

Reference Number:

**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.

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| **Section 1 of 10** |
| **Applicant’s details** |
| First Name |  |
| Family Name |  |
| Email address |  |
| Main telephone number |  |
| Other telephone number |  |
| Are you applying as : - | Business or organisation, An individualincluding a sole trader |
| **Applicant Business** |
| Is your Business registered in the UK with Companies House? | Yes No  |
| Is your business registered outside the UK? | Yes No  |
| Business Name |  |
| Business Address(include Postcode) |  |
| VAT number (Put “none” if you are not registered for VAT) |  |
| Your position within the business |  |
| **Section 2 of 10** |
| **Application Details** |
| Is your application for either: - |  New Licence Transfer |
| Previous Licence holder details (name and address) |  |
| **Section 3 of 10** |
| **Premises to be Licensed** |
| Name of the Premises/ trading name |  |
| Address of the Site |  |
| **Location Details**(provide an Ordnance Survey (OS) map reference |  |
| Describe the exact location of the site |  |
| **Area of Site**Area of site (in acres or hectares) |  |
| Area of the site suitable for caravans (in acres or hectares) |  |
| **Section 4 of 10** |
| **Ownership**In what capacity do you occupy the premises? | Freehold Leasehold Tenant Other |
| **Management**What arrangements, if any, are proposed for the management of the site |  |
| **Section 5 of 10** |
| **Type of site** |  |
| 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 |  |
| **Section 6 of 10** |
| 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 |  |
| **Section 7 of 10** |
| **Planning Permission** |
| Has planning permission for the site been obtained | Yes No  |
| If **YES**: - Date of permission |  |
| If **YES**: -Date (if any) on which permission will expire |  |
| If **NO: -** has permission been appliedfor? | Yes No  |
| **Section 8 of 10** |
| **Previous Applications** |
| Have you, or any person named in or associated with this application, previously applied for a similar licence or registration? | No Yes – Application Granted Yes - Application Granted and revoked Yes – Application refused  |
| **Section 9 of 10** |
| **Additional Details**  | 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) |
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| **Section 10 of 10** |
| **Declaration** |
| 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.SignatureDate |

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

Private Sector Housing

Bromsgrove District Council

Parkside,

Market Street,

Bromsgrove

Worcestershire,

B61 8DA