

Environmental Health & Planning
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk PE30 1EX
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Borough Council of
**King's Lynn &
West Norfolk**



**Application to Grant a Licence
Moveable Dwelling Site**

Section 269 Public Health Act 1936

In all cases ensure that your answers are inside the boxes and written or typed in black ink. Please continue on a separate sheet if necessary. You may wish to keep a copy of the completed form for your records.

Once completed, send your application to:-

- Environmental Health - Licensing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX

1. Name and Address of Holiday Site

2. Name and address of applicant(s) or Company Name and Address

Telephone No:

Mobile No:

Email:

I / We declare that:-

I am / we are the occupier(s) of the site / Site Manager (or other company representative namely)

I / we have applied and enclosed a copy of relevant planning permission granted to the Borough Council of King's Lynn & West Norfolk

I / We enclose a copy of that relevant grant and Fire Risk Assessment

Planning Permission Reference No.

Granted on:

3. Maximum number of pitch locations on site

Total No. of pitch locations

Total Size of Site

4. Please indicate whether you own the land or give details of the owner?

5. What Security arrangements are in place at your site?

6. Please provide a copy of the most recent site plan.

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 information form are true to the best of my knowledge and I request that the Borough Council of King's Lynn & West Norfolk ensure that a review of information held in respect of my/our licence is made. I/ we declare that no proceedings for a breach of conditions or revocation of a site licence have been taken against me/ us or any person with an interest in the land in question with 3 years prior to today's date. I understand that a replacement licence will be sent to me/us as a result of this submission.

Signed: _____

Date: _____

Signed: _____

Date: _____

[Note: must be signed by all named persons to appear on licence as mentioned in Q2]

If form has been completed on behalf of a company please indicate position in company:

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law. We will use your personal information for the purposes of the provision of the environmental quality services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, provide public register information to enquirers, and the task or function has a clear basis in law, in this case the **Moveable Dwellings Public Health Act 1936**.

Your data may be shared between Council departments and other agencies where there is lawful authority to do so. Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system

You can find more information about our retention policy on the [privacy notice](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You may see copies of the data held about you and ask for it to be corrected or deleted.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>. If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner](#)