



**Application for a caravan site licence  
Caravan Sites and Control of Development Act 1960**

(I)(We) hereby apply for a licence to use the land described below and shown on the attached plan (see Note on page 2) as a site for caravans to be used and laid out as specified below:

<p>1. Name and address of applicant(s):</p> <p><i>State if sole owner, partner, company secretary etc. - please name all parties with an interest in the site and their position/relationship.</i></p> <p>Telephone Number:</p>	
<p>2. Applicant's interest in the land:</p> <p><i>Give particulars of lease or tenancy (if any).</i></p>	
<p>3. Address or description of site for which site licence is required:</p>	
<p>4. Acreage of site:</p>	
<p>5. Has the applicant held a site licence, which has been revoked at any time in the last three years?</p>	

<p>6. State type of caravan site for which site licence is required:</p>	<ul style="list-style-type: none"> <li>• Permanent residential</li> <li>• Leisure (seasonal) – between the following dates in each year  <p>.....</p> </li> <li>• Touring caravans only – between the following dates in each year  <p>.....</p> </li> </ul>
<p>7. State maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation.</p>	

**NOTE** A lay-out plan of the site to a scale of not less than 1/500 should be attached showing the boundaries of the site, the positions of caravan standings and (where appropriate):

- |   |                                    |
|---|------------------------------------|
| Roads and footpaths                       | Recreation spaces                  |
| Toilet blocks, stores and other buildings | Fire points                        |
| Foul and surface water drainage           | Parking spaces                     |
| Water supply                              | Porches, outhouses, fences, walls. |

The plan should distinguish between facilities already provided and facilities proposed, and indicate tenure of caravans i.e. is it owner occupied or rented?

<p>8. Give details of the arrangements for refuse disposal and for sewage and waste water disposal.</p> <ol style="list-style-type: none"> <li>a) Main water supply</li> <li>b) Waste water disposal</li> <li>c) Sewage disposal</li> <li>d) Refuse disposal</li> </ol>
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How many caravans receive their main water supply from intermediate storage tanks and not from the rising main?

9. Has planning permission for the site been obtained from the local Planning Authority?

If **YES**, please state:

- a) Date of permission
- b) Issuing Authority
- c) Date (if any) on which permission will expire

If **NO**, has permission been applied for?

**For caravan sites already in use on or before 9 March 1960 without planning permission from the local planning authority**

10. Is it claimed that the site has 'existing use rights' and does not require permission?

If **YES**, state the facts on which the claim is based:

11. Was the site in use as a caravan site:

- a) On 9 March 1960
- b) On 29 August 1960
- c) At any other time since 9 March 1958  
If so, when

**(I)(We) certify that the details given above are, to the best of (my)(our) knowledge and belief, a true statement.**

Signature of applicant(s): .....

.....

Date .....

## Application for a caravan site licence - Supplementary Questions

Cross Out to Leave Answer

### 1. Toilet Facilities

1.1 Do all caravans have their own internal WC?

1.2 Do all caravans have their own bath/shower/wash-hand basin?

1.3 Are WC/washing facilities provided in separate blocks?

If YES please specify:

No. of blocks: .....

No. of WCs: .....

No. of urinals: .....

No. of wash hand basins: .....

No. of shower/baths: .....

### 2. LPG Storage (storage of gas bottles)

2.1 Do you have mains/bulk tank gas supply?

2.2 Do you provide gas bottles for residents?

Do you have a gas bottle storage area?

(If YES please make sure it is shown on the site plan)

### 3. Electrical Installation

3.1 Is mains electricity supplied to any caravans?

3.2 Is the supply to the caravans protected by a trip switch? (Residual Current Device)

If YES is a trip switch (RCD) provided to each caravan.

If NO please state where the trip switch is located.

3.3 Is there a current Electrical Inspection Certificate for this site? If so, please enclose a copy.

**4. Employees**

4.1 How many part-time and full-time employees work on the site?

4.2 How many employees live on site?

4.3 Does the site owner or manager live on site?

OWNER / MANAGER / NEITHER

**Once complete please return this form with the site plan to:**

Licensing  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

[licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk)

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