

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960 CARAVAN SITES ACT 1968 MOBILE HOMES ACT 2013

APPLICATION FOR THE TRANSFER OF A SITE LICENCE IN CONNECTION WITH A RELEVANT PROTECTED SITE

To: NORTH YORKSHIRE COUNCIL ENVIRONMENTAL HEALTH & HOUSING CIVIC CENTRE DONCASTER ROAD SELBY YO8 9FT

Name of Caravan site.....

Site Licence Number

Date from which the transfer is proposed

Section A.1	Exist	ng Licence Holder Details
Full name(s) and address(es) of 1 the existing licence holder(s)		
Date(s) of Birth 1		
National Insurance No's 1		
Tel No's 1		
:		
Licence Holders interest in the		
land? (Give particulars of ownership,		

freehold, lease or tenancy, if any)	
Section A.2	Proposed Licence Holder
Name(s) and Address(es) (of proposed new Licence Holder and position in business)	
1)	
2)	
Business Name (if your business is registered use its registered name)	
NOTE : Where the applicant is a Limited Company, please provide the Registration Number of that company otherwise please ensure that the full name of the company is provided	
Date(s) of Birth 1)	
2)	
Tel No's 1)	
2)	
Section A.3 Name and Address of proposed Site Manager	Site Manager
Date of Birth	
Tel No.	
Email address:	
What experience does he/she have in managing a site?	
	If so, please detail

Do they hold any relevant	
qualifications or have they undergone relevant training?	
undergone relevant training:	
Section B	Site Details
Name and full postal address of the	
site to be transferred	
Please indicate if name is to be changed.	
Description of the site, to include the area of licensed site	
Please supply the following:	NOTE: A layout plan of the site to a scale of not less than 1/500 should be attached showing : -
• A plan of the site (that is	 the boundaries of the site,
attached to the planning permission)	 the positions of caravan/tent standings, and (where appropriate)
• A detailed plan of the site layout	 roads and footpaths;
	toilet blocks, stores and other buildings;foul and surface water drainage;
	 water supply; recreational spaces;
	 fire points;
	parking spaces.
	Where appropriate, the plan should distinguish between facilities already provided and facilities proposed.
Has the Proposed Licence Holder	YES /NO
held a site licence which has been revoked at any time in the last three years?	If YES, please provide details.
Has the Dranged License Helder	
Has the Proposed Licence Holder been prosecuted under the Caravan	
Sites & Control of Development Act	
1960 for a) operating a site without a	
licence	Yes/No
b) Breach of licence conditions	Yes/No
	If 'Yes' to either a) or b) provide details of:
	i) Name and address of relevant site
	ii) Date of prosecution
	iii) Amount of fine(s) imposed
	iv) Nature of offences (s)
Section C	Resident's Association
Resident's Association contact details:	
Name	Mr/Mrs/Miss

Address	
Telephone No.	

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

	A location plan of the site attached	YES/NO
•	A detailed plan of the site layout attached	YES/NO
•	The relevant fee of £63.00	YES/NO
•	Site Licence issued in respect of site	YES/NO

I/we the under signed, hereby apply for the transfer of the aforementioned site licence within the Selby area and I/we declare that to the best of my/our knowledge the information contained within 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 relating to Relevant Protected Sites which I/we know to be false or misleading.

Signature of Applicant(s): In the case of a partnership each applicant must complete and sign this form

Please print name(s):

NOTES:

- 1. A decision shall be made once all relevant information has been supplied to the Environmental Health Section. Further information will be requested from the Proposed Licence Holder directly.
- 2. Transfers are granted at the discretion of this Local Authority, subject to a satisfactory outcome of the checks on the information supplied by you together with checks on further information requested from the Proposed Licence Holder.
- 3. The Applicant is advised to inspect the site to ensure that it complies with the conditions of the Licence. Particular attention should be paid to the position of sheds and other structures on site, and to the separation space between any caravan on the site and any other caravans and dwellings.

Data Protection Act 2018

This policy covers the treatment of personal data that the 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: