

**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 |  |

1. **Applicant(s) Details**

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

1. **Is the Applicant the:**

Freeholder Tenant

Leaseholder Other…………….

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

1. **Existing licence conditions:**

|  |  |  |
| --- | --- | --- |
| **Type of Unit** | *Please tick below as appropriate* | **Number** |
| Permanent residential |  | Caravans |
| Static Holiday |  | Caravans |
| Holiday Chalets |  | Chalets |
| Touring Holiday |  | Units |
| **Opening Season:** |
| Static Sites |  | To | |
| Touring Sites |  | To | |

1. **Proposed Application to alter Licence Conditions:**

|  |  |  |
| --- | --- | --- |
| **Type of Unit** | *Please tick below as appropriate* | **Number** |
| Permanent residential |  | Caravans |
| Static Holiday |  | Caravans |
| Holiday Chalets |  | Chalets |
| Touring Holiday |  | Units |
| **Opening Season:** |
| Static Sites |  | To | |
| Touring Sites |  | To | |

1. **Does the Site have Planning permission?**

Yes

No

Applied for if so, what date? …………………………

|  |
| --- |
| *If Yes, please give relevant permissions and references:* |

1. **How is drinking water provided?**

Mains supply to unit ............... Units

Standpipes …………. Units

1. **How are toilets and wash hand basins provided?**

Communal toilet blocks ............... Units

Units have their own facilities …………. Units

1. **How are showers provided?**

Communal shower blocks ............... Units

Units have their own showers …………. Units

1. **Type of foul drainage?**

Mains drainage ............... Units

Cesspool or cesspit …………. Units

1. **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

|  |
| --- |
|  |

1. **How is surface water drainage provided?**

|  |
| --- |
|  |

1. **How is refuse stored on the site?**

Individual bins at each unit ............... Units

Communal wheeled bins or skips ............... Units

Communal bin store …………. Units

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

Yes

No

1. **Is there a LPG storage area on the site?**

Yes

No

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 **Has the applicant held a Site Licence which has been revoked at any time in the last three years?**

Yes

No

1. **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:

|  |
| --- |
|  |

1. **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 |  |

1. **Documents to send with this application form**

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

|  |
| --- |
| 1. Site Boundaries |
| 1. Position & numbering of Touring / Holiday caravans and Residential Park Homes |
| 1. Roads & footpaths |
| 1. Toilet blocks, stores and other buildings |
| 1. Water supplies |
| 1. Recreational spaces |
| 1. Fire points |
| 1. Parking spaces |
| 1. Foul and surface water drainage |

1. **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) | £260.57  (plus £6.50 per additional unit on site) |
| **Amendment or Transfer of a licence**  Application fee  (Additional site visit for amendments) | £104.90  (£181.65 total sum inclusive of above fee) |
| **Annual Fee**  Per pitch | £7.97 per pitch |
| **Site Rules Deposit**  Fee | £81.14 |