



# APPLICATION FOR HOLIDAY/TOURING CARAVAN SITE LICENCE

Particulars to be given by an applicant for a Site Licence under Part I of the Caravan Sites and Control of Development Act 1960 in relation to sites used for Holiday or Touring purposes only

Name and Address of Applicant :	
Telephone Number :	Home : _____ Work : _____
Email contact:	
Is the applicant the occupier of the site ( <b>Note 1</b> )?	
State applicant's interest in land (eg, owner or tenant) and give particulars of lease or tenancy :	
Location and description of site for which Licence is required :	
Acreage of site :	
Has the applicant held a Site Licence which has been revoked at any time in the last 3 years?	
State type of Caravan Site for which Licence is required :  Please see ( <b>Note 5</b> ) to ensure this is the correct form for use	Holiday*      between the following dates in each year From : _____ To : _____  Touring*      between the following dates in each year From : _____ To : _____

<p>State the maximum number of caravans or other structures proposed to be stationed at any one time for the purposes of human habitation :</p> <p>The different types of structure or pitch should be identifiable on the layout plan detailed below</p>	✓	<b>Unit Type</b>	<b>Number on site</b>
		Park home/mobile home	
		Static caravan	
		Chalets/lodges (permanent foundation)	
		Chalets/lodges (moveable on caravan type chassis)	
		Touring caravans (or pitches)	
		Motorhome pitches (if separated from touring caravans)	
		Holiday glamping units	
		Semi-permanent tents eg yurts, safari tents	
	Other		
<p>A layout plan of the site to a scale approved by the local authority should be attached (<b>Note 2</b>) showing the boundaries of the site, the positions of caravan standings and (where appropriate)</p> <ul style="list-style-type: none"> <li>• Roads and footpaths (showing in particular the form and construction of any new access to the site)</li> <li>• Toilet blocks showing sanitary facilities, wash-hand basins, baths, showers and laundry facilities</li> <li>• Stores and other buildings</li> <li>• Food and surface water drainage</li> <li>• Water supply</li> <li>• Recreation space</li> <li>• Fire precautions</li> <li>• Car parking space</li> <li>• Planting of trees and bushes for amenity purposes</li> <li>• Site lighting (<b>Note 3</b>)</li> </ul>			
<p>Give details of the arrangements for refuse and, where not shown on the plan, for sewage and waste water disposal, litter collection and disposal :</p>			

<p>Has planning permission for the site been obtained from the planning authority? (<b>Note 4</b>)</p>	<p>*If so, state (i) Date of permission _____  (ii) Date (if any) on which permission will expire _____</p> <p>*If not, has permission been applied for? _____</p>
<p>What arrangements, if any, are proposed for the management of the site?</p>	
<p>Is there caravan or park home accommodation on site provided for owner or staff – if YES please provide further details and ensure the plot is marked on the accompanying plan</p>	<p>YES / NO</p>
<p>Supplementary documentation and information to accompany application</p>	<p>✓ <b>Please provide the documentation listed below to support your application</b></p> <p>Electrical Certificate for site infrastructure  Gas Safety Certificate – bulk LPG  Gas Safety Certificates – for appliances and pipework associated with letting units under the responsibility of the site owner  Maintenance records – private water supply treatment  Public and employers liability insurance  Fire Safety Risk Assessment</p>
<p>Does the applicant propose to permit on the site any tents or other structures for human habitation?</p> <p>If so, give details.</p>	

\* Delete as appropriate

**For Caravan Sites already in use on or before 9 March 1960,  
without planning permission from the planning authority**

<p>Is it claimed that the site has existing use rights and does not require planning permission? If so, state the facts on which the claim is based.</p>	
<p>Was the site in use as a caravan site for the purposes of human habitation?</p>	<p>(a) on 9 March 1960 _____</p> <p>(b) on 29 August 1960 _____</p> <p>(c) at any other time since 9 March, 1958. If so, when _____</p>

\*Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

Designation : \_\_\_\_\_

\* If the applicant is a company, the person signing the application form should state designation.

**Notes**

- Note 1**      *“Occupier” here means the person who is entitled to possession of the site by virtue of an estate or interest therein (eg, as owner or tenant). Where the site extends to not more than 400 square yards and is let with a view to its use as a caravan site the application should be made by the person who would be entitled to possession of the site but for the tenancy.*
- Note 2**      *All or any of the particulars under this head may be given in writing but the local authority may, if necessary, require the submission of a plan.*
- Note 3**      *In the case of existing sites, the plan should show the facilities already available as well as proposals for improvement.*
- Note 4**      *A site licence cannot be issued until planning permission has been granted. If the applicant has not already obtained planning permission, he may still submit an application for a site licence but a licence cannot be issued until the planning permission has been granted.*
- Note 5**      *This form is suitable for use for sites that are used for holiday or touring purposes. If you have permanent residential caravans or park homes then please complete the application for Permanent Residential Sites. If you have a mixed usage site then please complete BOTH applications although it is acceptable to provide one set of supporting information where duplication would occur.*

\* Argyll & Bute Council will use the information you have given on this form for the purpose(s) of carrying out its statutory undertakings, and it may be necessary to disclose your information to statutory agencies and organisations. We may share your information with other departments within the Council. By signing and returning this form to us you consent to Argyll & Bute Council processing sensitive personal data about you where this is necessary, e.g. health information. These uses of your personal information are covered by our registration under the Data Protection Act 1984. Under the Act you have the right to obtain a copy of the information the Council holds about you and to have any inaccuracies corrected.