



**FORM: CS3 Application to transfer a residential site**

**Case Reference Number:**  
(office use only)

**LICENSING AUTHORITY**

Blaby District Council, Council Offices, Desford Road, Narborough, Leicestershire, LE19 2EP

**Application for a Site Licence under the Caravan Sites & Control of Development Act 1960**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

If you are completing this form by hand please write legibly in **BLOCK CAPITALS**. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**Privacy Notice**

The personal information you supply to Blaby District Council in this form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (when in force). We may share this information with other council departments, local authorities, government departments or law enforcement organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this. Further information on how we handle your personal information can be found on the [Data Protection Notice web page](#).

I/We ..... (insert name(s) of applicant) apply for a Site Licence under **Section 3 of the Caravan Site & Control of Development Act 1960** for the site described in Part 1 below and I/we are making this application to you as the relevant Local Authority.

**Part 1 – SITE DETAILS**

Address or description of site for which site licence is required

Please tick to confirm that the proposed site qualifies as a 'Relevant Protected Site' (Further details on what constitutes a 'RPS' are provided in the *Definition of Caravan Sites* document)

Please tick to confirm the type of site? (Please tick ✓ as appropriate)

Permanent residential (CS&CDA 1960)

Mixed Use – Residential and Holiday (CS&CDA 1960)

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

Please advise as to whether there is a restriction through the planning permission as to when the park homes can be occupied

## Part 2 – APPLICANT DETAILS

Please state whether the application is being made in the capacity of:

- Please tick ✓**
- a) an individual or individuals  please complete section (A)
- b) a person other than an individual being
- i. as a limited company  please complete section (B)
- ii. as a business partnership  please complete section (B)

If there are more than 2 applicants then please provide the details of the other joint applicants on separate paper and attach to this form.

### (A) Individual Applicant

Title - (tick as appropriate): Mr Mrs Miss Ms Other (please state)	
Full name	
Address	
Contact number	Email address

### (A) Second Individual Applicant (If Applicable)

Title - (tick as appropriate): Mr Mrs Miss Ms Other (please state)	
Full name	
Address	
Contact number	Email address

**(B) Company or Business Partnership**

Name of company/partnership - (If applying as a company then this must be the name registered with Companies House NOT the trading name)	
Address of the company/partnership - (If applying as a company then this must be the address registered with Companies House)	
If you operate under a trading name then please state:	
Company Number - (This is the unique reference number provided by Companies House)	
Generic e-mail address for company/partnership	Contact Number

**EXISTING LICENCE HOLDER**

**(A) Individual Licence Holder**

Title - (tick as appropriate): Mr Mrs Miss Ms Other (please state)	
Full name	
Address	
Contact number	Email address

**(A) Second Individual Licence Holder (If Applicable)**

Title - (tick as appropriate): Mr Mrs Miss Ms Other (please state)	
Full name	
Address	
Contact number	Email address

**(B) Company or Business Partnership Licence Holder**

Name of company/partnership - (If applying as a company then this must be the name registered with Companies House NOT the trading name)	
Address of the company/partnership - (If applying as a company then this must be the address registered with Companies House)	
If you operate under a trading name then please state:	
Company Number - (This is the unique reference number provided by Companies House)	
Generic e-mail address for company/partnership	Contact Number

I, the existing Licence holder agree to transfer the site licence to the person/company detailed above.	
Signed:	Date:
Please detail the existing site licence Name, Address and Reference Number, if applicable:	
Address:	
Ref:	

**Part 3 – OWNERSHIP & MANAGEMENT**

In what capacity do you occupy the land?

**(Please tick ✓ as appropriate)**

Freehold (Please provide a Land Registry Search Document to confirm ownership)

Leasehold (Please provide a copy of the Leasehold)

Tenant (Please provide a copy of the Tenancy Agreement)

Other

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please provide details of the lease, tenancy or other arrangement, including the name and address of the landlord.

When does the current lease agreement expire?

Please give details of how you intend to manage the site (If you have a Management Plan document for the site, then please submit a copy with this application). This must include details on funding arrangements etc.

How do you propose to calculate and collect pitch fees?

How will complaints raised by residents be dealt with?

How will you determine what maintenance will be undertaken and when? e.g. what site inspections, routine electric and gas etc. testing will be carried out?

Will there be a manager on site? If not then please provide details of who residents contact in an emergency or outside normal office hours.

