

Reference Number:



**Bromsgrove**  
District Council  
www.bromsgrove.gov.uk



**APPLICATION FOR A MOBILE HOME /  
CARAVAN SITE LICENSE**

Please fill in this form in **black** or **blue** ink only. Write clearly within the boxes provided and complete in conjunction with the guidance notes. If you do not complete all of the relevant sections accurately and in full, the processing of the application may be delayed. **ONLY COMPLETE THIS APPLICATION FORM FOR A MOBILE HOME / CARAVAN SITE THAT REQUIRES A LICENCE.** In most cases, planning permission must be obtained before a licence can be issued.

Section 1 of 10	
<b>Applicant's details</b>	
First Name	
Family Name	
Email address	
Main telephone number	
Other telephone number	
Are you applying as : -	<input type="checkbox"/> Business or organisation, including a sole trader <input type="checkbox"/> An individual
<b>Applicant Business</b>	
Is your Business registered in the UK with Companies House?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your business registered outside the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Business Name	
Business Address (include Postcode)	
VAT number (Put "none" if you are not registered for VAT)	

Your position within the business				
<b>Section 2 of 10</b>				
<b>Application Details</b>				
Is your application for either: -	<input type="checkbox"/> New Licence	<input type="checkbox"/> Transfer		
Previous Licence holder details (name and address)				
<b>Section 3 of 10</b>				
<b>Premises to be Licensed</b>				
Name of the Premises/ trading name				
Address of the Site				
<b>Location Details</b> (provide an Ordnance Survey (OS) map reference)				
Describe the exact location of the site				
<b>Area of Site</b> Area of site (in acres or hectares)				
Area of the site suitable for caravans (in acres or hectares)				
<b>Section 4 of 10</b>				
<b>Ownership</b> In what capacity do you occupy the premises?	<input type="checkbox"/> Freehold	<input type="checkbox"/> Leasehold	<input type="checkbox"/> Tenant	<input type="checkbox"/> Other
<b>Management</b> What arrangements, if any, are proposed for the management of the site				

<b>Section 5 of 10</b>		
<b>Type of site</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent residential	Seasonal, between specific dates each year	For touring caravans only, between specific dates each year
Maximum number of caravans to be on the site at any one time for the purpose of human habitation		
<b>Section 6 of 10</b>		
Provide the details of the arrangements for: -  (You will have to submit a layout plan of the site, to scale approved by the Local Authority, along with this application. The plan should show the boundaries of the site, the position of the caravan standings)		
Water supply		
Waste water disposal		
Sewage disposal		
Refuse storage and disposal		
Fire Precautions		
Site Lighting		
<b>Section 7 of 10</b>		
<b>Planning Permission</b>		
Has planning permission for the site been obtained	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If <b>YES</b> : - Date of permission		
If <b>YES</b> : -Date (if any) on which permission will expire		
If <b>NO</b> : - has permission been applied for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Section 8 of 10</b>		
<b>Previous Applications</b>		
Have you, or any person named in or associated with this application, previously applied for a similar	No <input type="checkbox"/> Yes – Application Granted <input type="checkbox"/> Yes - Application Granted and revoked <input type="checkbox"/> Yes – Application refused <input type="checkbox"/>	

licence or registration?	
<b>Section 9 of 10</b>	
<b>Additional Details</b>	Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements)
<b>Section 10 of 10</b>	
<b>Declaration</b>	
<p>I am aware of the provision of The Caravan Sites and Control of Development Act 1960. The details contained in the application form and any attached documents are correct to the best of my knowledge and belief. I am applying for a licence under the Caravan Sites and Control of Development Act 1960. I understand that the Council may also use this information within the Council to exercise functions of a public nature in the public interest.</p> <p>Signature</p>  <p>Date</p>	

Please amend application form and return to the following address: -

Private Sector Housing  
 Bromsgrove District Council  
 Parkside,  
 Market Street,  
 Bromsgrove  
 Worcestershire,  
 B61 8DA