



**Caravan Sites and Control of Development Act 1960
Housing (Scotland) Act 2014**

Licensing of Sites with Permanent Residents
Site Licence Application Form

<p>1. Details of Mobile Home / Park Home/ Caravan Sites with Permanent Residents to be licensed</p>	<p>Name</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Postcode</p> <p>Telephone</p> <p>Email.....</p> <p>Grid reference.....</p> <p>Acreage of site.....</p>
<p>2. Maximum number of permanent residential pitches at any one time for the purpose of human habitation</p>	
<p>3. Is the site also licenced/to be licenced as a caravan site for holiday or touring purposes.</p>	<p>Yes/No If 'Yes' please also complete and return a Holiday/Tourer Application Form and submit at the same time</p>
<p>4. Has planning permission for the site been obtained from the relevant planning authority?</p> <p>If so State,</p> <p>(i) Date of Permission</p> <p>(ii) Date (if any) on which permission will expire</p> <p>(iii) Planning permission reference(s)</p>	<p>Yes/No</p> <p>____/____/____</p> <p>____/____/____</p> <p>.....</p>
<p>5. If planning permission has not been granted, has permission been applied for?</p> <p><i>* A site licence cannot be issued until planning permission has been granted. If the applicant has not already obtained planning permission he/she may still submit an application for a site licence but a licence cannot be issued until the planning permission has been granted.</i></p>	<p>Yes/No</p>
<p>6. (i) Have you applied for a building warrant for any building work carried out at the site?</p> <p>If yes, provide building warrant reference(s)</p> <p>(ii) Do you have a Certificate of Completion for any building work carried out at the site?</p>	<p>Yes/No</p> <p>.....</p> <p>Yes/No</p>
<p>7. Is the applicant the occupier of the site? (the application must be made by the site occupier)</p> <p><i>* 'Occupier' here means the person who is entitled to possession of the site by virtue of an estate or interest therein, e.g. as owner or tenant. Where the site extends to not more than 400 square yards and is let with a view</i></p>	<p>Yes/No</p>

<p><i>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.</i></p>	
<p>8. State applicants interest in the land (e.g. owner or tenant)</p> <p>(i) If owner, provide proof of ownership (ii) If tenant, give particulars of lease or tenancy</p>	<p>.....</p>
<p>9. Details of applicant(s)</p> <p>* Individual/company/partnership /charity/Other (*Delete as appropriate)</p> <p>N.B. in case of multiple occupiers, each occupier must complete an application form</p>	<p>Name</p> <p>Date of Birth</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Postcode</p> <p>Telephone</p> <p>Email.</p>
<p>10. If applicant is not an individual i.e. applicant is a Company, Partnership or a Charity</p> <p>Provide details of person who holds the most senior position within the management structure of the body applying for a licence</p>	<p>Name</p> <p>Date of Birth</p> <p>Address</p> <p>.....</p> <p>Postcode</p> <p>Telephone</p> <p>Email.</p>
<p>11. Details of person to whom queries and correspondence should be addressed (if different from above).</p>	<p>Name</p> <p>Address</p> <p>.....</p> <p>Postcode</p> <p>Telephone</p> <p>Email.</p>
<p>12. Details of site manager or individual within company who is to be directly concerned with the management of the site</p>	<p>Name</p> <p>Date of Birth</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Postcode</p> <p>Telephone</p> <p>Email.</p>
<p>13. Site Facilities – Provide details for the arrangements for:</p>	<p>.....</p>

<p>(a) Water Supply (Mains or Private) (b) If on a private supply submit supporting documents detailing supply layout, infrastructure, treatment and maintenance procedures</p>	<p>..... </p>
<p>(c) Management of Legionella Control</p>	<p>..... </p>
<p>(d) Communal Toilet and Shower Blocks</p>	<p>..... </p>
<p>(e) LPG Storage</p>	<p>..... </p>
<p>(f) Sewage Disposal</p>	<p>..... </p>
<p>(g) Surface Water Drainage</p>	<p>..... </p>
<p>(h) Refuse Storage and Disposal</p>	<p>..... </p>
<p>(i) Recycling Facilities</p>	<p>..... </p>
<p>(j) Traffic Management</p>	<p>..... </p>

