

CARAVAN SITE LICENCE APPLICATION FORM

Caravan Sites and Control of Development Act 1960, The Caravan Sites
(Licence Applications) Order 1960, Housing (Scotland) Act 2014
Licensing of Relevant Permanent Sites (Scotland) Regulations 2016

**IMPORTANT. PLEASE READ THE ACCOMPANYING GUIDELINES
BEFORE COMPLETING THIS FORM.**

The following is only a summary of the main points of guidance.

While previously there has been only one form of caravan site licence, changes to the law have introduced two distinct types of caravan site, with effect from 1st May 2019:

1. Sites with permanent residents (residential sites) (Part 1A licence)
2. Sites for holiday or touring caravans (Part 1 licence)

In cases where a site includes both residential and holiday/touring caravans, two separate licences may be required, one for each site.

Applicants and site managers are now required to meet a minimum standard, referred to as the "fit and proper person test" and various statutory agencies and services may be consulted to ensure that such criteria are met.

Licences are now granted for the period of five (5) years, after which they will require to be renewed. New licence applications and applications for the renewal of existing licences will require the payment of the appropriate fee upon submission of the application and supporting documentation.

Complete this form carefully. There are criminal penalties for giving false or misleading information. Should your application be refused or you are aggrieved by the conditions imposed, you have the right to appeal the decision.

Contents

This application form is in several parts for different things.

Which parts you need to complete depends on what you are applying for:

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Please select what you require the Council to process (tick all that apply):



Grant a New Licence	Complete Parts A, B, C, D, E and J	
Renew an Existing Licence	Complete parts A, B, C, F and J	
Vary an Existing Licence	Complete parts A, B, C, I and J (if the variation includes changing the Site Manager details, complete Part D too)	
Transfer a Licence	Complete parts A, B, C, D, G and J (if you want to Vary the Licence too, see Part I)	
Notify of a death etc.	Complete parts A, B, C, H and J (if you want to Vary the Licence too, see Part I)	

Should you require extra space to answer any questions, please provide additional details on a separate sheet.

Part A – About the Site

Site name _____

Site address _____

_____ Postcode _____

Part B – About the Licence

What type of licence are you applying for:

Part 1A (Permanent Residential Site)

Part 1 (Holiday / Touring Site)

Part C – About you, the applicant

Provide your details in Part C unless this application is to transfer a licence to a new licensee, in which case you must complete:

- details about the current Licence Holder in Part C and
- details about the transferee (the person who is to get the Licence) in Part G.

The information we need is different depending on whether the applicant is:

- (1) a natural person, or
- (2) a non-natural person (a Company or a Partnership).

Complete the box which applies to the person who is to hold the Licence.

(1) Natural person

Your full name _____

Date of birth _____

Home Postal Address / postcode (please give all addresses lived at over past 5 years)

Tel. No. _____ Email address _____

Mobile Tel. No. _____

If you have used any other names, what were they?

(include maiden names if appropriate) _____

Have you ever applied for and been refused a licence for the same or similar type of activity? YES NO

If 'yes', give details of when were you refused, which activity was refused and which authority refused you a licence/permit?

Have you ever held a caravan site licence which has been revoked? YES NO

If 'yes', give details – the address of the site, the Council involved and the date that the licence was revoked.

(2) Non-natural person

Full name _____

Company Number and/or Charity Number _____

Registered Office address _____

_____ Postcode _____

Name and address of the individual who holds the most senior position within the management structure of the relevant partnership, company or body

Contact person's name (The person directly responsible for site compliance)

Contact person's home address (please give all home addresses lived at over past 5 years) _____

Contact person's date of birth _____

Tel. No. _____ Email _____

Have you ever applied for and been refused a licence for the same or similar type of activity? YES NO

If 'yes', give details of when were you refused, which activity was refused and which authority refused you a licence/permit?

Have you ever held a caravan site licence which has been revoked? YES NO

If 'yes', give details – the address of the site, the Council involved and the date that the licence was revoked.

Part D – Site manager(s)

We require information on who the site manager (the person responsible for day-to-day management of the site) will be once the licence is granted (or, if you are asking to transfer the licence, after the transfer has taken place).

