

**FORM: C4 (RPS SITE ALTER)**

**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

Chief Executive – Lorraine Gore

**Application for Alteration of Conditions attached to a Site  
Licence under Section 8 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 an alteration to the conditions attached to a Caravan Site Licence under **Section 8 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. (*\*Please delete as appropriate*).

*You can only make this application if you are the holder of the licence in question.*

**Part 1 - SITE DETAILS** (As they appear on the licence previously issued)

Address or description of site for which the application for alteration is required	
Site name:	
Site address:	
Post code:	
Reference number of the Licence to which this application applies: .....	

Please state the maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation.	
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## Part 2 - MANAGEMENT

Please complete this section only if there has been an alteration to the management arrangements for the site that substantially changes the way the site is managed from those arrangements that were described in the application for the licence.

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 3 - SITE FACILITIES

Please complete this section only where there is planned a substantial change in the layout of the site or the facilities provided from those indicated in the plans submitted with the original licence application.

Please confirm that a lay-out plan has been submitted with this application	Yes	No
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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 wastewater disposal
Please state source of 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

**Part 4 – PLANNING PERMISSION**

Has there been an alteration to the Planning Permission issued for the site or has a new Certificate of Lawful Use been obtained for the site from the Local Planning Authority? (to include a change in permission due to an appeal hearing)	Yes	No
<b>Details of PLANNING PERMISSION</b>		
Date permission granted		
Planning Authority's reference number*		
Date, if any, that permission will expire		

\*If there has been a change in permissions due to an appeal then please state the appeal reference number.

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 5 – ALTERATION TO A SPECIFIC LICENCE CONDITION**

Please use the table below to indicate the specific condition(s) you wish to alter (if any)– please state the condition reference number and the general alteration you seek to obtain. You may specify exact wording or a general description. The Authority will consult with you in due course regarding the detailed wording any alteration may take (if allowed).

Condition Ref. No.	Description of alteration requested

**Part 6 - 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 refer to our fees policy document for details)

**Part 7 - DECLARATION & SIGNATURE**

**DECLARATION** - I hereby make this application to alter the conditions attached to the **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 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.**

Name .....

Signature .....

Date .....

Capacity .....

Contact Name (where not previously given) and address for correspondence associated with this application (if different from that given on the licence)

Post town	Post code
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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](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/>