

FORM: C1 (RPS SITE NEW)

Case Reference Number:
(office use only)



.....

LICENSING AUTHORITY

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200; fax: (01553) 691663

Chief Executive – Lorraine Gore

Application for a Site Licence under Section 3 of the Caravan Sites & Control of Development Act 1960

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

If you are completing this form by hand please write legibly in **BLOCK CAPITALS**. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I / We
(insert name(s) of applicant(s)) apply for a Site Licence under **Section 3 of the Caravan Site & Control of Development Act 1960** for the site described in Part 1 below and I / we are making this application to you as the relevant Local Authority.

Part 1 – SITE DETAILS (This will appear on any licence issued)

Address or description of site for which site licence is required	
Site name:	
Site address:	
Post code:	

Please tick to confirm the type of site? **(Please tick ✓ as appropriate)**

Permanent Residential Caravans

<input type="checkbox"/>
<input type="checkbox"/>

Mixed Use – Residential and Holiday Caravans

Please state the maximum number of park homes proposed to be stationed on the site at any one time for the purposes of human habitation.	
--	--

Please advise as to whether there is a restriction through the planning permission as to when the park homes may be occupied.

Part 2 – APPLICANT DETAILS

Please state whether the application is being made in the capacity of:

- Please tick ✓**
- a) an individual or individuals please complete section (A)
- b) a person other than an individual being
- i. as a limited company please complete section (B)
- ii. as a business partnership please complete section (B)

If there are more than 2 applicants then please provide the details of the other joint applicants on separate paper and attach to this form.

(A) Individual Applicant

Title (please state) Mr / Mrs / Miss / Ms / Other	Date of birth: (DD/MM/YYYY)
Full name	
Address	
Contact number	Email address

(A) Second Individual Applicant (If Applicable)

Title (please state) Mr / Mrs / Miss / Ms / Other	Date of birth: (DD/MM/YYYY)
Full name	
Address	
Contact number	Email address

(B) Company or Business Partnership

Name of company/partnership - (If applying as a company then this must be the name registered with Companies House NOT the trading name)	
Address of the company/partnership - (If applying as a company then this must be the address registered with Companies House)	
If you operate under a trading name then please state:	
Company Number - (This is the unique reference number provided by Companies House)	
Generic e-mail address for company/partnership	Contact Number

Part 3 – OWNERSHIP & MANAGEMENT

In what capacity do you occupy the land?

(Please tick ✓ as appropriate)

Freehold (Please provide a Land Registry Search Document to confirm ownership)

Leasehold (Please provide a copy of the Leasehold Agreement)

Other

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please provide details of the lease or other arrangement, including the current name and address of the freeholder.

When does the current lease agreement expire?

Please give details of how you intend to manage the site (If you have a Management Plan document for the site, then please submit a copy with this application).

How do you propose to calculate and collect pitch fees?
How will complaints raised by residents be dealt with?
How will you determine what maintenance will be undertaken and when?
Will there be a manager on site? If not then please provide details of who residents contact in an emergency or outside normal office hours.

Part 4 – SITE FACILITIES

Two copies of the lay-out plan of the site to a scale of not less than 1/500 must be attached showing the following:

- Boundaries of the site
- Position of caravan standings
- Roads and footpaths
- Toilet, stores and other buildings
- Foul and surface water drainage
- Water supply points
- Recreation spaces
- Fire points
- Parking spaces

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

Please give details of the arrangements for refuse storage and disposal
Please give details of the arrangements for sewage and waste water disposal
Please state the source of the potable water supply

Please give details of what fire precautions will be implemented on site

Please give details of how electricity will be provided on site and details of the means for distribution.

Part 5 – HISTORY OF APPLICANT

Have you ever had an application for a Caravan Site Licence REFUSED ? (If yes then please provide details below. If there is insufficient space then please provide further details on a separate sheet of paper).	Yes	No
Details of REFUSAL		
Name & address of site		
Reason for refusal		
Date of refusal	Local Authority	

Have you ever been PROSECUTED under the Caravan Sites & Control of Development Act 1960 for operating a site without a licence or breach of licence conditions? (If yes then please provide details below. If there is insufficient space then please provide further details on a separate sheet of paper).	Yes	No
Details of PROSECUTION		
Name & address of site		
Type of offence		
Date of conviction	Name of convicting court	
Penalty		

Have you ever held a Caravan Site Licence which has subsequently been REVOKED ? (If yes then please provide details below. If there is insufficient space then please provide further details on a separate sheet of paper).	Yes	No
Details of REVOCATION		
Name & address of site		
Reason for revocation		
Date of revocation	Local Authority	

Part 6 – PLANNING PERMISSION

Has planning permission / Certificate of Lawful Use been obtained for the site from the Local Planning Authority?	Yes	No
Details of PLANNING PERMISSION		
Date permission granted		
Planning Authority's reference number		
Date, if any, that permission will expire		

If planning permission has not yet been granted then please advise whether an application has been submitted to the Local Planning Authority	Yes	No
Please provide further details of application i.e. date of application and application reference number		

Part 7 – CHECK LIST

Please tick ✓

- I have enclosed 2 copies of the site plan, which contains the information requested
- I have made or enclosed payment of the fee (Please see the enquiry letter for further details)
- I enclose evidence of ownership (if freeholder) or the lease agreement (if leaseholder)

Part 8 – DECLARATION & SIGNATURE

DECLARATION - I hereby make this application for a **Caravan Site Licence** and declare that to the best of my knowledge and belief, the statements made on this form are true and that no material particular has been omitted.

Signature of applicant or applicant’s Solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity.

Name

Signature

Date

Capacity

For joint applications, signature of 2nd applicant or 2nd applicant’s Solicitor or other authorised agent. If signing on behalf of the applicant, please state in what capacity.

Name

Signature

Date

Capacity

Contact Name (where not previously given) and address for correspondence associated with this application	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Signature for companies.

I understand that in executing an application for an alteration of a caravan site licence on behalf of the company detailed below; and in providing additional information on behalf of that same company, I am required to execute documents in accordance with Section 44 of the Companies Act 2006.

For these reasons I confirm that I am entitled/authorised to make the application on behalf of the company and provide the necessary evidence of signatory identity by:

- 1) ensuring proof of identity is submitted for all signatories including myself and
- 2) a witness signature or signature of the company secretary is obtained

Signature of person making the declaration

Signed:

Print Name:

Company Title:

On behalf of: (name of company)

Proof of identification supplied:or

Proof of identification supplied with application:

Witness Signature

Signed:

Print Name:

Company Title:

On behalf of: (name of company)

Proof of identification supplied:or

Proof of identification supplied with application:

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.

The Council will use your personal information for the purposes of undertaking its statutory duties, providing and improving housing related services and for reporting to central government where appropriate.

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, and the task or function has a clear basis in law.

Your data will be used for this specific purpose and it may also be shared between Council departments and other agencies where there is a 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.

Your personal information will be kept in line with the Council data retention policy or for a longer period should there be a genuine and lawful need. You can find more information about our retention policy on our website. See 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 website. See 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 on <https://ico.org.uk/>