

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960  
FORM OF PARTICULARS TO BE SUPPLIED BY APPLICANT  
FOR SITE LICENCE**

Please tick appropriate box:-	New		Transfer		If Transfer state Licence No:	CAR .....
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1. NAME & ADDRESS OF APPLICANT:

\_\_\_\_\_  
 \_\_\_\_\_  
 POSTCODE \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

2. APPLICANT'S INTEREST IN THE LAND:

\_\_\_\_\_  
 (Give particulars of lease or tenancy, if any)

3. ADDRESS OR DESCRIPTION OF SITE

\_\_\_\_\_

FOR WHICH SITE LICENCE IS

REQUIRED: \_\_\_\_\_

4. ACREAGE OF SITE: \_\_\_\_\_

5. HAS THE APPLICANT HELD A SITE LICENCE WHICH HAS BEEN  
 REVOKED AT ANY TIME IN THE LAST THREE YEARS? **YES/NO**

6. STATE TYPE OF CARAVAN SITE FOR WHICH SITE LICENCE IS REQUIRED:

\* PERMANENT RESIDENTIAL \_\_\_\_\_

\* SEASONAL BETWEEN THE FOLLOWING

DATE IN EACH YEAR \_\_\_\_\_

\* FOR TOURING CARAVAN ONLY, BETWEEN

THE FOLLOWING DATES IN EACH YEARS \_\_\_\_\_

7. STATE MAXIMUM NUMBER OF CARAVANS PROPOSED TO BE  
 STATIONED ON THE SITE AT ANY ONE TIME FOR THE PURPOSE OF  
 HUMAN HABITATION:

\_\_\_\_\_  
 \_\_\_\_\_

8. A LAYOUT PLAN OF THE SITE TO A SCALE OF NOT LESS THAN 1/500  
 SHOULD BE ATTACHED SHOWING THE BOUNDARIES OF THE SITE, THE  
 POSITIONS OF CARAVAN STANDINGS, AND (WHERE APPROPRIATE):

ROAD AND FOOTPATHS TOILET BLOCKS, STORES AND OTHER  
 BUILDINGS

FOUL AND SURFACE WATER DRAINAGE WATER SUPPLY

RECREATION SPACES FIRE POINTS

PARKING SPACES BOTTLED GAS STORAGE FACILITIES

THE PLAN SHOULD DISTINGUISH BETWEEN FACILITIES ALREADY PROVIDED AND FACILITIES PROPOSED.

9. GIVE DETAILS OF THE ARRANGEMENTS FOR REFUSE DISPOSAL AND FOR SEWAGE AND WASTE WATER DISPOSAL:

\_\_\_\_\_

10. HAS PLANNING PERMISSION FOR THE SITE BEEN OBTAINED FROM THE LOCAL PLANNING AUTHORITY?

\*IF SO, STATE (i) DATE OF PERMISSION: \_\_\_\_\_

(ii) ISSUING AUTHORITY: \_\_\_\_\_

(iii) DATE (IF ANY) ON WHICH

PERMISSION WILL EXPIRE: \_\_\_\_\_

\*IF NOT, HAS PERMISSION BEEN APPLIED FOR?

\_\_\_\_\_

FOR CARAVAN SITES ALREADY IN USE ON OR BEFORE 9 MARCH 1960, WITHOUT PLANNING PERMISSION FROM THE LOCAL PLANNING AUTHORITY.

11. IS IT CLAIMED THAT THE SITE HAS 'EXISTING USE RIGHTS' AND DOES NOT REQUIRE PERMISSION?

\_\_\_\_\_

IF SO, STATE THE FACTS ON WHICH THE CLAIM IS BASED.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. WAS THE SITE IN USE AS A CARAVAN SITE FOR THE PURPOSE OF HUMAN HABITATION:

