

**APPLICATION FOR CARAVAN SITE LICENCE**

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| **Name of site** |  |

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| **Please state the type of caravan for which the site licence is required:**  Permanent residential  Non - Commercial Family Site Yes/No  Other  Temporary  Seasonal Touring |
| If temporary, seasonal, or touring, please state period(s) when licence required: |

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| **Details of individual(s) or company applying for the licence** | |
| **First Applicant** | |
| **Full name** |  |
| **Address** |  |
| **Date & place of birth** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Second Applicant** | |
| **Full name** |  |
| **Address** |  |
| **Date & place of birth** |  |
| **Telephone number** |  |
| **Email address** |  |
| **If more than two people are applying, please provide details on a separate sheet** | |



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| **Details of land in respect of which the application is made, including full postal address or location of the land (please outline the site in red on an accompanying site location plan, which must be at a suitable scale eg 1:2500 to clearly indicate the site location relative to adjacent land (It is recommended that it is based on Ordnance Survey mapping))** | | |
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| **Ordnance Survey Map reference number:** |  | |
| **Area of the site in hectares or acres:** |  | |
| **Does the applicant own or control any adjoining land?** | | Yes / No |
| If yes, please shade or outline this area in blue on the site plan | | |
| **Please state the use of the land and any buildings (if vacant, please state previous use):** | | |
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| **Maximum number of caravans proposed to be stationed on the site at any one time for the purpose of human habitation:** | |  |
| **Maximum size of caravans:** |  | |

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| **Please state the planning permission reference and date** |  |

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| **For any sites already in use on or before 9 March 1960 without planning permission** | |
| Do you claim that the site or part of the site has existing use rights and does not require permission? | Yes / No |
| If yes, please state the facts on which this claim is based: | |
| Was the site or part of the site in use as a caravan site for the purpose of human habitation on the following dates: | |
| 9 March 1960 | Yes / No |
| 29 March 1960 | Yes / No |
| 31 December 1960 | Yes / No |

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| **Please give details of any existing or proposed vehicular or pedestrian accesses to the site, including the width of the access:** | |
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| **Will the site have the following facilities: (where yes, please provide full details)** | |
| Internal roads and footpaths | Yes / No |
| If yes, please state the type of materials to be used: | |
| A hardstanding for each caravan | Yes / No |
| If yes, please state the type of materials to be used: | |
| Surface water drainage | Yes / No |
| Foul drainage | Yes / No |
| Piped water to each caravan | Yes / No |
| Water standpipes | Yes / No |
| Fire points and equipment | Yes / No |
| Fire hydrants | Yes / No |
| Recreational/amenity open space | Yes / No |
| Laundry Rooms | Yes / No |
| Parking space for visitors | Yes / No |
| Electricity supply to each caravan | Yes / No |
| Parking space for residents | Yes / No |
| External covered space for each caravan | Yes / No |
| Toilet blocks | Yes / No |
| If yes, please give details of the number of toilets, showers etc: | |
| Any other facilities: | |

**A site layout plan should be provided to a suitable scale eg 1:500, which clearly shows the positions of caravans to be situated on the site and the above facilities as appropriate and should distinguish between those already existing and those proposed**

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| **Management structure for the site (please include details of any site manager, plus details of experience of managing caravan sites)** |
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| **Please include details of the management plan for the site to cover matters such as pitch fee collection, proximity of manager to the site, contact details for residents (including emergency contact details), how complaints about the condition of the site are dealt with, routine and cyclical maintenance, staffing, waste water and sewage disposal, refuse removal etc.** |
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| **Details of funding arrangements in place for managing the site (including details of any funding through third parties)** |
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| **Will the applicant hold the site as freehold or leasehold?** | Freehold / Leasehold / Other (please give details): |
| **If leasehold, confirm length of lease** |  |
| **Please confirm details of any other person who holds an interest in the site** |  |
| **Please confirm any provisions or conditions on the lease which may affect the ability of the applicant to manage the site** |  |

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| **Has the applicant ever been convicted for any offences under the Caravan Sites and Control of Development Act 1960?** | Yes / No |
| If yes, please give details: | |
| **Is the applicant currently being investigated for any offences under the Caravan Sites and Control of Development Act 1960?** | Yes / No |
| If yes, please give details: | |
| **Has the applicant held a site licence which has been revoked at any time in the last three years?** | Yes / No |
| If yes, please give details: | |
| **Details of any other site licences held both previously and currently:** | |
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**How to Apply**

Applications are made under the Caravan Sites and Control of Development Act 1960. Please refer to the Model Standards 2008 for Caravan Sites in England prior to making any application as any licence conditions will be based on this document.

The completed form, fee and supporting information should be submitted to:

Public Protection Partnership

Theale Library

Theale

Reading

RG7 5BZ

Email: [licence.all@bracknell-forest.gov.uk](mailto:licence.all@bracknell-forest.gov.uk)

If you have any queries regarding this process please email or call the Partnership Support Team on 01635 503242

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| **Fees 2020 – 21** |
| Caravan licence application fee £440 plus £16 per pitch |

Credit/debit card payments may be made;

* over the phone on 01344 352000
* Online at <https://www.bracknell-forest.gov.uk/council-and-democracy/get-in-touch/online-payments>

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| Please confirm the following: where indicated \* please delete as applicable |  |
| **Payment of the fee has been made, or enclosed with this form** | **YES/NO\*** |
| Note: any scale drawings larger than A3, will need to be submitted as hardcopy and 4 copies of each must be provided. |  |
| A site location plan showing the site outlined in red | YES/NO\* |
| A site layout plan, showing the siting of caravans and amenities on the site. | YES/NO\* |
| Evidence that the applicant owns the land in the form of the 'Register of Title' and the 'Title Plan', which can both be obtained from the Land Registry | YES/NO\* |
| A copy of the planning decision and associated approved plans is enclosed | YES/NO\* |

**DECLARATION: I hereby certify that all statements in this application are correct and true to the best of my knowledge. I enclose any required documentation and fees, and agree to abide by the conditions placed on the licence should it be granted.**

**First Applicant**

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| **Signed** |  |
| **Date** |  |

**Second Applicant**

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| **Signed** |  |
| **Date** |  |