



## Application for a Site Licence

To: Strategic Housing Department  
South Derbyshire District Council  
Civic Offices  
Civic Way  
Swadlincote  
Derbyshire. DE11 0AH

\*[I] [We] hereby apply for a Licence to use the land described below and shown on the attached plan (see *note below*) as a site for caravans to be used and laid out as specified below.

<p><b>1. Details of applicant(s)</b></p>	<p>(a) Name(s) .....</p> <p>(b) Address .....</p> <p>.....</p> <p>.....</p> <p>(c) Tel No. ....</p> <p>(d) Email .....</p>
<p><b>2. Applicant's interest in the land. (Give particulars of lease or tenancy, if any.)</b></p>	<p>* Owner / Occupier</p>
<p><b>3. Address or description of site for which site licence is required.</b></p>	
<p><b>4. Acreage of site</b></p>	<p>..... *acres / hectares</p>
<p><b>5. Has the applicant held a site licence which has been revoked at any time in the last three years?</b></p>	<p>* YES / NO</p>
<p><b>6. State type of caravan site for which site licence is required:</b></p>	<p>* (a) Permanent residential</p> <p>* (b) Holiday static, between the following dates each year:</p> <p>.....</p> <p>* (c) Touring caravans only, between the following dates each year: .....</p>
<p><b>7. State maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation.</b></p>	

<b>8. Give details of the arrangements for: - refuse disposal and for sewage and waste water disposal.</b>	
(a) Main water supply	
(b) Waste water disposal	
(c) Sewage disposal	
(d) Refuse disposal	
<b>9. Has planning permission for the site been obtained from the local planning authority?</b>	* YES / NO
If NO, has permission been applied for?	* YES / NO
If YES, please state: - (a) Date of permission: (b) Issuing authority: (c) Date (if any) on which permission will expire: (d) Planning Decision Ref:	..... ..... ..... .....
<b>FOR CARAVAN SITES ALREADY IN USE ON OR BEFORE 9th MARCH, 1960, WITHOUT PLANNING PERMISSION FROM THE LOCAL PLANNING AUTHORITY</b>	
<b>10. Is it claimed that the site has "existing use rights" and does not require permission? If so, state the facts on which the claim is based.</b>	
<b>11. Was the site in use as a caravan site -</b> (a) on 9th March, 1960 (b) on 29th August, 1960 (c) at any other time since 9th March, 1958. If so, when?	* YES / NO * YES / NO .....

\* delete as appropriate

Date: ..... Signature of Applicant(s): .....

**NOTES**

(1) A lay-out plan of the site to a scale of not less than 1/500 should be attached showing the boundaries of the site, the positions of caravan standings, and (where appropriate) -

- Roads and footpaths    - Toilet blocks, stores and other buildings    - Foul and surface water drainage    - Water supply
- Recreation spaces    - Fire points    - Parking spaces.

The plan should distinguish between facilities already provided and facilities proposed.

(2) A caravan site already being in use on or before 9 March 1960 does not give any exemption from the requirement of the 1960 Act that planning permission must be obtained before a licence can be issued.