



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

APPLICATION FOR A SITE LICENCE

(I) (We) hereby apply for a Licence to use the land described below and shown on the attached plan (see note below) as a site for caravans to be used and laid out as specified below.

1. Name and address of applicant: Contact number and email address:							
2. Applicants interest in the land (give particulars of lease or tenancy)							
3. Address or description of site for which site licence is required: <i>Please see note (1) below requiring a site plan to be provided with the application</i>							
4. Size of site (hectares)							
5. Has the applicant held a site licence that has been revoked at any time in the last 3 years?							
6. Type of caravan site licence required:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">Permanent residential</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding: 5px;"> Holiday site. If not all year round please state opening and closing dates </td> <td></td> </tr> <tr> <td style="padding: 5px;"> Touring caravans only. If not all year round please state opening and closing dates </td> <td></td> </tr> </table>	Permanent residential		Holiday site. If not all year round please state opening and closing dates 		Touring caravans only. If not all year round please state opening and closing dates 	
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7. State maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation	
8. Give details of the arrangements for the following: (a) Mains Water Supply..... (b) Waste Water disposal..... (c) Sewage disposal..... (d) Refuse disposal	
9. Has planning permission for the site been obtained from the local planning authority? YES/NO If YES , state (a) Date of permission/...../..... (b) Issuing Authority (c) Date (if any) on which permission will expire/...../..... If NO , Has permission been applied for? YES/NO	

FOR CARAVAN SITES ALREADY IN USE ON OR BEFORE 9th MARCH 1960, WITHOUT PLANNING PERMISSION FROM THE LOCAL AUTHORITY

10. It is claimed that the site has “existing use rights” and does not require permission? If so, state the facts on which the claim is based.
11. Was the site in use as a caravan site (a) on 9 March 1960 (b) on 29 August 1960 (c) on any other time since 9 March 1958 If so when

Signature of Applicant

Date/...../.....

Notes:

(1) A layout plan of the site to a scale not less than 1/500 should be attached showing the boundaries of the site, the positions of caravan standings, and (where appropriate) – roads and footpaths, recreation spaces toilet blocks, stores and other buildings, fire points, foul and surface drainage, water supply and parking spaces - the plans should distinguish between facilities already provided and facilities proposed

(2) A caravan site already being in use on or before 9 March 1960 does not give any exemption from the requirement of the 1960 Act that planning permission must be obtained before a site licence can be issued.

Privacy Notice

This privacy notice explains how we use any personal information we ask you for when completing an application for a grant.

What information do you collect about me?

We will collect personal and financial information about you as you complete your application.

Why do you collect this personal and financial information and how do you use it?

You are applying for a licence for a camping site or for a moveable dwelling(s) under the Public Health Act 1936. The information you provide will only be used for these purposes and we will only contact you should we require further information about your application. All of your information will be processed in accordance with the General Data Protection Regulations and may also be used by us and our partners to deliver and improve this service. We will not disclose any personal information to any other third parties unless required to do so by law. For more information on how this is done click: [How we use your information](#)

General Data Protection Regulation

Any personal information we capture about you is processed under the terms of The General Data Protection Regulation and the Council's Data Protection Policy which can be found at: [Data Protection Policy](#)

Can I access the information you hold about me?

Under the Data Protection Act, you can ask us for access to information that we hold about you.

This is called a data subject access request; you will need to request this information in writing. To help you in this process we have prepared a [Data Subject Access Request](#) form that you can download and complete. You will be required to provide proof of identity in person. We must respond to you within one month – if we feel the request is complex we may ask for an extension of this period.

If the information is incorrect you must write to us and tell us what information is incorrect and ask that it be corrected. If we do not agree that the information is incorrect you may ask us to record your disagreement.

If you wish to complain about the way in which your request has been processed then your complaint will be dealt with as a Step two complaint in accordance with our [complaints procedure](#). If, after an internal review, you are still unhappy with the decision, you have a right of appeal to the Information Commissioner, visit their page: [Information Commissioner, report a concern](#)

How can I contact you?

Please contact us if you have any questions about this privacy notice or information we hold about you by email at: dataprotection@babberghmidssuffolk.gov.uk, telephone on 0300 123 4000 or write to us at: Data Protection Officer Babergh & Mid Suffolk District Councils, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX