



**CARAVAN SITES AND CONTROL OF DEVELOPMENT  
ACT, 1960  
TRANSFER OF SITE LICENCE**

**To: Babergh and Mid Suffolk District Councils, Endeavour House, 8 Russell Road,  
Ipswich IP1 2BX**

I/We (Current licensee).....

Of (Home address).....

.....

Telephone Number.....

Being the current holders of a caravan site licence in respect of (insert site address)

.....

Hereby surrender the licence and request that it be transferred to:

(new licensee name).....

On (date of transfer).....

And I/We (new licensee).....

Of (home address).....

.....

Telephone Number.....

Email.....

I accept the licence for the above named caravan site and the conditions attached thereto,  
and confirm that I have not held a caravan site licence which has been revoked in the last  
three years.

*Signature of current licensee* ..... *Date*.....

*Signature of new licensee* ..... *Date*.....

**Note:** If the Local Authority consent to the transfer of the licence then all future correspondence with regards to the licence will be sent to the following address

(insert address).....

**The new licensee** 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 or dwellings.

**Please return this form together with the layout plan of the site to Caravan Licencing, Babergh and Mid Suffolk District Councils, Endeavour House, 8 Russell Road, Ipswich IP1 2BX**

**Any enquiries regarding this application should be directed to 0300 123 4000 or [foodsafety@baberghmidsuffolk.gov.uk](mailto:foodsafety@baberghmidsuffolk.gov.uk)**