<p>14. Fire Safety (enforced by Scottish Fire and Rescue Service):-</p> <ul style="list-style-type: none"> • Is there a full Fire Safety Risk Assessment completed for the Site? • Have all other relevant premises i.e. buildings and permanent structures within the site, (under the Fire (Scotland) Act 2005) been subject to an individual fire safety risk assessment? 	<p>Yes/No.....</p> <p>.....</p> <p>Yes/No.....</p> <p>.....</p>																					
<p>15. A lay-out plan of the site to a scale approved by the local authority (ideally 1:500) should be attached showing the boundaries of the site, the positions of caravan standings and (where appropriate) –</p> <ul style="list-style-type: none"> • Roads and footpaths, (showing in particular the form and construction of any new access to the site) • Toilet blocks showing sanitary facilities, wash hand basins, baths, showers and laundry facilities • Stores and other buildings • Foul and surface water drainage • Water Supply • Recreation space • Fire precautions • Car parking space • Planting of trees and bushes for amenity purposes • Site Lighting <p><i>* In the case of existing sites the plan should show the facilities already available as well as proposals for improvement.</i></p>																						
<p>16. The following Supplementary documentation and information is required to accompany application</p>	<table border="1"> <tr> <td style="text-align: center;">✓</td> <td>Supplementary documentation</td> <td></td> </tr> <tr> <td></td> <td>Electrical certificate for site infrastructure</td> <td></td> </tr> <tr> <td></td> <td>Gas safety certificate – bulk LPG</td> <td></td> </tr> <tr> <td></td> <td>Maintenance records – private water supply treatment</td> <td></td> </tr> <tr> <td></td> <td>Public and employers liability insurance</td> <td></td> </tr> <tr> <td></td> <td>Fire Safety Risk Assessment</td> <td></td> </tr> <tr> <td></td> <td>Blank copy of the Protected Site Agreement</td> <td></td> </tr> </table>	✓	Supplementary documentation			Electrical certificate for site infrastructure			Gas safety certificate – bulk LPG			Maintenance records – private water supply treatment			Public and employers liability insurance			Fire Safety Risk Assessment			Blank copy of the Protected Site Agreement	
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<p>17. Have you breached the conditions of a site licence issued under Part 1 or Part 1A of this Act?</p>	<p>Yes/No</p>																					
<p>18. Have you had a caravan site licence that has been revoked at any time in the last 3 years?</p>	<p>Yes/No</p>																					
<p>19. Have you been prosecuted under the Caravan Sites and Control of Development Act 1960 for:</p> <p>a) Operating a site without a licence?</p> <p>b) Breach of licence conditions?</p>	<p>Yes/No</p> <p>Yes/No</p>																					
<p>20. Have you been prosecuted under the Town and Country Planning (Scotland) Act 1997?</p>	<p>Yes/No</p>																					
<p>21. Have you committed a breach of an agreement to which the Mobile Homes Act 1983 applies?</p>	<p>Yes/No</p>																					

