



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

PARTICULARS TO BE GIVEN BY AN APPLICANT FOR SITE LICENCE UNDER PART I  
NON-RESIDENTIAL

Name of Applicant	
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Address	
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Contact No.	
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Email Add.	
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Is the applicant the occupier of the site (Note 1). State applicant's interest in land (e.g. owner or tenant) and give particulars of lease of tenancy, if any.

Location and description of site for which licence is required

Area of site in hectares.	
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Area of usable land on which caravans may be stationed	
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Has the applicant held a site licence which has been revoked at any time in the last three years? (please tick)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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State type of caravan site for which licence is required. (Note 5)

Holiday	<input type="checkbox"/>	From (date)	<input type="checkbox"/>	To (date)	<input type="checkbox"/>
Touring	<input type="checkbox"/>	From (date)	<input type="checkbox"/>	To (date)	<input type="checkbox"/>

State the maximum number of caravans proposed to be stationed at any one time for the purpose of human habitation.	<input type="text"/>
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Please give details for litter collection and refuse disposal.

Please give details of sewage and wastewater disposal

What arrangements, if any, are proposed for the management of the site?

Does the applicant propose to permit on the site any tents or other structures for human habitation?

<p>Has planning permission for the site been obtained from the local planning authority (Note 4). Please attach the planning permission and relevant plan(s), or photocopies of the permission and plan(s).</p>	
Date of permission (if granted)	
Date (if any) on which permission will expire	
If not granted has permission been applied for?	

A lay-out plan of the site to a scale approved by the local authority should be attached showing the boundaries of the site, the positions of caravan standings and (where appropriate) roads and footpaths detailing: -

- The form and construction of any new access to the site.
- Toilet blocks showing sanitary facilities.
- Wash hand basins, baths, showers, and laundry facilities.
- Stores and other buildings.
- Foul and surface water drainage.
- Water supply, recreation space.
- Fire precautions.
- Car parking space.
- Planting of trees and bushes for amenity purposes.
- Site lighting.

(notes 2 and 3).

Date	
Signature	

This this application form should be emailed to [environmentalhealth@dumgal.gov.uk](mailto:environmentalhealth@dumgal.gov.uk)

**Note 1**

“Occupier” here means the person who is entitled to possession of the site by virtue of an estate or interest therein, e.g. as owner or tenant. Where the site extends to not more than 400 square yards and is let with a view to its use as a caravan site the application should be made by the person who would be entitled to possession of the site but for the tenancy.

**Note 2**

With reference to Section 8 above the lay-out plan should be drawn to a scale sufficient to show accurately the physical characteristics of the site and the positions of the various items referred to in that section. Normally the scale should be not less than 1:1,250. The lay-out plan shall also incorporate a location plan to a scale of not less than 1:10,000 showing the position of the site in relation to the surrounding district, including roads, etc.

**Note 3**

In the case of existing sites, the plan should show the facilities already available as well as proposals for improvement.

**Note 4**

If the applicant has not already obtained planning permission, he may still submit an application for a site licence but a licence cannot be issued until the planning permission has been granted.

**Note 5**

- Holiday Sites:-
- (i) sites open only for the summer months and perhaps also for part the spring and autumn seasons; and
  - (ii) those sites open during the winter for holiday purposes on which (in either case) caravans are, for the most part, permanently placed throughout the season (where the caravans may NOT be used as the sole or main residence of the occupants).
  - (iii) Touring caravan sites: - sites used by touring caravans by which is meant caravans which are not permanently placed on the throughout the year or throughout the holiday season.

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