Caravan Sites Control and Development Act 1960 (as amended)

Licence Application for a Holiday and / or Touring Site

Notes:

A Site Licence Application must be made by the occupier of the land; usually the owner or person who has leased the land (tenant) with the intention of setting up a caravan site.

Planning permission must be granted before a site licence is able to be issued. If planning permission has not already been obtained, the applicant may still submit a First Site Licence Application, but a licence cannot be issued until permission is granted. It is an offence to operate a site without a licence.

The applicant is required to specify the land to which the application is being made about. A site plan should be included (Scale 1:500 or larger), particularly where the extent of the site to be licenced is unclear or where a site is already in existence, showing the current facilities available as well as any proposals for improvement.

Please note that the application cannot be processed by the Local Authority unless all sections are completed.

1. Type of Application (tick):	☐ NEW	☐ TRANSFER
2. Name of Applicant:		
3. Postal Address:		
4. Telephone Number:		
5. Mobile Number:		
6. E-mail address:		
7. Is the applicant the occupier of the site? (see *Note 1*) State applicant's interest in land (e.g. owner or tenant) and give particulars of lease or tenancy if any.	☐ YES	☐ NO
8. Address / location of site for which licence is required? Current use of site:		
9. Acreage of site		

Licence Application Form for HOLIDAY and / or TOURING Sites

10. Has the applicant held a site licence which has been revoked at any time in the last three years?	☐ YES	☐ NO
11. State type of caravan site for which licence is required. **Licences for residential sites cannot be applied for using this form.**	Static / Holiday / Touring / Mixed (give details)	
12. For Holiday and Touring sites state dates of opening times each year.	From to inclusive	
13. State the maximum number of caravans proposed to be stationed at any one time for the purposes of human habitation.		

14. A layout plan of the site to a scale of 1:500 should be attached (see Note 2) showing the following:

- The boundaries of the site;
- The positions of the caravan standings;
- Roads & footpaths (showing the form and structure of any new access to the site);
- Toilet blocks (with details of sanitary facilities, wash hand basins, baths and showers;
- Laundry facilities;
- Stores & other buildings;
- Foul & surface water drainage;
- Water supply;
- Recreation space;
- Fire Points;
- Car parking spaces; and
- Site lighting.

14. Give details of the arrangements for refuse and where not shown on the plan, for sewage and waste water disposal, litter collection and disposal:		
15. Has planning permission for the site been obtained from the Planning Authority? *(see note 3)*	☐ YES	☐ NO
If yes state Date of permission: Expiry date (if any):		
If no, has permission been applied for?	☐ YES	☐ NO
16. What arrangements, if any, are proposed for the management of the site?		

17. Does the applicant propose to permit on the site any tents or other structures for human habitation? Please give details:	

Declarations

1. I declare that the information being submitted in this application is accurate and true to the best of my knowledge.
2. I understand that I have a duty to notify the local authority of any changes to the information provided in this application.

SIGNATURE: _____ **PRINT NAME:** _____

DATE: _____

Please complete and return this form to:

envhealth@highland.gov.uk or

Environmental Health, The Highland Council, 38 Harbour Road, Inverness. IV1 1UF

For queries please contact 01349 886606

PLEASE SEE NOTES ON NEXT PAGE

NOTES

Note 1 '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 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 In the case of existing sites the plan should show the facilities as well as proposals for improvements

Note 3 If the applicant has not already obtained the necessary planning permission for a caravan site, he/she may still submit an application for a caravan site licence but said licence cannot be issued until planning permission has been obtained.