(i) ON 9 MARCH 1960 \_\_\_\_\_

(ii) ON 29 AUGUST 1960 \_\_\_\_\_

iii) AT ANY OTHER TIME SINCE

9 MARCH 1958, IF SO WHEN \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* DELETE AS APPROPRIATE

SIGNATURE OF APPLICANT: \_\_\_\_\_  
DATE: \_\_\_\_\_

**'DATA HELD BY THE AUTHORITY WILL BE USED FOR CROSS SYSTEM  
AND CROSS AUTHORITY COMPARISON PURPOSES FOR THE  
PREVENTION AND DETECTION OF FRAUD'**

## **NOTES**

Sections 7, 9 and 10 of the Caravan Sites and Control of Development Act 1960 provide as follows:

### **Appeal to Magistrates' Court against Conditions attached to the Site Licence**

7 (1) Any person aggrieved by any condition (other than the condition referred to in subsection (3) of section five of this Act) subject to which a site licence has been issued to him in respect of any land may, within twenty-eight days of the date on which the licence was so issued, appeal to a Magistrates' Court acting for the petty sessions area in which the land is situated; and the court, if satisfied (having regard amongst other things to any standards which may have been specified by the Secretary of State under subsection (6) of the said section five) that the condition is unduly burdensome, may vary or cancel the condition.

(2) In so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued by virtue of the foregoing subsection to appeal against the condition, nor, thereafter, whilst an appeal against the condition is pending.

### **Provision as to breaches of Condition**

9 (1) If an occupier of land fails to comply with any condition for the time being attached to a site licence held by him in respect of the land, he shall be guilty of an offence and liable on summary conviction, in the case of the first offence to a fine not exceeding Level 4 on the standard scale of fines\*.

(2) Where a person convicted under this section for failing to comply with a condition attached to a site licence has on two or more previous occasions been convicted thereunder for failing to comply with a condition attached to that licence, the court before whom he is convicted may, if an application in that behalf is made at the hearing by the local authority in whose area the land is situated, make an order for the revocation of the said licence to come into force on such a date as the court may specify in the order, being a date not earlier than the expiration of any period within which notice of appeal (whether by case stated or otherwise) may be given against the conviction; and if before the date so specified an appeal is so brought the order shall be of no effect pending the final determination or withdrawal of the appeal.

The person convicted or the local authority who issued the site licence may apply to the Magistrates' Court which has made such an order revoking a site licence for an order extending the period at the end of which the revocation is to come into force; and the Magistrates' Court may, if satisfied that adequate notice of the application has been given to the local authority or, as the case may be, the person convicted, make an order extending that period.

(3) Where an occupier of land fails within the time specified in a condition attached to a site licence held by him to complete to the satisfaction of the local authority in whose area the land is situated any works required by the condition to be so completed, the local authority may carry out those works, and may recover as a simple contract debt in any court of competent jurisdiction from that person any expenses reasonably incurred by them in that behalf.

### **Transfer of site licences and transmission on death, etc.**

10 (1) When the holder of a site licence in respect of any land ceases to be the occupier of the land, he may, with the consent of the local authority in whose area the land is situated, transfer the licence to the person who then becomes the occupier of the land.

(2) Where a local authority gives their consent to transfer the site of a licence, they shall endorse on the licence the name of the person to whom it is to be transferred and the date agreed between the parties to the transfer as the date on which that person is, for the purposes of this Part of this Act, to be treated as having become the holder of the licence.

(3) If an application is made under subsection (1) of this section for consent to the transfer of a site licence to a person who is to become the occupier of the land, that person may apply for a site licence under section three of this Act as if he were the occupier of the land, and if the local authority at any time before issuing a site licence in compliance with that application give their consent to the transfer they need not proceed with the application for the site licence.

(4) Where any person becomes, by operation of the law, entitled to an estate or interest in land in respect of which a site licence is in force and is by virtue of his holding or interest, the occupier of the land within the meaning of this Part of this Act he shall, for the purposes of this Part of the Act, be treated as having become the holder of the licence on the day on which he became the occupier of the land, and the local authority in whose area the land is situated shall, if an application is made in that behalf to them, endorse his name and the said date on the licence.

(\*Currently £2,500, subject to alteration by Order)