

## **Application for transfer of a caravan site licence**

### **Caravan sites and control of development act 1960 Mobile homes act 2013**

The Caravan Sites and Control of Development Act 1960 requires that the occupier of land shall not cause or permit any part of the land to be used as a caravan site unless he is the holder of a site licence.

The Mobile Homes Act 2013 requires that the local authority exercise its discretion to ensure the suitability of the prospective licence holder to manage a protected residential caravan site.

An application for the transfer of a caravan site licence must be made by the current Licence holder. For the application to be accepted you must ensure you complete all relevant sections of this form and provide all the required additional information listed in each section. The local authority will also require that the licence holder provide additional information, and the transfer of the licence will not take place until the Local Authority is satisfied of the suitability of the proposed licence holder to hold a caravan site licence and has received an application from the current licence holder.

This form is to be completed by the transferee.

**If any part of the application is incomplete, the application will not be processed until all required information and documentation is provided.**

#### **a. Details of current caravan site licence holder**

Full name	
Name of organisation (if applicable)	
Address and postcode	
Email address	
Telephone number	

#### **b. Details of prospective caravan site licence holder**

Full name	
Name of organisation (if applicable)	
Company name	

Address and postcode	
Email address	
Telephone number	

**c. Details of the caravan site to which the application refers**

Site licence reference (if applicable)	
Site name	
Site address and postcode	

**d. Details of the proposed licence holder's estate or equitable interest (freehold or leasehold) in the site**

Please provide proof of estate or equitable interest by attaching copies of relevant documents, for example, Land Registry and lease. The box below can be used to add any relevant text or comments.

Please note the licence can only be held by the individual(s) or organisation with the freehold or leasehold interest in the site.

--

## **e. Details of the management plan for the site**

To include pitch fee collection, proximity of manager to the site, contact details for residents (including emergency contact details), complaint resolution, routine and cyclical maintenance, staffing, refuse removal etc.

## **f. Declarations (this section must be completed by the applicant)**

I or we being the prospective holder of a caravan site licence in respect of

confirm that the requested information is provided complete and accurate to the best of my or our knowledge

Full name	
Signature	
Capacity	
Date	

**West Suffolk Council will capture and store information in this form so that the requested service can be provided. All personal information will be processed, protected, and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and will only be used to deliver or improve our services. We will not disclose any personal information to any other third parties unless required to do so by law or we have your consent to do so. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our website [How we use your information](#)**