Tendring District Council
Application for a caravan and camping site Licence
Caravan Sites and Control of Development Act 1960

Section 1 of 10

*Required Information

TDC Reference

Your Reference

Office use only

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes  ☐ No

Put “No” if you are applying on your own behalf or on behalf of a business you own/ work for.

Applicant Details

*First Name

*Family Name

*E-mail

Main telephone number

Other telephone number

Include country code

Indicate here if you would prefer not to be contacted by telephone

Are you:

☐ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

-A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or some other personal reason, such as following a hobby.

Applicant Business

*Is your business registered in The UK with Companies House?  ☐ Yes  ☐ No

*Is your business registered Outside the UK?  ☐ Yes  ☐ No

*Business Name

If your business is registered, use its registered name.

Put “none” if you are not registered for VAT.

*VAT Number
Section 2 of 10
APPLICATION DETAILS
Indicate whether your application is for a new licence or a transfer:

☐ New Licence ☐ Transfer ☐ Amendment/ Alteration
E.g. Change of planning permission etc.

For amendment/ alteration please explain-
Planning permission approval number (If recently changed)

Section 3 of 10
PREMISES TO BE LICENSED
Provide details about the location of the caravan/ camp site

*Name of premises/ Trading name

Address of Caravan/ Camp Site
Is the address the same (or similar to) the address given in section one?

☐ Yes ☐ No

If “Yes” you can re-use the details from section one, or amend them as required. If “No” enter new set of details
Please continue onto the next page to add the address…

...Continued from previous page

<table>
<thead>
<tr>
<th>Building number or name</th>
<th>Street</th>
<th>District</th>
<th>City or town</th>
<th>Country or administrative area</th>
<th>Postcode</th>
<th>Country</th>
</tr>
</thead>
</table>

Location Details

Provide an Ordnance Survey
(OS) Map reference (if a full
Address has not been given)

Give an Ordnance Survey (National
Grid or Irish Grid) Reference e.g.
TL683365 or C896034

*Describe the exact location of the caravan/ camp site

Area of site

*Area of site (in acres or hectares)

*Area of the site suitable for
Caravans (in acres of hectares)

Section 4 of 10

OWNERSHIP AND MANAGEMENT

Ownership

*In what capacity do you occupy the premises?

- Freehold
- Leasehold
- Tenant
- Other

Management

*What arrangements, if any, are proposed for the management of the site?
TYPE OF CARAVAN/ CAMP SITE

Please continue onto the next page for type of caravan/camp site...

... Continued on from previous page

*Type of site for which licenced is required:

- Permanent residential
- Static holiday caravans
- Touring caravans/ motor homes
- Tents

*Maximum number of caravans/ tents to be on the site at any one time for the purpose of human habitation

Section 6 of 10
SITE FACILITIES

Provide details of the arrangements for:

*Water supply

*Communal toilet and shower facilities

*Communal laundry and washing up facilities

*Sewage disposal

*Waste water disposal

*Refuse storage and disposal

*Site lighting

*Fire Precautions
You will have to submit a layout plan of the site, to a scale approved by the local authority, along with this application. The plan should show the boundaries of the site, the position of the caravan standings and/or tent pitches and all the facilities detailed (distinguishing between existing and proposed facilities). Check for local guidance notes which may state additional requirements.

**Section 7 of 10
PLANNING PERMISSION**

*Does the site have planning permission?*

- [ ] Yes
- [x] No  

A site licence cannot be issued until planning permission has been granted.

**Section 8 of 10
PREVIOUS APPLICATIONS**

*Have you, or any person named in or associated with this application, previously applied for a similar licence or registration? (check all that apply)*

- [ ] No
- [x] Yes – Application granted and revoked
- [ ] Yes – Application granted
- [x] Yes – Application refused

**Section 9 of 10
ADDITIONAL DETAILS**

Provide any additional information which is required or relevant to your application (check local guidance notes and conditions which may provide details of specific requirements in your area)

**Section 10 of 10
PAYMENT DETAILS**

The fee must be paid to the authority. Follow the instructions on the rear of the invoice enclosed.

*Fee amount (£) *

**ATTACHMENTS**

Attach any information which is required or relevant to your application when submitting this form i.e. Certificates etc.

Please can this be sent to residentialhealth@tendringdc.gov.uk

**DECLARATION**

*I am aware of the provisions of The Caravan Sites and Control of Development Act 1960. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief. Ticking this box indicates you have read and understood the above declaration*

This section should be completed by the applicant, unless you answered “Yes” to the question “Are you an agent acting on behalf of the applicant”

*Full Name*

*Capacity*

*Date (dd/mm/yyyy)*