



Caravan Sites & Control of Development Act 1960 Section 3

# APPLICATION FOR A CARAVAN SITE LICENCE

## IMPORTANT – READ NOTES BELOW BEFORE COMPLETING THIS FORM

- Applicant details and application signature must be that of the person whom the site licence will be issued in the name of.
- Site licences will not be issued in the name of a Company, instead they must specify the responsible person who is designated to be the licence holder.
- The application will be considered incomplete and unable to be considered if the additional information listed at the end is not provided with the form when submitted.
- You cannot apply for a Caravan Site Licence unless you have planning permission or have been granted existing user rights. If you are in any doubt you should contact the Development Control Service on 023 8068 8000 or email [planning@eastleigh.gov.uk](mailto:planning@eastleigh.gov.uk)

### 1. Applicant Details

Full Name: .....

Address: .....

.....Post Code.....

Email: .....

Tel: .....

### 2. Applicant's interest in the land. (Give particulars of lease or tenancy, if any)

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### 3. Other authorised persons

Other than the applicant, are there any other authorised persons that will be dealing with the proposed site or interested parties in the land?

YES / NO

If YES, Please specify their full name and interest/involvement in the land.

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### 4. Site Details

Please provide full address or description of site for which licence is required

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### 5. Acreage of Site

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### 6. Type of Site

Please state type of caravan site for which site licence is required:

- Permanent residential
- Seasonal / Holiday (specify dates site operates between below)
- Touring (specify dates site operates between below)
- Mixed (specify types, ratios and dates site operates between below)

Further details:.....  
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### 7. Number of Units

Please state the maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation:

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### 8. Refuse, Sewage & Wastewater

Please give details of the arrangements for refuse disposal and for sewage and wastewater disposal.

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### 9. Planning Permission

Has planning permission for the site been obtained from the local planning authority?

YES / NO

If YES,

- i) Date of permission .....
- ii) Planning reference number .....
- iii) Issuing Authority.....
- .....
- iv) Date (if any) on which permission will expire
- .....

If No,

- i) Has planning permission been applied for? YES / NO
- ii) Is it claimed that the site has “existing use rights” and does not required permission? YES / NO  
(see below notes)

#### Notes

Please attach a copy of the certificate of existing lawful use form the Local Planning Authority or state the facts on which the claim for “existing use rights” is based.

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### Declaration

I declare that the information given on this application form is true and accurate to the best of my knowledge and belief.

Signature of applicant: .....

Date: .....

**Please provide with the completed application all the additional information listed below:**

- 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.
- A copy of the fire risk assessment for the whole site
- A copy of the management plan for the whole site with information as to site checks, planned maintenance works etc.
- A copy of the electrical periodic inspection report for the distribution on the site.