

Application for a caravan 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.

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 caravan 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)	
Usable area of site (hectares)	

D. Details of proposed management of the site

Provide details of the management structure for the site and the name of the site manager (if appointed)

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E. Licence details

If the application is for a transfer of a caravan site licence, please provide the name and contact details of existing licensee. Consent for transfer must be provided by the existing licensee

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Have you, or has any person identified in this application previously applied for a similar licence or registration?

No	Yes – application granted
Yes – application refused	Yes – application granted and revoked

F. Type of caravan or campsite

Permanent residential	Yes		No	
Maximum number on site				

Static holiday caravans	Yes		No	
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Touring caravans and motorhomes	Yes		No	
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Tents	Yes		No	
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Maximum number of caravans and tents to be on site at any one time	
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G. 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	

Please attach a layout plan of the site drawn at a scale agreed with the local authority. The plan must show the boundaries of the site and the position of caravan hardstanding or pitches and site facilities.

I conform I have attached a plan with my application

H. 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](#)