



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

Please note: if applying to license a site for residential use, you must also complete an application to include a 'fit and proper person' on our register (see <https://www.west-lindsey.gov.uk/licensing/business-licences/caravan-park-sites-residential>).

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:

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 Has the applicant held a site licence, which has been revoked at any time in the last three years?	

<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  .....</li> <li>• Touring caravans only – between the following dates in each year  .....</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

Toilet blocks, stores and other buildings

Foul and surface water drainage

Water supply

Recreation spaces

Fire points

Parking spaces

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?

8. Give details of the arrangements for refuse disposal and for sewage and waste water disposal.
- Main water supply
  - Waste water disposal
  - Sewage disposal
  - Refuse disposal

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

Please mark the box either side of yes/no with your answer

### 1. **Toilet Facilities**

1.1 Do all caravans have their own internal WC?

YES/NO

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

YES/NO

1.3 Are WC/washing facilities provided in separate blocks?

YES/NO

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?

YES/NO

2.2 Do you provide gas bottles for residents?

YES/NO

Do you have a gas bottle storage area?

YES/NO

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

### 3. **Electrical Installation**

3.1 Is mains electricity supplied to any caravans?

YES/NO

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

YES/NO

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

YES/NO

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.

YES/NO

#### 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

**Please return this form with the site plan to [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or:**

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

**\*\*\*If you are applying for a residential site licence there is also an application fee due of £340, charged under Mobile Homes Act 2013\*\*\***

Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the address above. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the details below:

**Account name:** West Lindsey District Council

**Sort code:** 30-00-02

**Account number:** 04066818

**Ref:** LIC + name of caravan site

**Amount:** £340

*For office use: payment code 6007-40130-41162*

**Privacy Notice:** We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: [www.west-lindsey.gov.uk/licensing-privacy/](http://www.west-lindsey.gov.uk/licensing-privacy/)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) or contact the finance department on, 01427 676560, [FinanceTeam@west-lindsey.gov.uk](mailto:FinanceTeam@west-lindsey.gov.uk)