<p>22. Have you contravened any provision of:</p> <p>(i) the law relating to caravans</p> <p>(ii) the law relating to housing</p> <p>(iii) the law relating to landlord and tenant law</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>23. Have you contravened a direction made under section 37 of the Gas Act 1986 (c44) (maximum prices for reselling gas)?</p>	<p>Yes/No</p>
<p>24. Have you contravened a direction made under section 44 of the Electricity Act 1989 (c.29) (maximum prices for reselling electricity)?</p>	<p>Yes/No</p>
<p>25. Have you contravened a charge scheme made under section 29A of the Water Industry (Scotland) Act 2002 (asp 3) (charges schemes) as it applied to the person by virtue of section 30(1) of that Act (maximum charges for services provided with help of Scottish Water)?</p>	<p>Yes/No</p>
<p>26. Have you engaged in anti-social behaviour within the meaning of section 143 of the Anti-Social Behaviour etc. (Scotland) Act 2004 (asp 8)?</p>	<p>Yes/No</p>
<p>27. Have you been convicted of any offence unless the conviction is spent in terms of the Rehabilitation of Offenders Act 1974? :-</p> <p>(i) involving fraud or other dishonesty,</p> <p>(ii) involving violence,</p> <p>(iii) involving drugs,</p> <p>(iv) involving firearms,</p> <p>(v) which is a sexual offence within the meaning of section 210A(10) of the Criminal Procedure (Scotland) Act 1995 (c46),</p> <p>(vi) practised unlawful discrimination on the grounds of any of the protected characteristics in Part 2 of the Equality Act 2010 (c15).</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>28. Do you have any caravan sites in any other Local Authorities?</p>	<p>Yes/No</p> <p>If 'YES' provide details:</p> <p>Site details.(include address and site type)</p> <p>.....</p> <p>.....</p> <p>.....</p>

If you have answered any of the questions from 16 – 26 as YES, please provide details in table below:

Question	Date of Conviction	Nature of offence(s)	Sentence or Disposal
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			

Please ensure that all sections of this application form are completed. Failure to do so will result in an invalid application.

PERSONAL DECLARATION FORM

(A form is required for **each** person named as licensee or manager of a protected residential site)

PERSONAL DECLARATION

I ask the Council to grant this Application. I confirm:

- the information I have given in this form and the accompanying documents is true and accurate.
- the Licence Holder will keep to any Protected Site Agreements between the Site Owner and the occupiers of individual caravans.

I confirm that I understand that Argyll and Bute Council will undertake such checks as are necessary to determine that I may be deemed 'Fit and Proper' to hold a Permanent Residential Site Licence.

I further understand that an assessment of 'fit and proper' criteria will include consultation with Police Scotland and other appropriate bodies and consent to such consultation. Further information about the details of these checks can be found in the Scottish Government document 'Guidance to Local Authorities on the Licencing System for Mobile Home Sites with Permanent Residents'

I understand that there are criminal penalties for giving false or misleading information. I authorise Argyll and Bute Council and any person or agency to share any information relating to the Application, Licence and Caravan Site.

I will tell the Council in writing of any change in the information in this form and the accompanying documents within 7 days of that change.

I agree that the Council can send any correspondence about the Application and Licence by email to the contact address shown in this form.

Audit Scotland

The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see

https://www.argyll-bute.gov.uk/sites/default/files/constitution_2017_part_d.pdf

Name (in block capitals)	
Signature	
Position	
Date	

**Send completed application, application fee and all supporting papers to:
Argyll and Bute Council, Regulatory Services, Kilmory, Lochgilphead, Argyll PA31 8RT**

Further advice and information can be sought from the Council website at
www.argyll-bute.gov.uk/xxx or by contacting us on 01546 605519

PRIVACY NOTICE AND DATA PROTECTION

The information you have supplied on this form will be used for the purpose for which you have provided it, and appropriate measures are in place to protect your personal data. A full privacy notice, which provides information about your rights under current data protection legislation and details about what will happen to your personal data can be found at <https://www.argyll-bute.gov.uk/data-protection> or you can contact the Council's Data Protection Officer.

Address: Iain Jackson, Governance and Risk Manager, Argyll and Bute Council, Governance and Law, Kilmory, Lochgilphead PA31 8RT.

Email: Iain.Jackson@argyll-bute.gov.uk or data.protection@argyll-bute.gov.uk

Telephone: 01546 604188 or 01546 605522

FOR OFFICE USE ONLY

Application			
Licence Reference No.			
Name of Applicant or Licensee			
Address of Site			
Date of Receipt			
Decision date			
Fee Paid (amount & ref.)			

Consultation		
	Date sent out	Date received
Police		
Fire		
Planning		
Building Control		
Housing		

Decision		
Date of Decision:		
Delegated or Committee?	Delegated	Committee
Granted or Refused?	Granted	Refused