

# Application for Transfer of a Residential Caravan Site Licence

## 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 present holder of Site Licence Number:.....  
situated at (insert site name and address):.....  
.....

hereby apply for the transfer of this Licence to the person(s) stated below. I attach the original Site Licence, with the Site Licence Conditions attached, for appropriate amendment.

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

Print name:  Signed:   
Address  
(please include  
postcode):   
Tel number:  Mobile number:   
Email:

Full name of person(s) to whom Licence is to be transferred:   
Address  
(please include  
postcode):   
Tel number:  Mobile number:   
Email:

I hereby certify that as from (date) .....  
I/the applicant (name).....  
of (address and postcode) .....  
.....

will be the owner of the Residential Caravan Site situated at (*Site address*) .....

.....  
currently owned by .....

and request that the Site Licence numbered.....be transferred to me.

i) Attached herewith the original Site Licence, together with the copy thereof, both with conditions attached, for appropriate endorsement.

ii) I am/the applicant is unable to enclose the original Site Licence or a copy thereof

because .....

.....  
and hereby request that the Council supply me with a replacement copy.

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. Telephone 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/ Mobile Homes Act 2013, 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.