

# 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:

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#### 4. Existing licence conditions:

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

#### 5. 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
<b>Opening Season:</b>		
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 9<sup>th</sup> March 1960 ☐

On 29<sup>th</sup> March 1960 ☐

At any other time since 9<sup>th</sup> 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:		
Contact Details:	Postcode:	
	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
<b>Applications for Grant of a New Licence</b> Initial Application fee (per additional unit on site)	£260.57 (plus £6.50 per additional unit on site)
<b>Amendment or Transfer of a licence</b> Application fee (Additional site visit for amendments)	£104.90 (£181.65 total sum inclusive of above fee)
<b>Annual Fee</b> Per pitch	£7.97 per pitch
<b>Site Rules Deposit</b> Fee	£81.14