**DUMFRIES AND GALLOWAY COUNCIL**

**GUIDELINES FOR CARAVAN SITE LICENCE APPLICATIONS**

With limited exceptions, a licence is required before any land on which caravans are sited can be used as a Caravan Site. This includes Holiday Static, Touring and Residential Caravan Sites.

A separate licence for a Residential Caravan Site is required where all or part of the site is to be used for permanent residence. Such sites are termed ‘relevant permanent sites’.

Before lodging your application for a licence for a Caravan Site please ensure that you have read the following guidance notes.

1. The application form cannot be accepted unless all relevant sections are fully and accurately completed:-

(a) Section 1 to be completed by all applicants

(b) Section 2 only to be completed if applying for the first residential/mixed residential caravan site licence (i.e. a licence for a ‘relevant permanent site’) in respect of the land

(c) Section 3 only to be completed if applying for renewal of an existing residential/mixed residential caravan site licence

(d) Section 4 only to be completed if applying to transfer an existing caravan site licence from the current licence holder (“the applicant”) to another person/corporate body (“the transferee”)

(e) Section 5 to be completed by all applicants applying for the first caravan site licence in respect of the land and by any applicant applying to renew an existing caravan site licence if proposed changes are to be made to the site

(f) Section 6 to be completed by all applicants except for the renewal of an existing site licence where there are no changes to details of the site/applicant/manager

(g) Where the applicant/transferee is an individual natural person, the whole of Section 7 must be completed, and Section 8 should be ignored

(h) Where the applicant/transferee is a company, partnership or other non-natural person, the whole of Section 8 must be completed and Section 7 should be ignored

(i) Section 9 requires to be completed by all applicants/transferees

(j) Where day-to-day management of the site is to be undertaken by the applicant/transferee Section 10 should be ignored

(k) Where day-to-day management of the site is to be undertaken by persons other than the applicant/transferee Section 10 must be completed

(l) Section 11 requires to be completed by all applicants/transferees and site managers

2. For a ‘relevant permanent site’, the fee for an initial licence application is £662. Licences are valid for up to five (5) years. The fee for a licence renewal application in respect of a ‘relevant permanent site’ is £534.

The fee will be requested once a valid application has been submitted. For all other caravan site licence applications at present there is no fee.

3. Initial licence applications and licensed sites that have changed layout of the site since last Caravan Site Licence issue must be accompanied by a set of plans of the site to a scale of 1:500 showing: -

(a) The boundaries of the site

(b) The positions of caravan standings

(c) Roads and footpaths (showing in particular the form and construction of any new access to the site)

(d) Toilet blocks showing sanitary facilities, wash-hand basins, baths, showers and laundry facilities

(e) Stores and other buildings

(f) Flood and surface water drainage

(g) Water supply

(h) Recreation space

(i) Fire precautions

(j) Car parking spaces

(k) Planting of trees and bushes for amenity purposes

(l) Site lighting (please reference DGC’s Local Development Plan Dark Skies Park Friendly Lighting Supplementary Guidance)

4. A licence for any Caravan Site will not be granted unless the premises have planning consent or a certificate of lawful use where required. For further information on planning applications and certificates of lawful use, telephone Planning on 030 3333 3000 or e-mail [Planning@dumgal.gov.uk](mailto:Planning@dumgal.gov.uk)

5. Whilst processing the application, the following organisations/Services may be consulted: -

• Dumfries and Galloway Council’s Building Standards, Planning & Regulatory Service

• Dumfries and Galloway Council’s Planning Department, Planning & Regulatory Service

• Scottish Fire & Rescue Service

• Police Scotland

• Any other Local Authority which Dumfries and Galloway Council deems necessary

6. A copy of the most recent gas safety certificate for each caravan that is owned by the applicant and rented under a rental or tenancy agreement to an occupier should be provided with the application.

7. A copy of the most recent electrical safety certificates covering the installed system and, for each caravan that is owned by the applicant and rented under a rental or tenancy agreement to an occupier, electrical appliances, should be provided with the application.

