

Caravan Sites & Control of Development Act 1960
Application / Variation Form for a Site Licence

1. Brief Site Details

Full Name of Site:		
Full Postal Address of Site:		
	Postcode:	
Contact Details:	Landline	
	Mobile	
	Fax	
	Email	

2. Applicant(s) Details

Full Name:	Mr / Mrs / Miss / Ms / Other (please state).....	
Full Home Address:		
	Postcode:	
Contact Details:	Landline	
	Mobile	
	Fax	
	Email	

3. Is the Applicant the:

Freeholder	<input type="checkbox"/>	Tenant	<input type="checkbox"/>
Leaseholder	<input type="checkbox"/>	Other.....	<input type="checkbox"/>

If applicant is the leaseholder of a tenant, please give details of the agreement:

4. Existing licence conditions:

Type of Unit	<i>Please tick below as appropriate</i>	Number
Permanent residential		Caravans
Static Holiday		Caravans
Holiday Chalets		Chalets
Touring Holiday		Units
Opening Season:		
Static Sites		To
Touring Sites		To

5. Proposed Application to alter Licence Conditions:

Type of Unit	<i>Please tick below as appropriate</i>	Number
Permanent residential		Caravans
Static Holiday		Caravans
Holiday Chalets		Chalets
Touring Holiday		Units
Opening Season:		
Static Sites		To
Touring Sites		To

6. Does the Site have Planning permission?

Yes

No

Applied for if so, what date?

If Yes, please give relevant permissions and references:

7. How is drinking water provided?

Mains supply to unit Units

Standpipes Units

8. How are toilets and wash hand basins provided?

Communal toilet blocks Units

Units have their own facilities Units

9. How are showers provided?

- Communal shower blocks Units
- Units have their own showers Units

10. Type of foul drainage?

- Mains drainage Units
- Cesspool or cesspit Units

11. How is kitchen waste water disposed of?

- Units have their own sinks connected to foul drainage Units
- Communal washing up sinks / waste water Disposal points connected to foul drainage Units
- No waste water disposal Units
- Other *(please give details)* Units

12. How is surface water drainage provided?

13. How is refuse stored on the site?

- Individual bins at each unit Units
- Communal wheeled bins or skips Units
- Communal bin store Units

14. Do units use liquefied petroleum gas (LPG) cylinders?

- Yes
- No

15. Is there a LPG storage area on the site?

- Yes
- No

16. Has the applicant held a Site Licence which has been revoked at any time in the last three years?

- Yes

No

17. Was the site in use as a Caravan site?

On 9th March 1960

On 29th March 1960

At any other time since 9th March 1958

If so, when:

18. Address for correspondence?

Caravan site

Applicants address

Other (please state below)

Full Name:	Mr / Mrs / Miss / Ms / Other (please state).....	
Full Home Address:	Postcode:	
Contact Details:	Landline	
	Mobile	
	Fax	
	Email	

19. Documents to send with this application form

On a scale of 1:500 layout plan of site including:

1. Site Boundaries
2. Position & numbering of Touring / Holiday caravans and Residential Park Homes
3. Roads & footpaths
4. Toilet blocks, stores and other buildings
5. Water supplies
6. Recreational spaces
7. Fire points
8. Parking spaces
9. Foul and surface water drainage

20. Declaration

I do hereby certify, that to the best of my knowledge and belief, the above particulars are correct.

Signed	
Print Name	
Designation	
Date	

Please send this completed application form along with the relevant fee and any relevant documentation to:

South Ribble Borough Council
Licensing Section
Civic Centre
West Paddock
Leyland
PR25 1DH

APPLICATION FEES

Type of Application	Amount
Applications for Grant of a New Licence	
Initial Application fee (per additional unit on site)	£322.06 (£6.50)
Amendment or Transfer of a licence	
Application fee (Additional site visit for amendments)	£119.09 (£97.50 + above fee)
Annual Fee	
Per pitch	£11.73
Site Rules Deposit	
Fee	£101.34