

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960, Part 1  
APPLICATION FOR COPY OR CHANGE OF DETAILS TO SITE LICENCE  
Please complete this form in BLOCK LETTERS**

I, the present holder of Site Licence No .....  
situated at .....

.....  
require a new site licence to be issued for the above site as:

- my address on the licence needs updating, **Complete PART 1**, please return original licence
- my name on the licence needs updating, **Complete PART 2**, please return original licence
- the original licence has been damaged, **Complete PART 3**, please return original licence if possible
- the original licence has been misplaced, **Complete PART 3**
- require a copy, **Complete PART 4**

## PART 1

Proof of address required, i.e. Council Tax bill, utility bill.

Address  
(please  
include  
postcode):

## PART 2

Please provide copy of documentation of name change.

New name:

## PART 3

Name required on replacement licence:

Address of licence holder required on licence (please include postcode):

Planning application numbers (if known):

# PART 4

Copy required because:

I can confirm the above information I have given is to the best of my knowledge and will inform the Council of any further updates in the future.

- Original site licence does not have to be returned as only requesting copy
- I enclose the original site licence for updating
- I am unable to enclose the original site licence because it has been misplaced/damaged and
  - Require updated site licence conditions with my new licence
  - Do not require site licence conditions

NB; It is a condition of your site licence that a copy of the site licence and its conditions will be displayed prominently on the park.

Print:  Signed:  Date:

To ensure the records the Council hold are up to date please also supply the following information:

Email address:

Telephone number:

Mobile number:

## 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, 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.