

Environmental Health - Licensing  
 Borough Council of King's Lynn & West Norfolk  
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Borough Council of  
**King's Lynn &  
 West Norfolk**



**Caravan Sites & Control of Development Act 1960**

**Application for Caravan Site Licence – Holiday sites only**

1.	<p><b>Full postal Address of Site:</b></p>  <p style="text-align: right;">Postcode:</p>	
2	<p>Applicants full name(s):</p> <p><i>Where application is on behalf of a company please indicate full name of the company and of person responsible for day to day running of the site in question</i></p>  <p style="text-align: right;">Telephone Number(s):</p>	
3.	<p>Applicants address(s):</p> <p><i>Where application is on behalf of a company please indicate where person responsible for day to day running of the site in question may be contacted</i></p>  <p style="text-align: right;">Post Code:</p>	
4.	<p><b>I / We declare that:</b></p> <p>I am / we are the occupier(s) of the site / Site Manager (or other company representative namely .....</p> <p>I am / we are entitled to the benefits of planning permission granted by the Borough Council of King's Lynn &amp; West Norfolk and <b><i>I / We enclose a copy of that relevant grant under reference number .....</i></b></p> <p>I confirm that planning permission was granted on:</p>	
5.	<p>The total size of the site is:</p> <p>The total number of caravans stationed on the site is</p>	
6.	<p>Have you or any person involved in the ownership of this site had a site licence revoked at any time in the last three years?</p>	

7.	Please indicate the type of caravan site for which the site licence is required: Is your site used for holiday purposes only? Are the caravans described as STATIC / TOURING / BOTH <i>(In accordance with British or European standards)</i> When are caravans occupied?	
8.	Does Planning Permission Restrict the period you may use this site?	YES / NO
9.	Give details of how waste water/ sewerage are disposed of from the site:	
10.	Give details of how refuse is remove from the site:	
11.	Will the caravan be let, for payment, to non family members? YES / NO	
12.	What security arrangements are in place at your site? Do you employ security guards? Are doormen employed to restrict access to any facilities on your site?	

A lay-out plan of the site to a scale of not less than 1/500 **must be submitted** with this application. The plan should clearly show all boundaries of the site, the position of the caravans, any roads and footpaths, any foul and surface water drainage, any recreational spaces, any parking spaces any toilet blocks, stores and other buildings, any water points and any fire points.

I/ we declare the details provided on this application are true to the best of my knowledge. I/ we request that the Borough Council of King's Lynn & West Norfolk issue a site licence in respect of the land in question.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

[Note: must be signed by all applicants mentioned in Q2 if there are more than two applicants please provide details below]

Where application is made on behalf of company please indicate position held:

.....

*The Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight principles of the Act. Information you have provided may be shared with other public sector organisations for the prevention and detection of fraud. Further information relating to your rights under the Data Protection Act can be sent to you on request*