Caravan Sites & Control of Development Act 1960

Transfer of Licence
For Holiday Site Licence number –

1 **Full postal Address of Site:**

2 **Current Licence holder(s) are shown as:**
   
   The licence holder must be in day to day control of the running of the above named site.

   Where this is carried out on behalf of the company please provide the full company name

3 **Current Licence holder(s) address is shown as:**
   
   The licence holder is required to provide his/her address &
   
   the full address of any company named above

   **Telephone Number:**
   **Mobile Telephone number:**
   **E-mail:**

4 **Have there been any changes to the following details:-**
   
   Planning Permission reference number ........ Granted on ......
   
   The maximum number of caravans permitted on the site is: .......

5 **The total size of the site is:** ....................
6 Please indicate the type of caravan site for which the site licence applies:

Is your site used for holiday purposes only?

Is it used for static caravans / touring caravans or both?

What periods throughout the year are caravans occupied?

7 Give details of how waste water/ sewerage are disposed of from the site:

8 Give details of how refuse is removed from the site & details of waste carrier involved:

9 Will any caravan be let, for payment, to non family members?

10 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?

Layout of Site – please provide copy of the most recent site plan.

I 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: _______________________

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 Caravan Sites and Control of Development Act 1960.

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, website: https://ico.org.uk/.