**For all of the questions in this section please use additional pages if necessary or submit a supporting document.**

#### **Part 4 – SITE FACILITIES**

Please confirm that a lay-out plan has been submitted with this application	Yes	No
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A copy of the lay-out plan of the site to a scale of not less than 1/500 must be attached showing the following:

- Boundaries of the site
- Position of caravan standings
- Roads and footpaths
- Toilet, stores and other buildings
- Foul and surface water drainage
- Water supply points
- Recreation spaces
- Fire points
- Parking spaces

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

Please give details of the arrangements for refuse storage and disposal

Please give details of the arrangements for sewage and waste water disposal

Please state source of water supply

Please give details of what fire precautions will be implemented on site

Please give details of how electricity will be provided on site

## Part 5 – HISTORY OF APPLICANT

Have you or any of the other applicants ever had an application for a Caravan Site Licence <b>REFUSED</b> ? (If yes then please provide details below. If there is insufficient space then please provide further details on a separate sheet of paper).	Yes	No
<b>Details of REFUSAL</b>		
Name & address of site		
Reason for refusal		
Date of refusal	Local Authority	

Have you or any of the other applicants ever been <b>PROSECUTED</b> under the Caravan Sites & Control of Development Act 1960 for operating a site without a licence or breach of licence conditions? (If yes then please provide details below. If there is insufficient space then please provide further details on a separate sheet of paper).	Yes	No
<b>Details of PROSECUTION</b>		
Name & address of site		

Type of offence	
Date of conviction	Name of convicting court
Penalty	

Have you or any of the other applicants ever held a Caravan Site Licence which has subsequently been <b>REVOKED</b> ? (If yes then please provide details below. If there is insufficient space then please provide further details on a separate sheet of paper).	Yes	No
<b>Details of REVOCATION</b>		
Name & address of site		
Reason for revocation		
Date of revocation	Local Authority	

## Part 6 – PLANNING PERMISSION

Has planning permission/Certificate of Lawful Use been obtained for the site from the Local Planning Authority?	Yes	No
<b>Details of PLANNING PERMISSION</b>		
Date permission granted		
Planning Authority's reference number(s)		
Date, if any, that permission will expire		

If planning permission has not yet been granted then please advise whether an application has been submitted to the Local Planning Authority	Yes	No
Please provide further details of application i.e. date of application and application reference number		



**Part 7 – CARAVAN SITES IN USE ON OR PRIOR TO 9<sup>th</sup> MARCH 1960**

**ONLY COMPLETE THIS SECTION IF CARAVAN SITE WAS IN USE ON OR BEFORE 9<sup>th</sup> MARCH 1960 WITHOUT PLANNING PERMISSION FROM THE LOCAL PLANNING AUTHORITY**

Is it claimed that the site has 'Existing Use Rights' and therefore does not require planning permission	Yes	No
Please state the facts on which this claim is based		

Was the site in use as a caravan site for the purpose of human habitation? **(Please tick ✓ as appropriate)**

On 9 <sup>th</sup> March 1960	<input type="checkbox"/>
On 29 <sup>th</sup> August 1960	<input type="checkbox"/>
At any other time since 9 <sup>th</sup> March 1958	<input type="checkbox"/>

If the site was in use as a caravan site for the purpose of human habitation between 9 <sup>th</sup> March 1958 and the 9 <sup>th</sup> March 1960, then please state when
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**Part 9 – CHECK LIST**

**Please tick ✓**

I have enclosed a copy of the site plan, which contains the information requested	<input type="checkbox"/>
I have made or enclosed payment of the fee (Please see the guidance notes or contact the Council for further details)	<input type="checkbox"/>
IF FREEHOLDER - I have enclosed a Land Registry Search obtained in the last 6 months	<input type="checkbox"/>
IF LEASEHOLDER/TENANT - I have enclosed a copy of the lease/tenancy agreement	<input type="checkbox"/>
If available, I have enclosed a copy of the management plan	<input type="checkbox"/>
I have enclosed a copy of the latest fire risk assessment	<input type="checkbox"/>
I understand that if I do not comply with the above requirements my application will be rejected	<input type="checkbox"/>

**Part 10 – DECLARATION & SIGNATURE**

**DECLARATION** - I hereby make this application for a **Caravan Site Licence** and declare that to the best of my knowledge and belief, the statements made on this form are true and that no material particular has been omitted.

**Signature of applicant or applicant's Solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity.**

Signature .....

Date .....

Capacity .....

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's Solicitor or other authorised agent. If signing on behalf of the applicant, please state in what capacity.**

Signature .....

Date .....

Capacity .....

.../Continued

Contact Name (where not previously given) and address for correspondence associated with this application	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

### Guidance Notes

Blaby District Council aims to process the application within two months of receiving a completed application. An application will only be determined as "completed" if all relevant sections are filled in, the fee (if applicable) is paid and all supported documents are provided. Failure to provide the information required may lead to the application being delayed or refused. The time limit to process the application can be extended if both the Council and the applicant agree in writing to do so.

Please note that it is an offence to operate a caravan site without holding a site licence and anyone convicted of this offence can face an unlimited fine.

Blaby District Council will only issue a licence if it is satisfied that it is appropriate to do so. In the event that an application is refused there is a right of appeal to the First Tier Tribunal (Property Division).

### Fees

The table below states the current fees payable 2019/2020.

	Band 1 (0 – 10 units)	Band 2 (11 – 40 units)	Band 3 (41+ units)
Fee payable	£190	£190	£190