



**North
Northamptonshire
Council**

**Mobile Home / Caravan Site Licence
Application for a new site licence or to transfer an existing site licence**

***Caravan Site and Control of Development Act 1960
Mobile Homes Act 2013***

To:

[Insert name and address of the Council in whose area the premises is located]

[I] [We] hereby apply for a Licence to use the land described below and shown on the attached plan (see note 2 below) as a site for caravans to be used and laid out as specified below.

1. Please indicate whether this application is for a new licence or to transfer a licence:
 New licence **Transfer**

2. Applicant details:

Name:
Address:

Postcode:

Telephone No:

Mobile No:

Email:

*Please note that if an email is provided it may be used for all future correspondence from the unit.
CARAVAN SITE LICENCES ONLY – IF PLANNING PERMISSION EXPIRES: Please provide an email address
if you wish to receive a reminder from the unit when your licence is due to expire.*

3. Applicant's interest in the land (give particulars of lease, or tenancy if any):

4. Address or description of site for which site licence is required:

Postcode:

5. Acreage of site:

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 Has the applicant held a site licence which has been revoked at any time in the last three years?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

If YES, please give details:

7. State type of mobile home / caravan site for which site licence is required:

- Permanent Residential
- Seasonal, between the following dates each year to
- For touring caravans only between the following dates each year:
From to

8. State maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation:

9. Give details of the arrangements for:

a) Mains water supply:

b) Waste water disposal:

c) Sewage disposal:

d) Refuse disposal:

10. Has planning permission for the site been granted by the local planning authority:

YES/NO

If YES, please give the following details:

- a) Date of permission
- b) Issuing Authority
- c) Date (if any) on which permission will expire.

If NO, has permission been applied for

YES/NO

NOTE 1:

The fact that the site described above may refer to an "Existing Site" does not give any exemption from the requirement of the 1960 Act, that Planning Permission must be obtained, before a Site Licence can be issued.

NOTE 2:

A lay-out plan of the site to a scale not less than 1:500 should be attached showing the boundaries of the site, the position of caravan standings, and (where appropriate):

- Position and numbering of permanent units*
- Roads and footpaths*
- Toilet blocks, stores and other buildings*
- Foul and surface water drainage*
- Water supply*
- Recreation spaces*
- Fire points*
- Parking spaces*

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

Signed:

Dated:

Print Name:

Capacity:

11. The fee for your application is published on the CLAU website:

www.northantslicensing.gov.uk

Please tick:

Fee paid (if paying by debit or credit card):

- To make an internet payment please log on to www.northantslicensing.gov.uk
- On the Central Licensing Administration Unit homepage select: [Make a payment](#)
- Follow the instructions provided making sure you:



Pay a council bill

Select 'All other Council Bills' followed by 'Licensing Unit' and then use the drop down list to select the appropriate 'Mobile Homes Application' or 'Mobile Homes Transfer Application' for your relevant local authority. Follow the on-line instructions to complete the payment.

- Payments by debit/credit card may also be made by calling our payment line on 01832 742211.

Application fee **enclosed** (if paying by cheque):

- Cheques to be made payable to NORTH NORTHAMPTONSHIRE COUNCIL and crossed a/c payee.
- We do not accept cash payments.

Please **post** your completed form to:

NNC Central Licensing Administration Unit (CLAU)
Thrapston Offices
Cedar Drive
Thrapston
Northamptonshire NN14 4LZ