



# Application to Transfer a Caravan Site Licence

## Part One – Existing Site Licence Details

Address:.....

..... Postcode:.....

Current Site Licence Number: .....

## Part Two – Applicant Details

Forename(s): .....Surname:.....

Company Name (if applicable): .....

Address:.....

..... Postcode:.....

Tel: ..... Email:.....

Has the applicant held a Site Licence which has been revoked at any time in the last 3 years?

- yes       no

Has the applicant been the recipient of any enforcement action or prosecution under the Caravan Sites & Control of Development Act 1960?

- yes       no

If yes, to either of the above please provide further details:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Cont. on next page



# Application to Transfer a Caravan Site Licence

## Part Three – Existing Licence Holder

Forename(s): .....Surname:.....

Company Name (if applicable): .....

Address:.....

..... Postcode:.....

Tel: ..... Email:.....

## Part Four – Declaration

### Existing Licence Holder Declaration

I, the existing licence holder, agree to transfer the site licence to the person/company detailed above at Part 2.

Signed:..... Dated:.....

### Applicant Declaration

I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.

Date: ..... Signed:.....

Name (Print):.....



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### Notes

This application is required to be accompanied by a fee (current charges available to view on the Council's website). This application will not be considered valid until payment of any fee applicable has been paid in full.

A site plan must accompany this application to show any proposed change to site layout or site provisions.

If any changes to the site are proposed, please provide with the completed application a layout plan of the site to a scale of not less than 1:500 showing the boundaries of the site, the positions of all caravans, all facilities, fire points & parking spaces.

Eastleigh Borough Council are committed to your privacy. We will use the information on this form to process & determine your request for a variation. Some details may be shared with other departments within the Council but will be done so only for this purpose and no other. Please refer to our full Privacy Notice at [www.eastleigh.gov.uk/privacy](http://www.eastleigh.gov.uk/privacy)