8. Proof of buildings insurance should be provided with the application.

9. Proof of public liability insurance should be provided with the application.

10. To lodge an application for the initial granting, renewal or transfer of a licence the completed form, the relevant fee (where appropriate) and accompanying plans and documents listed under ‘Important Notes’ at the end of this application form should be emailed to [environmentalhealth@dumgal.gov.uk](mailto:environmentalhealth@dumgal.gov.uk)

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| Caravan Sites and Control of Development Act 1960  The Licensing of Relevant Permanent Sites (Scotland) Regulations 2016 |
| ***Application for Grant / Renewal / Transfer of A Caravan Site Licence*** |



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| **FOR OFFICE USE ONLY**  **Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Receipt No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| EACH QUESTION IN RELEVANT SECTIONS MUST BE ANSWERED **(IN BLOCK CAPITALS AND BLACK INK)** | | |
| |  | | --- | | **SECTION 1 – WHAT TYPE OF LICENCE ARE YOU APPLYING FOR? (TICK ONE BOX ONLY)** | | | |
| RESIDENTIAL **/** MIXED RESIDENTIAL - **INITIAL** APPLICATION  RESIDENTIAL **/** MIXED RESIDENTIAL - **RENEWAL** APPLICATION  TRANSFER OF **ANY** EXISTING CARAVAN SITE LICENCE  HOLIDAY SITE (INITIAL APPLICATION)  TOURING SITE (INITIAL APPLICATION) | |  **GO TO SECTION 2 BELOW**   **GO TO SECTION 3 BELOW**   **GO TO SECTION 4 BELOW**   **GO TO SECTION 5 BELOW**   **GO TO SECTION 5 BELOW** |
| **SECTION 2 – INITIAL APPLICATION FOR RESIDENTIAL / MIXED RESIDENTIAL CARAVAN SITE LICENCE** | | |
| **YES ** **GO TO SECTION 5 BELOW**  **NO ** | | |
| **SECTION 3 – APPLICATION FOR RENEWAL OF RESIDENTIAL / MIXED RESIDENTIAL CARAVAN SITE LICENCE** | | |
| **YES ** **COMPLETE SECTION 3 THEN GO TO 5**  **NO ** | | |
| LOCATION AND DESCRIPTION OF SITE  (INCLUDE SITE NAME & POSTAL ADDRESS AS SHOWN ON EXISTING LICENCE, AND LAND REGISTER TITLE NUMBER IF KNOWN): | | |
| **DETAILS OF CURRENT LICENCE HOLDER (AS WRITTEN ON LICENCE) – TO BE COMPLETED IF A NATURAL PERSON (INCLUDE ALL JOINT LICENCE HOLDERS. USE SEPARATE SHEET IF NECESSARY)** | | |
| FULL NAME: | STATUS: **MR / MRS / MISS / MS / OTHER (PLEASE STATE)** | |
| HOME ADDRESS:  POSTCODE: | AGE:  DATE OF BIRTH | |
| DAYTIME TELEPHONE NUMBER: | HOME TELEPHONE NUMBER: | |
| E-MAIL ADDRESS: | | |
| **DETAILS OF CURRENT LICENCE HOLDER (AS WRITTEN ON LICENCE) – TO BE COMPLETED IF NOT A NATURAL PERSON (e.g. IF EXISTING LICENCE HOLDER IS A COMPANY OR PARTNERSHIP)** | | |
| FULL NAME: | STATUS: **MR / MRS / MISS / MS / OTHER (PLEASE STATE)** | |