The information we need is different depending on whether the site manager is:

- (1) a natural person, or
- (2) a non-natural person (a company or a partnership).

If the site manager is a natural person, complete box (1).

If the site manager is a non-natural person, complete both boxes:

box (1) for the individual who is to be directly concerned with the management of the site on behalf of that site manager, and
box (2) for the site manager itself. [Reg 2(l)]

(1) Natural person

Your full name _____

Date of birth _____

Home Postal Address / postcode (please give all addresses lived at over past 5 years)

Tel. No. _____ Email address _____

Mobile Tel. No. _____

If you have used any other names, what were they?

(include maiden names if appropriate) _____

Have you ever applied for and been refused a licence for the same or similar type of activity? YES NO

If 'yes', give details of when were you refused, which activity was refused and which authority refused you a licence/permit?

Have you ever held a caravan site licence which has been revoked? YES NO

If 'yes', give details – the address of the site, the Council involved and the date that the licence was revoked.

(2) Non-natural person

Full name _____

Company Number and/or Charity Number _____

Registered Office address _____

_____ Postcode _____

Name and address of the individual who holds the most senior position within the management structure of the relevant partnership, company or body

Contact person's name (The person directly responsible for site compliance)

Contact person's home address (please give all home addresses lived at over past 5 years) _____

Contact person's date of birth _____

Tel. No. _____ Email _____

Have you ever applied for and been refused a licence for the same or similar type of activity? YES NO

If 'yes', give details of when were you refused, which activity was refused and which authority refused you a licence/permit?

Have you ever held a caravan site licence which has been revoked?

YES NO

If 'yes', give details – the address of the site, the Council involved and the date that the licence was revoked.

Part E – Grant of a new licence

What land is the licence to cover? (see note E1)

If the site has a name, what is it?

Name and home address of owner of land upon which caravan site is located.

_____ Postcode _____

Does this site have permanent residents?
(ie, it is a 'Protected Site') (see note E2)

YES NO

Do you have planning permission for the use of the land as a 'Caravan Site' or 'Relevant Permanent Site' (otherwise than by a Development Order?)

YES NO

If 'yes' please provide the reference number of the grant of planning permission

if available _____

If 'no', do you have a 'Certificate of lawfulness of existing use or development'?

YES NO

How many caravans do you intend to place on the site? _____

Part E – Notes

- E1** Give a text description here, including address and postcode. You must also give the Council a copy of the layout plan. Read the accompanying guidelines for details of what a layout plan should contain.
- E2** If the Site is a 'Protected Site', this means that the people living in residential caravans have rights under the Mobile Homes Act 1983 – see the accompanying guidelines. If the same site has both residential caravans and some holiday/touring caravans, you need two application forms to get two licences. In one application you will answer the 'Protected Site' question 'yes', and in the other you will say 'no'.

Part F – Renewal of an Existing Licence

Since the licence was granted or last renewed, have there been any changes in the information provided to the Council then?

YES NO

If 'yes', what were the changes? _____

Part G – Transfer of a Licence

If the application is to transfer the licence to another person, provide details about the current licence holder in Part C and give details about the transferee (the person who is to get the licence) in Part G.

We also need details of who will be the site manager after transfer – complete Part D.

The information we need is different depending on whether the applicant is:

- (1) a natural person, or
- (2) a non-natural person (a company or a partnership).

Complete the box which applies to the person who is to hold the licence after transfer.

(1) Transferee is a natural person

Your full name _____

Date of birth _____

Home Postal Address / postcode (please give all addresses lived at over past 5 years)

Tel. No. _____ Email address _____

Mobile Tel. No. _____

If you have used any other names, what were they?

(include maiden names if appropriate) _____

Has the transferee ever applied for and been refused a licence for the same or similar type of activity? YES NO

If 'yes', give details of when refused, which activity was refused and which authority refused a licence/permit?

Has the transferee ever held a 'Site Licence' or 'Part 1A Site Licence' which has been revoked?

YES NO

If 'yes', give details – the address of the site, the Council involved and the date that the licence was revoked.

