

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960**  
**Application for a Site Licence**

**To be completed by the prospective site licensee:**

**NB: In the case of multi applicants, each applicant must complete an application form**

**To: City of York Council**

[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.

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|---|--|
| <p>1. Full Name of :<br/>*Applicant(s)/Partnership/ Company<br/>*Delete as appropriate</p> <p>Address of :<br/>*Applicant(s)/Partnership/Company</p> <p>Contact Tel No:</p> |  |
| <p>2. Please provide contact name(s) to whom queries and correspondence should be addressed:</p>  |  |
| <p>3. Applicant's interest in the land.<br/>(Give particulars of lease or tenancy, if any).</p>   |  |

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|--|--|
| 4. Address or description of site for which site licence is required.  |  |
| 5. Acreage of site   |  |
| 6. State type of caravan site for which site licence is required:<br>* Delete, as inappropriate                              | * Permanent residential<br><br>* Seasonal, between the following dates in each year<br><br>* For touring caravans only, between the following dates in each year |
| 7. State maximum number of caravans proposed to be stationed on the site at anyone time for the purpose of human habitation. |  |
| 8. Map reference number  |  |

**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

Recreation spaces

Toilet blocks, stores and other buildings

Fire points

Foul and surface water drainage

Parking spaces

Water supply

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.

9. Give details of the arrangements for: refuse disposal and for sewage and waste water disposal. (\*delete as appropriate)

a) Main water supply: \*(Mains) (Private source) (Connected to caravan)  
(Connected to standpipe) .....

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b) Waste water disposal:\*(By connection to drainage system) (By emptying at disposal point) .....

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c) Sewage disposal: (Mains drainage) (Septic tank) (Other) .....

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d) Refuse disposal: (Bins) (Skip for Council) (Private to caravan) .....

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e) Sanitary accommodation: (Water closet) (Chemical closet) (Within the caravan) (Separate to caravan) .....

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

If so, state –

a) Date of permission .....

b) Issuing authority .....

c) Date (if any) on which permission will expire .....

If not, has permission been applied for? .....

Note: Please provide details of planning permissions/certificates of lawfulness from the local planning authority, in relation to unit numbers permitted on site, and site occupation dates.

11. For what purpose is the land otherwise used?

12. Has the applicant held a site licence which has been revoked at any time in the last three years?

13. Have you been prosecuted under the Caravan Sites & Control of Development Act 1960 for:

a) Operating a site without a licence: YES/NO

b) Breach of licence conditions: YES/NO

If 'YES' to either a or b provide details of:

i) Name and address of relevant site

- ii) Date of prosecution
- iii) Amount of fine(s) imposed
- iv) Nature of offence(s)

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

15. 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.

continue on separate paper if required

16. Was the site in use as a caravan site for the purposes of human habitation:

- a) On 9 March 1960? .....
- b) On 29 August 1960? .....
- d) At any other time since 9 March 1958? If so when? .....

.....  
continue on separate paper if required

**Please send copies of all relevant planning permissions with reference to unit numbers permitted on site, and occupation dates.**

**Please note: Failure to provide relevant planning permissions may result in your application being delayed**

*Signature of applicant 1* ..... *Date*.....

*Signature of applicant 2* ..... *Date*.....

**NOTE:**

**Section 7(1) of the Caravan Site and Control of Development Act 1960 provides that any person aggrieved by any condition (other than the condition referred to in subsection (3) of Section five of that Act) subject to which a site licence has been issued to him in respect of any land may, within twenty-eight days of the date of which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; and the court, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister under subsection (6) of the said Section five) that the condition is unduly burdensome may vary or cancel condition.**