| HOME ADDRESS:  POSTCODE: | AGE:  DATE OF BIRTH: | |
| DAYTIME TELEPHONE NUMBER: | HOME TELEPHONE NUMBER: | |
| E-MAIL ADDRESS: | | |
| **DETAILS OF CURRENT LICENCE HOLDER (AS WRITTEN ON LICENCE) – TO BE COMPLETED IF NOT A NATURAL PERSON (e.g. IF EXISTING LICENCE HOLDER IS A COMPANY OR PARTNERSHIP)** | | |
| NAME OF BODY: | ADDRESS OF PRINCIPAL OR REGISTERED OFFICE: | |
| DAYTIME TELEPHONE NUMBER: | COMPANY’S REGISTERED NUMBER (IF APPLICABLE): | |
| E-MAIL ADDRESS: | IF LICENCE HOLDER IS A CHARITY, BODY’S CHARITY NUMBER: | |
| **ARE THERE ANY CHANGES TO THE DETAILS WHICH YOU PREVIOUSLY PROVIDED?** | | |
| ARE THERE ANY CHANGES TO THE INFORMATION PREVIOUSLY PROVIDED?  (EG CHANGE OF SITE NAME, LICENCE HOLDER’S NAME, HOME ADDRESS, DAY-TO-DAY MANAGEMENT OF SITE,  CONVICTIONS ETC)  **YES**  **CONTINUE FROM SECTION 5 AND COMPLETE ALL RELEVANT SECTIONS TO SHOW ANY CHANGES**  **NO**  **SIGN AND DATE FORM AND, IF APPROPRIATE, STATE DESIGNATION WITHIN COMPANY** | | |
| **SECTION 4 – APPLICATION FOR TRANSFER OF AN EXISTING CARAVAN SITE LICENCE** | | |
| LOCATION AND DESCRIPTION OF SITE  (INCLUDE SITE NAME & POSTAL ADDRESS AS SHOWN ON EXISTING LICENCE, AND LAND REGISTER TITLE NUMBER IF KNOWN): | | |
| **DETAILS OF TRANSFEROR (i.e. EXISTING LICENCE HOLDER) – TO BE COMPLETED IF A NATURAL PERSON (INCLUDE ALL JOINT LICENCE HODERS. USE SEPARATE SHEET IF NECESSARY)** | | |
| FULL NAME: | STATUS: **MR / MRS / MISS / MS / OTHER (PLEASE STATE)** | |
| HOME ADDRESS:  POSTCODE: | AGE:  DATE OF BIRTH: | |
| DAYTIME TELEPHONE NUMBER: | HOME TELEPHONE NUMBER: | |
| E-MAIL ADDRESS: | | |
| **DETAILS OF TRANSFEROR (i.e. EXISTING LICENCE HOLDER) – TO BE COMPLETED IF NOT A NATURAL PERSON (e.g. IF EXISTING LICENCE HOLDER IS A COMPANY OR PARTNERSHIP)** | | |
| NAME OF BODY: | ADDRESS OF PRINCIPAL OR REGISTERED OFFICE: | |
| DAYTIME TELEPHONE NUMBER: | COMPANY’S REGISTERED NUMBER (IF APPLICABLE): | |
| E-MAIL ADDRESS: | IF LICENCE HOLDER IS A CHARITY, BODY’S CHARITY NUMBER: | |
| **AFTER COMPLETING THIS SECTION, PLEASE GO STRAIGHT TO SECTION 6** | | |
| **SECTION 5 – THE SITE** | | |
| LOCATION AND DESCRIPTION OF SITE FOR WHICH LICENCE IS REQUIRED  (INCLUDE POSTAL ADDRESS & SITE NAME, IF IT HAS ONE, AND LAND REGISTER TITLE NUMBER): | | |
| ACREAGE OF SITE: | | |
| HAS PLANNING PERMISSION FOR THE SITE BEEN OBTAINED FROM THE PLANNING AUTHORITY? **YES**  **NO**   IF ‘**YES’**, PLEASE STATE:   1. DATE OF PERMISSION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. DATE (IF ANY) ON WHICH PERMISSION WILL EXPIRE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   IF ‘**NO’**, HAS PERMISSION BEEN APPLIED FOR? **YES**  **NO**   **NOTE: A SITE LICENCE CANNOT BE ISSUED UNTIL PLANNING PERMISSION HAS BEEN GRANTED. IF THE APPLICANT HAS NOT ALREADY OBTAINED PLANNING PERMISSION, THEY MAY STILL SUBMIT AN APPLICATION** | | |
