

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	
Applicant's details	
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
Applicant Business	
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	
Section 2 of 10	
Application Details	
Is your application for either: -	<input type="checkbox"/> New Licence <input type="checkbox"/> 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?	<input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Tenant <input type="checkbox"/> Other
Management What arrangements, if any, are proposed for the management of the site	

Section 5 of 10		
Type of site		
<input type="checkbox"/> Permanent residential	<input type="checkbox"/> Seasonal, between specific dates each year	<input type="checkbox"/> 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 <input type="checkbox"/>	No <input type="checkbox"/>
If YES : - Date of permission		
If YES : -Date (if any) on which permission will expire		
If NO : - has permission been applied for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 8 of 10		
Previous Applications		
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?	
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)
Section 10 of 10	
Declaration	
<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