CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

**APPLICATION FOR A SITE LICENCE**

**To:**

**Residential Team**

**Environmental Health**

**Cambridge City Council**

**PO Box 700**

**Cambridge**

**CB1 0JH**

**\*(I)(We) hereby apply for a license to use the land described below and shown on the attached plan (see note below) as a site for caravans to be used and laid out as specified below.**

**\*Delete as appropriate**

|  |  |  |
| --- | --- | --- |
| **1.** | Name and address of applicant  **Telephone:**  **E-mail:** |  |
| **2.** | **Applicant’s interest in the land** | **\*Owner/Occupier**  **(Give particulars of lease or tenancy)** |
| **3.** | **Address or description of site for which**  **Site Licence is required** |  |
| **4.** | Acreage of site | **\*acres/hectares** |
| **5.** | **Has the applicant held a Site Licence**  **which has been revoked at any time in the**  **last three years?** If yes, where was it revoked from? | **\*Yes/No** |
| **6.** | Do you hold a Caravan Site licence anywhere else? If yes, where? | \*Yes/No |

|  |  |  |  |
| --- | --- | --- | --- |
| **7.** | **State type of caravan site for which Site**  **Licence is required** | | **\*Permanent residential**  **\*Holiday, between the following dates in each year**  **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**  **\*For Touring caravans only/between the following dates in**  **each year**  **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .** |
| **8.** | **State maximum number of caravans**  **proposed to be stationed on the site at any**  **one time for the purposes of human**  **habitation** | |  |
| **9.** | | Give details of the arrangements for refuse disposal and for sewage and waste water disposal **(a) Main water supply**  **(b) Waste water disposal**  **(c) Sewage disposal**  **(d) Refuse disposal** | |
| **10.** | | Has planning permission for the site been obtained from the Local Planning Authority? If so state:‑ | |
|  | | **(a) Date of permission**  **(b) Issuing Authority**  **(c) Date (if any) on which permission will expire** | |
|  | | **If not, has permission been applied for?** | |
| FOR CARAVAN SITES ALREADY IN USE ON OR BEFORE 9 MARCH 1960 WITHOUT PLANNINGPERMISSION FROM THE LOCAL PLANNING AUTHORITY | | | |
| **11.** | | Is it claimed that the site has “existing use rights” and does not require permission? If so, state the **facts on which the claim is based (SEE FOOTNOTE).** | |
|  | | **……………………………………………………………………………………………………………………………….** | |
| **12.** | | Was the site in use as a caravan site? **(a) On 9 March 1960**  **(b) On 29 August 1960**  **(c) At any other time since 9 March 1958. If so when** | |

**Signature of Applicant**

**Print Name………………………………………………………………..**

**Date**

**The fact that the caravan site might be an “existing site” does not give any exemption from the requirements of the Caravan Sites and Control of Development Act 1960 and planning permission must be obtained before a Site Licence can be issued.**

**NOTE 1: A layout plan of the site to a scale of not less than 1:500 should be attached showing the boundaries the site, the positions of each caravan standings and whether it is a single or double unit. The plan should also include:-**

**Road and footpaths;**

**toilet blocks, stores and other dwellings; foul and surface water drainage;**

**water supply;**

**recreation spaces;**

**fire points;**

**parking spaces (where appropriate)**

**The plan should distinguish between facilities already provided and facilities proposed.**

**NOTE 2:-**

**The application and site plan should be accompanied by the full Fire Risk Assessment.**

# Completed Application Form Checklist

**1. COMPLETED APPLICATION FORM** 🞏

**2. SITE PLAN** 🞏

**3. FIRE RISK ASSESSMENT (If more than one caravan/mobile home on site)** 🞏

**Please do not hesitate to contact Environmental Services for further information or assistance, if required.**