

# Application for Caravan and Camping Site Licence



Caravan Sites and control of Development Act 1960  
The Public Health Act 1936 s 269

I/We\*hereby apply for a Licence to use the land described below and shown on the attached plan as a site for caravans to be used and laid out as specified below.

## Section 1: The Site

<b>Site Name / Trading Name:</b>	
<b>Site Address:</b> for which site licence is required. <b>Post Code:</b>	
<b>Grid Ref:</b>	
<b>Site Plan</b>	Please attach a site plan showing the boundaries of the site, the position of mobile home hard standings, and other features including: <i>Camping fields, toilet block, water supply, fire points, foul and surface water drainage, parking spaces, road and footpaths, recreation spaces, recycling/waste disposal.</i>
<b>Site Area</b>	<b>Area of site (in acres or hectares)</b>
<b>Planning Permission</b>	Has planning permission for the site been obtained from the local planning authority? <b>Yes / No</b> <b>If Yes</b> Date of Permission: Ref. No. Issuing Authority:
<b>If No.....</b>	Has planning permission been applied for? <b>Yes / No</b> (Please give Date & any Ref. No.)
Please state the times of year the site is open (as mentioned in your planning permission)	
<b>Seasonal Caravans</b>	From .....to .....
<b>Touring Caravans</b>	From .....to .....
<b>Tents</b>	From .....to .....
<b>Number</b>	Maximum number of caravans/tents proposed to be stationed on the site at any one time.

## Section 2: Site Amenities

	recommended	Male	Female	Disabled Facilities
<b>Urinals</b>	1 per 30 pitches		N/A	
<b>WCs</b>	1 per 30 pitches (M) 2 per 30 pitches (F)			
<b>Wash basins</b>	4 per 30 units 2 x male 2 x female			
<b>Showers</b>	1 per 25 pitches (not essential on sites less than 70 pitches)			
	If not feasible/justified then site use should be confined to units with own toilets/chemical toilets			
	Please circle which apply			
<b>Water</b>	Mains / Private Water Supply			
<b>Waste Water disposal</b>	Mains / Septic Tank / Soak away			
<b>Sewage disposal</b>	Mains / Septic Tank / Soak away			
<b>Chemical closet disposal</b>	<b>Yes / No</b> If Yes, Mains / Septic Tank			
<b>Refuse / recycling</b>	Local Authority / Own contractor			
<b>Gas Supply</b>	Natural gas / Liquefied Petroleum Gas			
<b>Electric Supply</b>	Overhead / Underground Please enclose a copy of your most recent Periodic inspection report.			
<b>Flood</b>	<b>Emergency Action plan</b> (Please enclose if site is susceptible to flooding)			
<b>Insurance</b>	<b>Public Liability Insurance</b> (Please enclose copy of certificate)			
<b>Fire</b>	<b>Fire Risk Assessment / Fire points</b> (Please enclose a copy)			
<b>Site Rules</b>	Do you have site rules in place? <b>Yes / No</b> If yes, please enclose a copy.			

### Section 3: Applicant details

Applicant	
<b>Name:</b>	Title:                      First name(s): Family Name:
<b>Contact Address:</b>	
<b>Postcode:</b>	
<b>Contact Tel.</b>	Landline:
	Mobile:
<b>Email:</b>	
<b>Applicant's ownership of land</b>	Do you own the Freehold? <b>Yes</b> <b>No</b> If not, do you own the Leasehold? <b>Yes</b> <b>No</b> If yes, please give details of any lease or tenancy.  (A site licence is issued to the occupier of the land. Whether a leaseholder or tenant is the occupier depends on the terms of the lease or tenancy)
<b>Applicant</b>	Are you applying as a business or organisation, including sole trader? <b>Yes</b> <b>No</b> Are you applying as an individual? <b>Yes</b> <b>No</b>
<b>Business</b>	Is your business registered in the UK with Companies House? <b>Yes</b> <b>No</b> Is your business registered outside the UK? <b>Yes</b> <b>No</b> Companies House Registration Number: Legal Status: (e.g. Company, partnership, trust)

I am aware of the provisions of The Caravan Sites and Control of Development Act 1960. The details contained in this application form and any attached documentation are correct to the best of my knowledge.

**Name of applicant:**

**Signature of applicant:**

**Date**

## Checklist for copies of certificates and documents enclosed

1	Site Plan	
2	Copy of Public Liability Insurance Certificate	
3	Copy of Fire Risk Assessment	
4	Copy of Fire fighting equipment test certificate	
5	Emergency Action Plan (if site is susceptible to flooding)	
6	Periodic inspection report or electrical installation test certificate	
7	Gas Safety Certificate (if appropriate)	
8	Copy of Site Rules	

### Notes:

- The site licence application is made under The Caravan Sites and Control of Development Act 1960 and Public health Act 1936. The site must have planning permission to be used as a caravan site prior to a licence being granted.
- Conditions may be attached to the licence referring to numbers, position and sanitary facilities.
- When the holder of a site licence in respect of any land dies or ceases to be the owner of the land, the site licence is revoked. Where land in respect of which a site licence is in force ceases to be used as a regulated site, the site licence is revoked.

### Please return completed form to:

Carmarthenshire County Council  
Department of Communities  
Home Improvement Team,  
Ty Elwyn,  
Llanelli,  
Carmarthenshire.  
SA15 3AP

For further information contact: Tel: 01554 899259  
Email: [housing@carmarthenshire.gov.uk](mailto:housing@carmarthenshire.gov.uk)