/We hereby apply for the transfer of this licence to the person(s) stated in Section B below. I attach the original site licence and conditions.		
Print name(s):		
Signature(s) of current licence holder(s):		

Section B: New applicant details:

I/we hereby apply to transfer the caravan site licence, detailed in **Section A**:

Name(s) and home address of applicant(s) if different from address of caravan site:		
Telephone/email details (correspondence via email is the preferred method of contact):		
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:		



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I/We wish to transfer the caravan site licence detailed in **Section A** into my/our name(s) and will conform to any current licence conditions and planning permission in force. I/We understand that a new application will have to be submitted should any changes wish to be made to an existing caravan site/licence.

Print name(s):	
Signature(s) of applicant(s):	

Please submit the original site licence and conditions plus supporting evidence of the new applicant's right to hold the licence (eg proof of ownership of the site) and/or other documentation as requested by the Private Sector Housing Team.

Please return to: - Private Sector Housing
 South Holland District Council
 Council Offices
 Priory Road
 Spalding PE11 2XE

Email: privatehousing@sholland.gov.uk
 Tel: (01775) 761161

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.