| **STATE THE TYPE OF CARAVAN SITE FOR WHICH A LICENCE IS REQUIRED**  **(\* DELETE AS APPROPRIATE)** | RESIDENTIAL\*  HOLIDAY**\*** BETWEEN THE FOLLOWING DATES  IN EACH YEAR  :  FROM:\_\_\_\_\_\_\_\_\_\_\_\_\_ TO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TOURING**\*** BETWEEN THE FOLLOWING DATES  IN EACH YEAR:  FROM:\_\_\_\_\_\_\_\_\_\_\_\_\_ TO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **STATE THE MAXIMUM NUMBER OF CARAVANS**  **(IF APPROPRIATE, OF EACH TYPE) PROPOSED TO BE STATIONED AT ANY ONE TIME FOR THE PURPOSES OF HUMAN HABITATION** | RESIDENTIAL: \_\_\_\_\_\_\_  HOLIDAY: \_\_\_\_\_\_\_  TOURING: \_\_\_\_\_\_\_ | |
| **SECTION 5 – THE SITE (Continued):** | | |
| A LAYOUT PLAN OF THE SITE, TO A SCALE OF 1:500 SHOULD BE ATTACHED SHOWING THE BOUNDARIES OF THE SITE, THE POSITIONS OF CARAVAN STANDINGS AND, WHERE APPROPRIATE:  • ROADS AND FOOTPATHS (SHOWING IN PARTICULAR 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  • FLOOD AND SURFACE WATER DRAINAGE  • WATER SUPPLY  • RECREATION SPACE  • FIRE PRECAUTIONS  • CAR PARKING SPACES  • PLANTING OF TREES AND BUSHES FOR AMENITY PURPOSES  • SITE LIGHTING  **NOTE: IN THE CASE OF EXISTING SITES, THE PLAN SHOULD SHOW THE FACILITIES ALREADY AVAILABLE AS WELL AS PROPOSALS FOR IMPROVEMENT** | | |
| GIVE DETAILS OF THE ARRANGEMENTS FOR REFUSE AND, WHERE NOT SHOWN ON THE PLAN, FOR SEWAGE AND WASTEWATER DISPOSAL, LITTER COLLECTION AND DISPOSAL: | | |
| DOES THE APPLICANT INTEND TO PERMIT ON THE SITE ANY TENTS OR  OTHER STRUCTURES FOR HUMAN HABITATION? **YES**  **NO**   IF ‘**YES’**, GIVE DETAILS OF PLANNING PERMISSIONS / NUMBER OF UNITS: | | |
| **SECTION 6 – APPLICANT’S / TRANSFEREE’S INTEREST IN SITE** | | |
| IS THE APPLICANT / TRANSFEREE THE OCCUPIER OF THE SITE? **YES**  **NO**   **NOTE: “OCCUPIER” HERE MEANS THE PERSON WHO IS ENTITLED TO POSSESSION OF THE SITE BY VIRTUE OF AN ESTATE OR INTEREST THEREIN (EG, AS OWNER OR TENANT)**  IF ‘**NO’,** STATE APPLICANT’S INTEREST IN LAND (EG OWNER OR TENANT) AND GIVE PARTICULARS OF LEASE OR TENANCY (INCLUDE, WHERE APPROPRIATE, ANY LAND REGISTER TITLE NUMBER IN RESPECT OF LEASE AGREEMENT) | | |
| **SECTION 7 – APPLICANT / TRANSFEREE**  **TO BE COMPLETED IF A NATURAL PERSON (INCLUDE ALL JOINT OCCUPIERS APPLYING FOR THE LICENCE. USE SEPARATE SHEET IF NECESSARY)** | | |
| FULL NAME: | STATUS: **MR / MRS / MISS / MS / OTHER (PLEASE STATE)** | |
| HOME ADDRESS:  POSTCODE: | AGE:  DATE OF BIRTH | |
| DAYTIME TELEPHONE NUMBER: | HOME TELEPHONE NUMBER: | |
| E-MAIL ADDRESS: | | |

