

## Caravan Site Licence Procedure Notes

A licence is necessary for the protection of public health and safety and to ensure that health and safety regulations are adhered to, e.g. adequate amenities are provided and fire precautions are in place. Your licence will last as long as you've got planning permission for the caravan site.

Before applying for a Caravan Site Licence you may wish to have regard to the **Caravan Sites and Control of Development Act 1960** along with the Shropshire Council Conditions of Licence.

- In order for your application to be accepted you **must** ensure you send in the following information:
  - Completed application form.
  - Attached Site Plan at scale 1:1500 showing layout of roads, caravans and facilities.
  - Planning Permission confirmation.
- **Please note: if any part of the application is incomplete, the application will not be processed until such a time as all the information / documentation is provided**
- Once your application has been validated and accepted you will be contacted by a Public Protection Officer to arrange the necessary inspection.
- Once the Council is in receipt of the Public Protection Officer's inspection report and providing everything is satisfactory the licence will be issued.





4. Acreage of Site:


5. Has the applicant held a site that has been revoked at any time in the last three years?

6. State type of caravan site for which site licence is required:

(A) Permanent Residential Caravans    Yes     No

(B) Static Caravans between the following dates in each year    Yes     No     from. . . .    to. . . . .

(C) Touring Caravans between the following dates in each year    Yes     No     from. . . .    to. . . . .

7. State maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation.

Type of Habitation	Number
Permanent Residential	
Static	
Touring	

8. Give details for the arrangements for the following:

(a). Main Water Supply (mains or private):

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(b). Waste Water Disposal:

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(c). Sewage Disposal:

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(d). Refuse Disposal:

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(e) Chemical Closet Disposal:

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9. Is the electrical supply overhead or underground?

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Has planning permission for the site been obtained from the local planning authority?  
If so, state –

(a) Date of Permission	
(b) Issuing Authority	
(c) Date (if any) on Which Permission Will Expire	
(d) If Not, Has Permission Been Applied For?	

I am aware of the provisions of the **Caravan Sites and Control of Development Act 1960** and I apply for a Licence to operate a Caravan Site commencing the day of issue\*/1st January (See Note 4) (\*Delete as applicable)

Please tick ✓ Yes

- I have enclosed a completed application form
- I have enclosed a site plan
- I have enclosed planning permission confirmation
- I understand that if I do not comply with the above requirements my application will not be processed

I declare that the information I have supplied in this application is true, complete and accurate to the best of my knowledge. I have read and understood the conditions of licence and will abide by them.

**If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.**

#### Data Protection

The information provided will be used in the process of considering the application and may be sent to authorised bodies including: Police, Benefits, Councillors, Inland Revenue, other local authorities.

Shropshire Council is under a duty to protect the Public Funds that we handle and to this end we may share your information internally or with other organisations for the prevention and detection of a crime or any matters connected to a breach of Shropshire Councils Licensing Policy. We will not transfer your personal data outside the European Economic Area or disclose it to any third party other than for the purposes outlined.

Signature:

Date:

Full name (in CAPITALS):