

**FORM: C2 (RPS TRANSFER)**

**Case Reference Number:**  
(office use only)



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**LICENSING AUTHORITY**

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX  
Tel: (01553) 616200; fax: (01553) 691663  
DX 57825 KING'S LYNN

*Chief Executive* – **Ray Harding**

**Application for a Transfer of a Site Licence under Section 10 of the Caravan Sites & Control of Development Act 1960**

**Current licence holder(s)**

|      |                   |
|------|-------------------|
| I/We | Of (home address) |
|------|-------------------|

being the licensee(s) of the caravan site known as (name of site):

Licence reference number:

request that The Borough Council transfer this licence to:

(new licensee name(s)) .....

on (date of transfer) .....

**Contact address for proposed licence holder(s)**

|          |      |
|----------|------|
| Address: |      |
| E-mail:  | Tel. |

**Signature**..... **Date**.....  
(current licensee)

**Signature**..... **Date**.....  
(any additional current licensee)

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**PLEASE READ THE FOLLOWING INSTRUCTIONS**

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.

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**Site details**

|                                                                  |  |
|------------------------------------------------------------------|--|
| Address or description of site for which a transfer is requested |  |
| Site name:                                                       |  |
| Site address:                                                    |  |
|                                                                  |  |
|                                                                  |  |
|                                                                  |  |
| Post code:                                                       |  |

**(A) Existing licence holder**

|                                                      |               |
|------------------------------------------------------|---------------|
| Title (please state)<br>Mr / Mrs / Miss / Ms / Other |               |
| Full name                                            |               |
| Address                                              |               |
| Contact number(s)                                    | Email address |

**(B) Additional existing licence holder (if applicable)**

|                                                      |               |
|------------------------------------------------------|---------------|
| Title (please state)<br>Mr / Mrs / Miss / Ms / Other |               |
| Full name                                            |               |
| Address                                              |               |
| Contact number(s)                                    | Email address |

**(C) Company or Business Partnership (if existing licence holder)**

|                                                                                                                                          |                |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 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 |

**DECLARATION & SIGNATURE**

**DECLARATION** - I hereby make this application for a **Transfer of a Caravan Site Licence** and declare that to the best of my knowledge and belief, the information provided 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.**

Signature .....

Date .....

Capacity .....

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

Signature .....

Date .....

Capacity .....

|                                                                                           |           |
|-------------------------------------------------------------------------------------------|-----------|
| Alternative contact name 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)   |           |

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](http://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](http://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/>