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| **IF ANY APPLICANT / TRANSFEREE USES OR HAS USED MORE THAN ONE NAME, PROVIDE EACH OF THOSE NAMES.**  **OTHER NAME(S) (IF APPLICABLE)** | |
| FULL NAME: | STATUS: **MR / MRS / MISS / MS / OTHER (PLEASE STATE)** |
| FULL NAME: | STATUS: **MR / MRS / MISS / MS / OTHER (PLEASE STATE)** |
| **IF ANY APPLICANT / TRANSFEREE HAS LIVED AT THEIR CURRENT HOME ADDRESS FOR LESS THAN 5 YEARS, PROVIDE PREVIOUS HOME ADDRESS(ES) FOR PREVIOUS 5 YEARS**  **PREVIOUS HOME ADDRESS(ES) IN PREVIOUS 5 YEARS (IF APPLICABLE):** | |
| HOME ADDRESS:  POSTCODE: | HOME ADDRESS:  POSTCODE: |
| HOME ADDRESS:  POSTCODE: | HOME ADDRESS:  POSTCODE: |

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| **SECTION 8 – APPLICANT / TRANSFEREE**  **TO BE COMPLETED IF NOT A NATURAL PERSON (e.g. IF APPLICANT / TRANSFEREE IS A COMPANY OR PARTNERSHIP)**  **WHERE THE APPLICANT / TRANSFEREE IS NOT A NATURAL PERSON, STATE THE NAME, ADDRESS OF PRINCIPAL OR REGISTERED OFFICE AND CONTACT DETAILS OF THE BODY. IF APPLICANT / TRANSFEREE IS A CHARITY, PROVIDE THE BODY’S CHARITY NUMBER.** | |
| NAME OF BODY: | ADDRESS OF PRINCIPAL OR REGISTERED OFFICE: |
| DAYTIME TELEPHONE NUMBER: | COMPANY’S REGISTERED NUMBER (IF APPLICABLE): |
| E-MAIL ADDRESS: | IF APPLICANT / TRANSFEREE IS A CHARITY, BODY’S CHARITY NUMBER: |

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| **STATE THE FULL NAME, DATE OF BIRTH AND PRIVATE ADDRESS OF THE PERSON WHO HAS THE MOST SENIOR POSITION WITHIN THE MANAGEMENT STRUCTURE OF THE BODY (NOT JUST OF THE CARAVAN SITE).**  **FULL NAME AND PRIVATE ADDRESS OF THE PERSON WHO HAS THE MOST SENIOR POSITION WITHIN THE MANAGEMENT STRUCTURE OF THE BODY (NOT JUST OF THE CARAVAN SITE)** | |
| FULL NAME:  DATE OF BIRTH:  POSITION WITHIN BODY:  HOME ADDRESS:  POSTCODE: | |
| **SECTION 9 – DAY-TO-DAY MANAGEMENT OF SITE**  **TO BE COMPLETED BY ALL CATEGORIES OF APPLICANT / TRANSFEREE** | |
| IS THE APPLICANT / TRANSFEREE TO CARRY OUT DAY-TO-DAY MANAGEMENT OF THE SITE?  **YES**  **GO STRAIGHT TO SECTION 11**  **NO**  **GO TO SECTION 10** | |
| **SECTION 10 – DAY-TO-DAY MANAGER DETAILS**  **TO BE COMPLETED IF DAY-TO-DAY MANAGEMENT OF SITE TO BE UNDERTAKEN BY A NATURAL PERSON** | |
| FULL NAME: | STATUS: **MR / MRS / MISS / MS / OTHER (PLEASE STATE)** |
| HOME ADDRESS:  POSTCODE: | AGE:  DATE OF BIRTH: |
| DAYTIME TELEPHONE NUMBER: | HOME TELEPHONE NUMBER: |
| E-MAIL ADDRESS: | |
| **IF ANY PERSON APPOINTED TO MANAGE A SITE USES OR HAS USED MORE THAN ONE NAME, PROVIDE EACH OF THOSE NAMES.**  **OTHER NAME(S) (IF APPLICABLE)** | |
| FULL NAME: | STATUS: **MR / MRS / MISS / MS / OTHER (PLEASE STATE)** |
| FULL NAME: | STATUS: **MR / MRS / MISS / MS / OTHER (PLEASE STATE)** |
| FULL NAME: | STATUS: **MR / MRS / MISS / MS / OTHER (PLEASE STATE)** |
| **SECTION 10 – DAY-TO-DAY MANAGER DETAILS (CONTINUED):** | |
| **IF ANY PERSON APPOINTED TO MANAGE A SITE HAS LIVED AT THEIR CURRENT HOME ADDRESS FOR LESS THAN 5 YEARS, PROVIDE PREVIOUS HOME ADDRESS(ES) FOR PREVIOUS 5 YEARS**  **PREVIOUS HOME ADDRESS(ES) IN PREVIOUS 5 YEARS (IF APPLICABLE):** | |
| HOME ADDRESS:  POSTCODE: | HOME ADDRESS:  POSTCODE: |
| **DAY-TO-DAY MANAGEMENT – TO BE COMPLETED IF NOT A NATURAL PERSON (e.g. IF DAY-TO-DAY MANAGEMENT OF SITE TO BE UNDERTAKEN BY A COMPANY)**  **WHERE THE DAY-TO-DAY MANAGER IS NOT A NATURAL PERSON, STATE THE NAME, ADDRESS OF PRINCIPAL OR REGISTERED OFFICE AND CONTACT DETAILS OF THE BODY** | |
| NAME OF BODY: | ADDRESS OF PRINCIPAL OR REGISTERED OFFICE: |
| DAYTIME TELEPHONE NUMBER: |
| COMPANY’S REGISTERED NUMBER (IF APPLICABLE): |  |
| E-MAIL ADDRESS: | |

