

**Environmental Health
Section**



**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
APPLICATION FOR A CARAVAN SITE LICENCE**

Before completing this form please refer to the Notes

I / We hereby apply for a Licence to use the land described below and shown on the attached plan (*See Notes*) as a site for caravans as set out below.

1. Name & address of applicant	<hr/> <hr/> <hr/> Post Code _____
2. Applicant's contact details	Daytime Telephone Number <hr/> E-mail address <hr/>
2. Applicant's interest in the land. (<i>Give particulars of lease or tenancy, if any</i>)	<hr/> <hr/> <hr/>
3. Address or description of site for which site licence is required	<hr/> <hr/> <hr/>
4. Area of site	<hr/> <div style="text-align: right;">Hectares / Acres <i>delete as necessary</i></div>
5. Has the Applicant held a site licence which has been revoked at any time in the last three years? <i>If Yes, please provide details.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <hr/> <hr/>

<p>6. State type of caravan site for which site licence is required <i>Tick as inappropriate</i></p>	<p><input type="checkbox"/> Permanent residential</p> <p><input type="checkbox"/> Seasonal, between the following dates in each year: _____</p> <p><input type="checkbox"/> For touring caravans only, between the following dates in each year: _____</p>
<p>7. State the maximum number of caravans proposed to be stationed on the site at any one time</p>	<p>_____</p>
<p>8. Give details of the arrangements for :</p> <p>a) Main water supply _____ _____</p> <p>b) Waste water disposal _____ _____</p> <p>c) Sewage disposal _____ _____</p> <p>d) Refuse disposal _____ _____</p>	
<p>9. If planning permission for the site has been obtained state -</p> <p>a) Date of permission _____</p> <p>b) Issuing authority _____</p> <p>c) Date (if any) on which permission will expire _____</p> <p>If permission has been applied for state the date of application _____</p>	

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

<p>10. If it is claimed that the site has "existing use rights" and does not require permission, state the facts on which the claim is based. <i>See Note 4</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

11. Was the site in use as a caravan site -

(a) on 9th March, 1960 Yes No

(b) on 29th August, 1960 Yes No

(c) at any other time since 9th March 1958 Yes No

If so, when: _____

Signature of Applicant:

Date:

Please return this form to:

Licensing Team
Environmental Health Section
Gosport Borough Council
Town Hall
High Street
Gosport
Hampshire PO12 1EB

NOTES

- (1) There is currently no fee to make this application but this may change. Fees are set by the Council annually from April.
- (2) The Applicant must be the occupier of the land and this is defined in the Act (available on line at www.statutelaw.gov.uk). He/she must also be entitled to the benefit of planning permission for use of the land as a caravan site. This is administered by the Council's Development Control Section to which you must make separate application if necessary; please contact 023 9258 4242 or e-mail planning@gosport.gov.uk for further information.
- (3) 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, recreation spaces, toilet blocks, stores and other buildings, fire points, foul and surface water drainage, parking spaces and water supply. The plan should distinguish between facilities already provided and facilities proposed.
- (4) 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.

(5) "Caravan" is defined by section 29 of the Caravan Sites and Control of Development Act 1960 as any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted, but does not include –

- any railway rolling stock which is for the time being on rails forming part of a railway system, or
- any tent.

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For further information and advice on the caravan site licencing procedure, or to check on the progress of your application, please contact Environmental Health Services at the address shown above, telephone during office hours (9 to 5) on (023) 9254 5506, 5507, 5514 or 5515, fax us on (023) 9254 5360 or E-mail us at [ehs@gosport.gov.uk](mailto:ehs@gosport.gov.uk).