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**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960  
PUBLIC HEALTH ACT 1936**

**APPLICATION FOR GRANT / TRANSFER / VARIATION OF A SITE  
LICENCE**

**To: HEREFORDSHIRE COUNCIL  
LICENSING SECTION  
At: ENVIRONMENTAL HEALTH & TRADING STANDARDS  
8 ST OWEN STREET  
HEREFORD  
HR1 2PJ**

[I][We] .....hereby apply for the **GRANT / TRANSFER / VARIATION** (delete as appropriate) of a Licence to use the land described below and shown on the attached plan (see note below) as a site for caravans / camping (delete as appropriate) to be used and laid out as specified below.

If Transfer or Variation please include existing Licence Number .....

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1.a. Name and address of applicant 1:

Date of Birth:

National Insurance No.:

Tel No.:

Email address:

1.b. Name and address of applicant 2\*:  
(If applicable)

Date of Birth:

National Insurance No.:

Tel No.:

Email address:

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2. Applicants interest in the land? (Give particulars of freehold / lease or tenancy, if any)

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3. Address OR description of site for which licence is required:

Site Tel No.:

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4. Site manager Name and Address:  
(if different from applicant)

Date of Birth:

National Insurance No.:

Tel No.:

Email address:

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5. Acreage of Site .....

Please supply the following:

- A plan of the site
- A detailed plan of the site layout

**NOTE:** A layout 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;
- recreational spaces;
- fire points;
- parking spaces.

*Where appropriate, the plan should distinguish between facilities already provided and facilities proposed.*

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6. Has the applicant held a site licence which has been revoked at any time in the last three years? **YES/NO**

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7. State type of site licence is required: (Delete as appropriate)

- Permanent residential caravans
  - Seasonal caravans, between the following date in each year - .....
  - Touring caravans, between the following dates in each year - .....
  - Camping tents, between the following dates in each year - .....
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8. State maximum number of caravans or camping pitches proposed to be stationed on the site at any one time for the purposes of human habitation –

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9. Give details of the arrangements for: water supply, refuse disposal and for sewage and waste water disposal.

**Water**

Is there a Mains water supply? **YES/NO**

Is there a Private Water Supply for Human Consumption or Food Manufacturing? **YES/NO**

If so: Is it registered with Herefordshire Council? **YES/NO**

(b) Waste water disposal

(c) Sewage disposal

(d) Refuse disposal

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10. Has planning permission for the site been obtained from the local planning authority? **YES/NO**

If **YES**, please supply a copy of the permission with this application.

If **NO**, do you intend to apply for permission and, if so, when?

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**FOR CARAVAN SITES ALREADY IN USE ON OR BEFORE 9 MARCH 1960 WITHOUT PLANNING PERMISSION FROM THE LOCAL PLANNING AUTHORITY**

11. Is it claimed that the site has “existing use rights” and does not require permission? **YES/NO**

If so, state the facts on which the claim is based (continue on a separate sheet if necessary).

Was the site in use as a caravan site:

(a) on 9 March 1960 **YES/NO**

(b) on 29 August 1960 **YES/NO**

(c) at any other time since 9 March 1958. **YES/NO**

If so, when?

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Failure to supply copies of requested documents may result in your application form being returned and your application being delayed.

- A plan of the site attached **YES/NO**
- A detailed plan of the site layout attached **YES/NO**
- Copy of planning permission attached **YES/NO**

**Signature of Applicant (1):** .....

**Please print name:** .....

**Date:** .....

**Signature of Applicant (2):** .....  
(If applicable)

**Please print name:** .....

**Date:** .....

#### **General Data Protection Regulations and Data Protection Act 2018**

This notice covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. from which you can be personally identified. Herefordshire Council is registered with the Information Commissioner's Office for the purpose of processing personal data in the performance of its legitimate business and is the Data Controller for the information that you supply. The legal basis for processing this data is our legal obligations under licensing legislation. We will keep your data for 6 years after the expiry of the licence.

We are obliged by legislation to make some of your information available as part of a public register. If you have valid reasons for your data not to be made public, please let us know. The data that is included in the public registers is the Licence Number, Licence Holder, Premise/Site Address of Licensable Activity, Number of Holiday Caravans / Residential Caravans / Pitches, etc. on Premises/Site, Relevant Planning Permissions, Specific Conditions (where necessary) and Licence Issue Date.

Where necessary we may have to share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Further information about the processing of your personal data by the council is available on the council web site at [https://www.herefordshire.gov.uk/info/200148/your\\_council/15/access\\_to\\_information/4](https://www.herefordshire.gov.uk/info/200148/your_council/15/access_to_information/4) or you can contact the council's Data Protection Officer at Information Compliance & Equality, Herefordshire Council, Plough Lane, Hereford HR4 0LE or email [informationgovernance@herefordshire.gov.uk](mailto:informationgovernance@herefordshire.gov.uk)