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| **SECTION 10 – DAY-TO-DAY MANAGER DETAILS (CONTINUED):**  **STATE THE FULL NAME, DATE OF BIRTH AND PRIVATE ADDRESS OF THE PERSON WHO HAS THE MOST SENIOR POSITION WITHIN THE MANAGEMENT STRUCTURE OF THE BODY (NOT JUST OF THE CARAVAN SITE)**  **FULL NAME AND PRIVATE ADDRESS OF THE PERSON WHO HAS THE MOST SENIOR POSITION WITHIN THE MANAGEMENT STRUCTURE OF THE BODY (NOT JUST OF THE CARAVAN SITE)** | | | | | |
| FULL NAME:  DATE OF BIRTH:  POSITION WITHIN BODY:  HOME ADDRESS:  POSTCODE: | | | | | |
| **SECTION 11 - TO BE COMPLETED BY ALL APPLICANTS / TRANSFEREES AND, WHERE RELEVANT,**  **SITE MANAGERS** | | | | | |
| HAS ANY PARTY NAMED IN SECTIONS 3, 7, 8 OR 10 EVER:   BEEN CONVICTED OF ANY CRIME OR OFFENCE INVOLVING FRAUD OR DISHONESTY, VIOLENCE, DRUGS, FIREARMS OR A SEXUAL OFFENCE?   PRACTISED UNLAWFUL DISCRIMINATION?   BROKEN THE LAW RELATING TO CARAVANS, HOUSING OR LANDLORDS OR TENANTS?   BREACHED AN AGREEMENT TO WHICH THE MOBILE HOMES ACT 1983 APPLIES (ie A WRITTEN AGREEMENT)?   BROKEN THE RULES STOPPING THE RE-SELLING OF GAS, ELECTRICITY, OR FOR WATER CHARGES?   ENGAGED IN ANTI-SOCIAL BEHAVIOUR, OR HAD A COMPLAINT MADE ABOUT THEIR ANTI-SOCIAL BEHAVIOUR?   BREACHED A SITE LICENCE CONDITION FOR A PREVIOUS MOBILE HOME SITE LICENCE?  IF SO, SUBJECT TO THE PROVISIONS OF THE REHABILITATION OF OFFENDERS ACT 1974, PLEASE GIVE PARTICULARS BELOW. INCLUDE OFFENCES FOR WHICH ANY PERSON MENTIONED WAS ADMONISHED (CONTINUE ON SEPARATE SHEET IF NECESSARY).  PLEASE ANSWER **YES** OR **NO\_\_\_\_\_\_\_\_\_\_** | | | | | |
| NAME | DATE | COURT | | OFFENCE | SENTENCE |
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| **NOTE: ALL CRIMINAL OFFENCES MUST BE DECLARED** | | | | | |
| HAVE YOU EVER APPLIED FOR AND BEEN REFUSED A LICENCE FOR THE SAME OR SIMILAR TYPE OF ACTIVITY?  **YES**  **NO**  | | | IF **YES,** WHEN WERE YOU REFUSED?  FOR WHICH TYPE OF ACTIVITY WERE YOU REFUSED?  WHICH AUTHORITY REFUSED YOU A LICENCE/PERMIT? | | |
| HAVE YOU HAD A CARAVAN SITE LICENCE  REVOKED IN THE  PAST 3 YEARS?  **YES**  **NO**  | | | IF **YES,** WHEN WAS THE LICENCE REVOKED?  WHICH AUTHORITY REVOKED YOUR LICENCE? | | |
| **NOTE: The local authority must not issue a Part 1A site licence to a person whom the local authority knows has held a site licence which has been revoked under this Act less than 3 years before that time** | | | | | |
| I DECLARE THAT ALL PARTICULARS GIVEN BY ME ON THIS FORM ARE TRUE AND HEREBY CONSENT TO THE COUNCIL CARRYING OUT SUCH BACKGROUND INQUIRIES AS THEY CONSIDER NECESSARY TO ASCERTAIN MY SUITABILITY AS AN APPLICANT.  ANY PERSON WHO IN OR IN CONNECTION WITH THE MAKING OF THIS APPLICATION MAKES ANY STATEMENT WHICH HE KNOWS TO BE FALSE OR RECKLESSLY MAKES ANY STATEMENT WHICH IS FALSE IN A MATERIAL PARTICULAR SHALL BE GUILTY OF AN OFFENCE. | | | | | |
| **SIGNATURE:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **DATE:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **IF THE APPLICANT IS A COMPANY, THE PERSON SIGNING THE APPLICATION FORM SHOULD STATE THEIR DESIGNATION WITHIN THE COMPANY** | | | | | |
