

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960, Part 1, as Amended by MOBILE HOMES ACT 2013

Please complete this form in **BLOCK LETTERS**

I, the undersigned, being the occupier (note b) of the land described below, hereby make application in pursuance of the provisions contained in Section 3 of the above-named Act for a licence authorising its use as a site for caravans and submit the following particulars in support of the application.

1. Name of applicant:

Address:

Postcode: Tel number:

Mobile: Email:

2. Applicant's interest in the land (*give particulars of lease of tenancy, if any*):

3. Address or description of site for which licence is required:

4. Acreage of site: Acres/sq. yards

5. Has the applicant held a site licence which has been revoked at any time in the last three years?

Yes No If Yes, please give details:

6. State the type of caravan site for which a licence is required:

Permanent, residential

If you are applying for a Holiday Site, please use the Holiday Site Licence Application Form

7. State the maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation.

Statics/Park Homes:

Touring Caravans:

8. A layout plan of the site to a scale not less than 1/500 should be attached showing the boundaries of the site, the positions of 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.

9. Give details of the arrangements for sewage and waste water disposal:

10. Has planning permission for the site been obtained from the local planning authority? Yes No

If Yes, state (i) the date of the permission

(ii) date (if any) on which permission will expire.....

Please provide the Planning Application Reference(s):.....

If No, has permission been applied for? Yes No

FOR CARAVAN SITES ALREADY IN USE BEFORE 9TH MARCH 1960, WITHOUT PLANNING PERMISSION FROM THE LOCAL PLANNING AUTHORITY

11. Is it claimed that the site has 'existing use rights'* and does not require planning permission?

Yes No If Yes, state the facts on which the claim is based:

12. Was the site in use as a caravan site for the purposes of human habitation:

(i) on 9th March 1960 Yes No

(ii) on 29th August 1960 Yes No

(iii) at any other time since 9th March 1958 Yes No

If Yes, when?

Note a: 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 so stationed.

Note b: The expression 'occupier' means, in relation to any land, the person who, by virtue of an estate or interest therein held by him, 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.

*"The fact that the caravan site might not be an 'existing site' does not give any exemption from the requirement of the 1960 Act that planning permission must be obtained before a site licence can be issued."

I have enclosed the appropriate Site Licence application fee, in line with the current Mobile Homes Fees Policy.

Print: Signed: Date:

Please see below for information regarding the storage and processing of your data.

Data Protection Notice

East Lindsey District Council is a Data Controller and can be contacted at: The Hub, Mareham Road, Horncastle, Lincolnshire LN9 6PH or by calling 01507 601111. The Data Protection Officer can be contacted at the same address/phone number.

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

Your data will not be shared with third parties but may be used for Council purposes, in order 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 6 years 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. If the matter is not resolved you can contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113)

If you do not provide the information required on the form then we will not be able to process your application.

For further information on our Data Protection Policies please go to our website.