

## Application for a camping site licence

For your application to be accepted you **must** ensure you complete all relevant sections of the application form and provide all required additional information.

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

A licence is required where land is used for camping purposes on more than 42 consecutive days or more than 60 days in any twelve consecutive months.

This form should not be used if the site is also to be used for the purpose of siting caravans.

**If the application is made by a sole trader or individual complete section A.**  
**If the application is made by a partnership or company complete section B.**

I or we .....  
(insert name(s) of applicant(s)) apply for a Site Licence under Section 3 of the Caravan Site and Control of Development Act 1960 for the site described in Part 1 below and I or we are making this application to you as the relevant local authority.

### a. Details of individual applicant or sole trader

Title	
Full name	
Address and postcode	
Email address	
Telephone number	

### b. Details of company, partnership or other equivalent applicant to be the licence holder

Name of person completing the form	
Position in company	
Type of business	
Company name	

Address and postcode				
Email address				
Telephone number				
Is the business registered in the UK with Companies House?	Yes		No	
If yes, please provide the business name				
If yes, please provide the Registration Number				
What is the capacity in which the applicant occupies the site?				

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

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

If the site does not have a postal address provide an Ordnance Survey (OS) grid reference and a description of the site

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Gross area of site (hectares)	
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**d. Number of tents**

Maximum number of tents on site at any one time	
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Please note, if caravans or motorhomes are to be accommodated, a caravan site licence application must be completed

### **e. Site facilities**

Please provide details of the arrangements for the following areas

Water supply	
Foul water drainage	
Surface water drainage	
Refuse disposal	
Site lighting	
Communal toilet and shower facilities	
Communal laundry and washing up facilities	
Fire precautions and safety risk assessment	

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

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material.

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 [Privacy and how we use information](#)**