

Application for Site Licence

(Permanent Residential Mobile Homes)



Mobile Homes (Wales) Act 2013

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

Section 1: The Site

Site Name / Trading Name:			
Site Address: for which site licence is required. Post Code:			
Grid Ref:		No. of mobile homes on site:	
Site Plan	Please attach a lay-out plan to a scale of not less than 1:500 showing the boundaries of the site, the position of mobile home hard standings, and other features including: <i>Fire points, foul and surface water drainage, parking spaces, road and footpaths, recreation spaces, water supply, refuse/recycling/waste disposal.</i>		
Site Area	Area of site used for mobile homes (in acres or hectares)		
Planning Permission	Has planning permission for the site been obtained from the local planning authority? (Yes / No)		
If Yes.....	Date of Permission:		Ref. No.
	Issuing Authority:		
If No.....	Has planning permission been applied for? Yes / No (Please give Date & any Ref. No.)		
Electric Supply	Overhead? (Yes / No) Underground? (Yes / No) Please enclose a copy of your most recent Periodic inspection report.		
Gas /oil supply	Natural gas? (Yes /No) Oil? (Yes / No) Liquefied Petroleum Gas? (Yes / No)		
Flood	Emergency Action plan (Please enclose if site is susceptible to flooding)		

Insurance	Public Liability Insurance (Please enclose copy of certificate)	Fire	Fire Risk Assessment (Please enclose a copy)
Site Rules	Do you have site rules in place? (Yes/No) If yes, please enclose a copy.		

Section 2: Applicant details

Applicant's ownership of land	Do you own the Freehold?	Yes	No
	If not, do you own the Leasehold?	Yes	No
	If yes, please give details of any lease or tenancy.		
Applicant	Are you applying as a business or organisation, including sole trader?	Yes	No
	Are you applying as an individual? (if yes, go to page 3)	Yes	No
Business	Is your business registered in the UK with Companies House?	Yes	No
	Is your business registered outside the UK?	Yes	No
	Companies House Registration Number:		
	Legal Status: (e.g. Company, partnership, trust)		
Business / organisation Name			
Principal Trading Address			
Post Code			
Tel Number			
Email address			

Your position / involvement in the business	Director: Company Secretary: Other:
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Section 2: Applicant details

Individuals											
Name:	Title: First name(s): Family Name:										
Date of Birth		National Ins No:									
Contact Address:											
Postcode:											
Contact Tel. No:	Landline:										
	Mobile:										
Email:											
Are you the owner/ manager of any other mobile home site? If Yes, please give details.											Yes No
Site Manager (if applicable)											

Site Manager Name:	Title: First name(s): Family name:																					
Date of Birth		National Ins No: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				
Contact Address:																						
Postcode:																						
Contact Tel. No:	Landline:																					
	Mobile:																					
Email:																						
Are you the owner/ manager of any other mobile home site? Yes No If Yes, please give details.																						

Section 3: Fit and Proper Person determination (Owner or site manager)

In determining your licence under the Mobile Homes (Wales) Act 2013, Carmarthenshire County Council is required to decide if the site owner, or where the site owner does not manage the site, the site manager meet the criteria for a 'fit and proper person'.

	Yes	No
Revoked Licence. Has the applicant held a site licence that has been revoked at any time in the last three years?		
Are you a member of BHHPA? (British Holiday and Home Parks Association) Membership number:		
Have you been convicted of the following? Fraud, dishonesty; violence; firearms or drugs		

Offences under schedule 3 of the Sexual Offenders Act 2003;		
Practiced unlawful discrimination on the grounds of any of the protected characteristics of the Equality Act 2010, or victimised another person contrary to that Act, in connection with the any business		

If yes, please give details.

Name of the offender	
Date	
Offence	
Penalty imposed/ Sentence	
Court	
Please add any information you wish Carmarthenshire County Council to consider by way of mitigating circumstances on a separate sheet.	

I am aware of the provisions of the Mobile Homes (Wales) Act 2013. The details contained in this application form and any attached documentation are correct to the best of my knowledge and belief.

Name of applicant:

Signature of
applicant:

Name of manager:

Signature of
Manager:

Date

Date

Please return completed form to:- Private Sector Housing Team, Ty Elwyn, Llanelli, Carmarthenshire. SA15 3AP
For further information contact: Tel: 01267 234567 Email:- PrivateSector@carmarthenshire.gov.uk

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 Mobile Homes (Wales) Act 2013. In this Act a 'regulated site' means any land in Wales on which a mobile home is stationed for the purposed of human habitation, other than an exempted site or a holiday site used for up to 10 months of the year.

The application is made by the owner of the land. It must specify the land about which the application is made, identify the applicant, and the person who is to manage the site (if this is not the applicant).

The site must have planning permission to be used as a caravan site/permanent residential site prior to a licence being granted..

The licence is issued for a period of not more than 5 years after the day that the site licence come into operation.

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.