



Tel No.s 1)  2)	
Email address(s) 1)  2)	
<b>Section A.2</b>	<b>Site Manager</b>
Name and Address (if different from applicant)  Date of Birth	
National Insurance Number	
Tel No	
Email address	
What experience does he/she having in managing a site?  Do they hold any relevant qualifications or have they undergone relevant training?	If so, please detail ...
<b>Section B</b>	<b>Site Details</b>
Full postal address of the site for which the licence is required	
Description of the site, to include the area of land to be licensed	
Applicant's interest in the land? (Give particulars of ownership, lease, tenancy if any)  ( <b>Note:</b> where you hold a lease, you must provide a copy of the agreement)	Lease/tenancy start date:  Duration of lease/tenancy:

Site tel no	
Site email address	
<p>Please supply the following:</p> <ul style="list-style-type: none"> <li>• A plan of the site (that is attached to the planning permission)</li> <li>• A detailed plan of the site layout</li> </ul>	<p><b>NOTE:</b> A layout plan of the site to a scale of not less than 1/500 should be attached showing : -</p> <ul style="list-style-type: none"> <li>• the boundaries of the site,</li> <li>• the positions of caravans,</li> <li>• roads and footpaths;</li> <li>• toilet blocks, stores and other buildings;</li> <li>• foul and surface water drainage;</li> <li>• water supply;</li> <li>• recreational spaces;</li> <li>• fire points;</li> <li>• parking spaces.</li> </ul> <p><i>Where appropriate, the plan should distinguish between facilities already provided and facilities proposed</i></p>
State maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation	.....
State the total number of caravans to be stationed on the site (residential and holiday) where applicable	.....
Give details of the arrangements for: water supply, refuse disposal and for sewage and waste water disposal.	<p>(a) Water</p> <p>Is there a Mains water supply?     <b>YES/NO</b></p> <p>Is there a Private Water Supply for human consumption or food production? <b>YES/NO</b></p> <p>If so, is it registered with North Yorkshire Council? <b>YES/NO</b></p> <p>(b) Waste water disposal</p> <p>(c) Sewage disposal</p> <p>(d) Refuse disposal</p>
Give details of all gas installations on site –please provide a copy of gas safety inspection certificate	

Give details of all electrical installations on site – please provide a copy of the current electrical condition report for the site. (NB Include details of lighting)	
Please forward a copy of your current Fire Safety Risk Assessment	
Do you have Site Rules in place?	<p><b>YES/NO</b></p> <p>If yes, please deposit a copy with this Authority (NOTE: there is a separate fee of £40 for depositing your site rules with this Authority)</p>
<b>Section C</b>	<b>Planning</b>
<p>Has planning permission for the site been obtained from the local planning authority?</p> <p><b>Please note we will be unable to issue a licence without the appropriate planning permission</b></p>	<p><b>YES/NO</b></p> <p>If <b>YES</b>, please supply a copy of the permission with this application.</p> <p>If <b>NO</b>, do you intend to apply for permission and, if so, when?</p>
<p><b>FOR CARAVAN SITES ALREADY IN USE ON OR BEFORE 9 MARCH 1960 WITHOUT PLANNING PERMISSION FROM THE LOCAL PLANNING AUTHORITY</b></p>	<p>Is it claimed that the site has “existing use rights” and does not require permission? <b>YES/NO</b></p> <p>If so, state the facts on which the claim is based (continue on a separate sheet if necessary).</p> <p>Was the site in use as a caravan site:</p> <p>(a) on 9 March 1960 <b>YES/NO</b></p> <p>(b) on 29 August 1960 <b>YES/NO</b></p> <p>(c) at any other time since 9 March 1958. <b>YES/NO</b></p> <p>If so, when?</p>
<b>Section D</b>	<b>Disclosure of Convictions/Pending Legal Actions/Debts</b>
Provide details of any other caravan sites (residential, holiday or mixed) owned or operated by one or more of the applicant(s)	
Has one or more of the applicants been convicted for failing to comply with a compliance notice relating to a Relevant Protected Site?	<p><b>YES/NO</b></p> <p>If <b>YES</b>, please provide details</p>

Is one or more of the applicants under investigation in relation to an offence relating to a relevant protected site	<p align="center"><b>YES/NO</b></p> <p>If <b>YES</b>, please provide details</p>
Has any applicant had a caravan site licence revoked within the last 3 years?	<p align="center"><b>YES/NO</b></p> <p>If <b>YES</b>, please provide details</p>
Do you owe any Local Authority money in respect of Annual Licence Fees, demand for expenses in relation to enforcement action etc..?	<p align="center"><b>YES/NO</b></p> <p>If <b>YES</b>, please provide details</p>
<b>Section E</b>	<b>Proposed Management/Financial Details</b>
Is there a documented management plan for the site?	<p align="center"><b>YES/NO</b></p> <p>If <b>YES</b>, please forward a copy with this application</p> <p>If <b>NO</b>, please detail the arrangements in place for: -</p> <ul style="list-style-type: none"> <li>- pitch fee collection;</li> <li>- routine and cyclical maintenance;</li> <li>- staffing;</li> <li>- complaint's procedure etc.</li> </ul>
<p>Please detail the funding arrangements in place for managing the site and complying with licence conditions?</p> <p>(NB Where limited company, please submit last set of accounts)</p>	

Failure to supply copies of the following documents may result in your application form being returned and your application being delayed.

- |   |               |
|---|---------------|
| • A location plan of the site attached                    | <b>YES/NO</b> |
| • A detailed plan of the site layout attached             | <b>YES/NO</b> |
| • Copy of planning permission and approved plans attached | <b>YES/NO</b> |
| • Copy of the lease, tenancy or title deeds               | <b>YES/NO</b> |
| • The relevant fee of £ .....                             | <b>YES/NO</b> |
| • Fee of £40 for depositing Site Rules                    | <b>YES/NO</b> |

I/we the undersigned, hereby apply for a caravan site licence within the area of Selby and I/we declare that to the best of my/our knowledge the information contained in this application is correct. I/we understand that I/we commit an offence if we supply any information to the Local Authority in connection with any of their functions in relation to Relevant Protected Sites which I/we know to be false or misleading

**Signature of Applicant(s):** .....

**Please print name(s):** .....

**Date:** .....

**Relevant Protected Site:-**

**Signature of Site manager** (if different from applicant/occupier): .....

**Please print name):** .....

**Date:** .....

**NOTES:**

**1. A decision shall be made within 2 months of the date upon which all requested information has been supplied to the Environmental Health & Housing Section.**

**2. Licences are granted at the discretion of this Local Authority, subject to a satisfactory outcome of the checks on the information supplied by you.**

#### **Data Protection Act 2018**

This policy covers the treatment of personal data that North Yorkshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. It is only when you supply this type of information that you can be personally identified.

North Yorkshire Council is registered with the Data Protection Act 2018 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the principles set out in the Act.

Where necessary we may share this personal data with partner organisations e.g. for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Further information relating to the Data Protection Act 2018 can be sent to you on request.

If you have concerns about the processing of your personal data by the Council you may contact the Council's Data Protection Officer: