

Environmental Health & Planning
 Borough Council of King's Lynn & West Norfolk
 King's Court
 Chapel Street
 King's Lynn
 Norfolk PE30 1EX
 Telephone: (01553) 616200
 Email: EHLicensing@west-norfolk.gov.uk
 www: www.west-norfolk.gov.uk

Borough Council of
**King's Lynn &
 West Norfolk**



**Application to Transfer a Licence
 Holiday Caravan Sites**

Caravan Sites & Control of Development Act 1960

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. Caravan Site Licence Number (and return licence)

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I have enclosed the caravan licence If you have not enclosed the licence please give reasons why not.	
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2. Name of Current Licence Holder(s) Names (as shown on licence)

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

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Telephone No:	
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Mobile No:	
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Email:	
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**4. Do you want the transfer to have immediate effect?
 If not, when would you like the transfer to take effect?**

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5. Have there been any changes to the site

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Planning Permission Reference No. Please include copy of Planning Decision Notice with application	
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6. Maximum number of caravans to be stationed on site

Static

Tourers

Total Size of Site

7. Will any caravan be let for payment to non family members?

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

9. Please provide a 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: _____

[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](https://www.west-norfolk.gov.uk/privacy) 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](https://www.west-norfolk.gov.uk/dataprotection) 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/](https://ico.org.uk/).