(2) Transferee is a non-natural person

Full name _____

Company Number and/or Charity Number _____

Registered Office address _____

_____ Postcode _____

Name and address of the individual who holds the most senior position within the management structure of the relevant partnership, company or body

Contact person's name (The person directly responsible for site compliance)

Contact person's home address (give all home addresses lived at over past 5 years)

Contact person's date of birth _____

Tel. No. _____ Email _____

Has the transferee ever applied for and been refused a licence for the same or similar type of activity? YES NO

If 'yes', give details of when refused, which activity was refused and which authority refused a licence/permit?

Has the transferee ever held a 'Site Licence' or 'Part 1A Site Licence' which has been revoked? YES NO

If 'yes', give details – the address of the site, the Council involved and the date that the licence was revoked.

Part H – Transmission on death, sequestration or administration of licence holder

This applies where the ownership of the land passes "by operation of law". The licence automatically passes to the licence holder's representative. You must provide:

1. A copy of the Court Order or Protected Trust Deed authorising you to act.
2. If you are also wanting to vary the Licence, you must also complete Part I.

Which applies to you? (please tick)

The licence holder has died and I have been confirmed as the executor

The licence holder is a sequestrated individual and I am the trustee appointed by the Court

The licence holder is a limited company in administration and I am the administrator appointed by the Court

Part I – Variation of a licence

What do you want to change? (Please tick as appropriate)

The site manager's details? (see note I 1)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The layout plan? (see note I 2)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The licence conditions? (see note I 3)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Notes

- I 1. You must complete Part D if you are changing the site manager's details.
- I 2. You must provide us with a copy of the new layout plan and may require planning consent for changes.
- I 3. You must detail in writing what you want to change in the licence conditions, and why.

Part J – Declaration

This section must be completed by all applicants, transferees and site managers

Has any party named in this application:

- Been convicted of any crime or offence involving fraud or dishonesty, violence, drugs, firearms or a sexual offence?
- Practiced unlawful discrimination?
- Broken the law relating to caravans, housing, landlords or tenants?
- Breached an agreement to which the Mobile Homes Act 1983 applies (ie. A written agreement)?
- Broken the rules regarding the re-selling of gas, electricity and water?
- Engaged in antisocial behaviour or had a complaint made about their antisocial behaviour?
- Breached a site licence condition for a previous mobile home site licence?

If so, subject to the provisions of the Rehabilitation of Offenders Act 1974, please give particulars below. Include offences for which any person mentioned was admonished (continue on a separate sheet if necessary).

Note: All criminal convictions must be declared

NAME	DATE	COURT	OFFENCE	SENTENCE

Given the above particulars, I ask the Council to grant this application and I confirm the following:

I declare that all particulars given by me on this form and in any accompanying documents are true and accurate. I hereby consent to the Council carrying out such background enquiries as they consider necessary to ascertain my suitability as an applicant. I acknowledge that this may require consultation with other agencies including The Scottish Fire and Rescue Service, Police Scotland, and various Local Authority organisations and departments.

Any person who, in making this application or in connection with making this application, makes any statement which he or she knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence.

I confirm that the licence holder will comply with any protected site agreements between the site owner and the occupiers of individual caravans.

I agree to inform the Council in writing of any change in the information in this form and the accompanying documents within 7 days of that change.

I agree that the Council can send any correspondence about the application and licence by email to the contact address shown in this form and I will inform the Council should these contact details change.

Print name _____

Signature _____

Date _____

I have completed and enclosed: (please tick each as appropriate)

Document	Enclosed (please tick)
The appropriate parts of this application for completion (A – J) relevant to the licence application type	
Layout Plan (<i>Note: See accompanying guidance</i>)	
Copy of the Planning Permission or 'Certificate of lawfulness of existing use or development'	
A copy of the current public liability insurance certificate	
A copy of the current gas safety certificate for the site	
A copy of the current electrical safety certificate for the site	
A blank copy of the 'Protected Site Agreement' (<i>Note: A written agreement must exist between the site owner and occupiers on residential sites</i>)	
Payment of fees (<i>Note: Fees may vary depending upon the application made</i>)	
A copy of the Court order or Protected Trust Deed authorising you to act. (<i>Note: Only required for Part H: Transmission upon death, sequestration or administration</i>)	