

Application to transfer a caravan site licence

Caravan sites and control of development act 1960

Mobile homes act 2013

This form must be completed by the **existing** site licence holder.

Please see the attached guidance notes. This application must be accompanied by the appropriate fee.

Name of site	
Address and postcode	

Name of existing licence holder	
---------------------------------	--

Name of proposed licence holder	
Address of proposed licence holder	
Telephone number	

I hereby surrender the licence and request that it be transferred to the prospective licensee named above with effect from

Full name	
Signature	
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 [Privacy and how we use information](#)

Guidance

If a person purchases a site and a licence is subsequently refused, that person could be prosecuted and face an unlimited fine on conviction. It is an offence under section 1 of the 1960 act for anyone to own and run a park home site on their land without holding a licence. In the meantime, the licence granted to the previous owner would continue in force. This is because (subject only to such restrictions relating to planning permission) a licence continues in perpetuity until it is transferred or revoked by a court or tribunal (in certain circumstances only). The licence holder remains liable for any obligations and liabilities arising out of the licence or any enforcement action.

In deciding whether to consent to the transfer, the local authority must have regard to the suitability of the proposed licence holder to manage the site under the terms and conditions of the licence. It must also take into account the conduct of the existing licence holder (if any) when making its decision. If the local authority decides to approve the transfer it may do so subject to undertakings, given by either the existing or proposed licence holder. Having considered relevant suitability, conduct and undertakings the local authority must decide whether to approve the transfer or not and notify the parties of its decision.

If you have any queries concerning this process, please phone us on 01248 763233 or email customer.services@westsuffolk.gov.uk