



**Application to transfer a caravan site licence
Caravan Sites and Control of Development Act 1960, Part 1**

This application form only relates to transferring a licence for residential sites.

The licensing authority must consent to the transfer before issuing to the new owners. It may be necessary to apply to include a new 'fit and proper person' on our register before the transfer application can be processed (see page 4).

This application should be completed by the person wishing to become the new licence holder, but the consent form on page 3 will need to be completed by the existing licence holder.

Applicant details

Name of applicant

Home address

.....

Postcode

Phone number(s)

Email address

Site details

Caravan site licence number **CS**

Site name

Site address

.....

Postcode

Site phone number(s)

Site email address

Transfer details

The date from which I will take ownership of the site and wish the transfer application to take effect from is

.....

Declaration *(please tick)*

- I confirm that I am aged 18 or over
- Payment of the fee is enclosed or has already been made *(see page 4)*
- I enclose the original site licence
- I enclose a copy of the site conditions

If you cannot provide the site licence and/or conditions please explain why below

Signature

Signed

Dated

Name *(please print)*

Consent of existing licence holder to transfer

I/we
[full name of existing licence holder(s)]

of
.....
.....
.....
.....
[address of existing licence holder]

being the existing holder of caravan site licence number
.....
[insert licence number starting CS]

relating to
.....
.....
.....
.....
[name and address of site to which the application relates]

hereby give my consent for the transfer of the above caravan site licence

to
[full name of transferee]

Signed Dated

Name *(please print)*

Contact phone number

As the new owner of the site it may be necessary to apply for a new 'fit and proper person' to be included on our register, as per [The Mobile Homes \(Requirements for Manager of Site to be Fit and Proper Person\) \(England\) Regulations 2020](#). You can make such application at the same time as requesting this transfer - please see our website (<https://www.west-lindsey.gov.uk/licensing/business-licences/caravan-park-sites-residential>) to read about this and download the application form.

Please return this form and the fee of £120* with supporting documents to licensing@west-lindsey.gov.uk or:

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

* 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: £120

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/

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 or contact the finance department on, 01427 676560 or email FinanceTeam@west-lindsey.gov.uk