| **DATA PROTECTION ACT 1998**  **THE INFORMATION SUPPLIED WILL BE USED FOR THE PURPOSES OF THIS APPLICATION AND IN ACCORDANCE WITH THE DATA PROTECTION ACT 1998**  The security and correct use of your personal information is important to us. We do not sell personal data to external organisations. Our Privacy Statement explains what information we hold, how we manage it, who we may share it with and how we manage its disposal | | | | | |
| **IMPORTANT NOTES**  1. YOU MUST ENCLOSE THE FOLLOWING WITH THE APPLICATION FORM FOR THE APPLICATION TO BE LODGED: -  (A) A SET OF PLANS OF THE SITE, OR THE PROPOSED SITE, TO A SCALE OF 1:500???.  (B) A COPY OF THE MOST RECENT GAS SAFETY CERTIFICATE FOR EACH CARAVAN THAT IS OWNED BY THE APPLICANT AND RENTED UNDER A RENTAL OR TENANCY AGREEMENT TO AN OCCUPIER.  (C) A COPY OF THE MOST RECENT ELECTRICAL SAFETY CERTIFICATE COVERING THE ELECTRICAL INSTALLATION AND, FOR EACH CARAVAN THAT IS OWNED BY THE APPLICANT AND RENTED UNDER A RENTAL OR TENANCY AGREEMENT TO AN OCCUPIER, ELECTRICAL APPLIANCES.  (D) PROOF OF BUILDINGS INSURANCE.  (E) PROOF OF PUBLIC LIABILITY INSURANCE.  2. IN THE EVENT OF ANY FURTHER ENQUIRIES PLEASE TELEPHONE 030 33 33 3000 AND ASK FOR ENVIRONMENTAL HEALTH. | | | | | |
| **APPEALING A DECISION**  If we (the Local Authority) are considering rejecting either an initial application for a site licence, an application to renew an existing site licence or an application to transfer an existing site licence then we will give the applicant notice:  - stating that we are considering refusing the application;  - giving the reason(s) why we are considering refusal;  - informing the applicant that they have a right to make written representations.  We will give a date by which the applicant must submit any representations. This date will be at least 28 days after the date on which the notice is given. The time provided for representations to be received, or the time taken (if shorter), does not count towards the 3 months a local authority has to make its decision.  If an applicant makes representations (for example by sending in further information or arguments) we must consider them. The time taken to do this is part of the 3-month time limit an authority has to make its decision on an application. If, after considering the representations, we decide not to approve the application we will:  - tell the applicant we have decided to refuse the application;  - give our reasons for refusal on the same day we tell the applicant of our decision;  - tell the applicant that they can appeal, and how to do so;  - tell the applicant how long they have to lodge an appeal.  If we refuse an application for an initial grant of a site licence or for renewal of an existing site licence the applicant can appeal the decision to the Sheriff.  If we refuse an application to transfer an existing site licence the applicant (the person who currently holds the licence) and/or the transferee (the person who wants to become the holder of the licence) can appeal the decision to the Sheriff. | | | | | |