



WARRINGTON

Borough Council

WARRINGTON BOROUGH COUNCIL Initial Site Licence Application Form

Caravan Sites and Control of Development Act 1960
Public Health Act 1936
Mobile Homes Act 2013

Please use block capitals to complete the form. If there is insufficient space in any part of the form, please use a separate sheet and indicate you have done so.

I/WE hereby apply for a licence to use the land described below and show on the attached plan as a site for caravans or tents to be used and laid out as specified below:-

<p>1. Name and address of Applicant State if sole owner, partner, company secretary etc., please name all parties with an interest in the site and their position/relationship.</p> <p>Telephone Number : Email:</p>	
<p>2. Applicant's interest in the land. (Give particulars of lease or tenancy if any).</p>	
<p>3. Address or description of site for which site licence is required.</p>	
<p>4. Acreage of site.</p>	

<p>5. Has the Applicant held a site licence, which has been revoked at any time in the last three years? If yes please provide details.</p>	
<p>6. State type of caravan site for which site licence is required.</p>	<ul style="list-style-type: none"> • permanent residential • seasonal static, between the following dates in each year : • touring caravans only, between the following dates in each year : <p>* delete, as appropriate</p>
<p>7. State maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation.</p>	

NOTE : 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
Toilet blocks, stores and other buildings
Foul and surface water drainage
Water supply

Recreation spaces
Fire points
Parking spaces
Porches, outhouses, fences, walls.

The plan should distinguish between facilities already provided and facilities proposed, and indicate tenure of caravan, i.e. is it owner occupied or rented?

8. Give details of the arrangements for:

a. Main water supply_____

b. Waste water disposal_____

c. Sewage disposal_____

d. Refuse disposal_____

e. Hard standings_____

f. Road Surfaces_____

g. Refuse Disposal_____

h. Surface Water Disposal_____

i. Toilet and Washing Facilities_____

j. Fire Fighting Equipment_____

9. How many caravans receive their main water supply from intermediate storage tanks and not from the rising main?

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

If so, please state :-_____

a. Date of permission._____

b. Issuing Authority._____

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

d. Planning Permission No._____

If not, has permission been applied for?

11. Is the proposed licence holder intending to hold the site as freehold or leasehold?	Freehold / Leasehold / Other (please give details):
If leasehold, confirm length of lease	
Please confirm details of any other person who holds an interest in the site	

Please confirm any provisions or conditions on the lease which may affect the ability of the proposed licence holder to manage the site	
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Questions 12 to 16 need to be completed by Permanent Residential only applications

12. Please give details of funding arrangements in place for managing the site i.e. site maintenance and improvements (including details of any funding through third parties)

13. Has the applicant been convicted for failing to comply with a compliance notice relating to the site?	Yes / No
If yes, please confirm if the works required under the notice have been completed and whether any fine has been paid:	
Is the applicant being investigated for any offences under the Caravan Sites and Control of Development Act 1960?	Yes / No
If yes, please give details:	
Does the applicant owe any money to the local authority (e.g. annual licence fees)	Yes / No
If yes, please give details:	

Is there any application in progress to revoke the licence?	Yes / No
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14. Does the applicant intend to offer any undertakings, for example in respect of carrying out works on the site to remedy a breach of the site licence, or pay any monies owed to the local authority in respect of the site?	Yes / No
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If yes, please give details:

15. Please give details of the management structure for the site (including details of any site manager and any experience of managing caravan sites)

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16. Please include details of the management plan for the site to cover matters such as pitch fee collection, proximity of manager to the site, contact details for residents (including emergency contact details), how complaints about the condition of the site are dealt with, routine and cyclical maintenance, staffing, refuse removal etc.

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

17. 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 :-

18. Was the site in use as a caravan site :-

- a. on 9 March, 1960
- b. on 29 August, 1960
- c. at any other time since 9 March 1958

If so, when :

Please confirm the following: (where indicated *, please delete as applicable).

Payment of the fee has been made or enclosed with this form	Yes / No *
Evidence that the applicant is the occupier of the land is enclosed with this form	Yes/ No*

Guidance

If a person purchases a site and a licence is subsequently refused, that person could be prosecuted and face an unlimited fine on conviction. It is an offence under section 1 of the 1960 Act for anyone to own and run a park home site on their land without holding a licence.

A licence granted to the applicant would continue in force. This is because (subject only to such restrictions relating to planning permission) a licence continues in perpetuity until it is transferred or revoked by a court or tribunal (in certain circumstances only). The licence holder remains liable for any obligations and liabilities arising out of the licence or any enforcement action. Until the licence holder transfers the licence which requires the local authority's consent.

Applicants are therefore encouraged to contact the Private Sector Housing Team in advance of a formal application for the application of a licence. Also, applications for the transfer of a licence should be made before ownership is transferred and a transfer of licence application made by the current licence holder.

In deciding whether to consent to the application, the local authority must have regard to the suitability of the proposed licence holder to manage the site under the terms and conditions of the licence. It must also take into account the conduct of the existing licence holder (if any) when making its decision. If the local authority decides to approve the application it may do so subject to undertakings, given by either the existing or proposed licence holder. Having considered relevant suitability, conduct and undertakings the local authority must decide whether to approve the application or not and notify the parties of its decision.

How to apply

This form should be submitted to the Private Sector Housing the Gateway, 85 – 101 Sankey Street, Warrington, WA1 1SR

Evidence that the applicant owns the land must be provided with the application in the form of the 'Register of Title' and the 'Title Plan', which can both be obtained from the Land Registry.

If you have any queries concerning this process, please contact Private Sector Housing on 01925 246909 or privatesector@warrington.gov.uk

Fees	£
Fee initial site licence for permanent residential sites	303.85

NB This form must be signed by the applicant

Declaration: I hereby certify that all statements in this form are correct and true to the best of my knowledge.

Signed	
Print name	
Date	

To pay by internet banking (preferred method) Warrington Borough Council internet bank details

**Natwest Bank
Account no: 03361969
Sort Code 01-09-17**

The reference on the bank transfer needs to be 43660729050 (followed by the site name)

Please advise once payment has been made and on what date.

By post: you can post your application form along with a cheque payable to Warrington Borough Council to:

housingplus, Housing Standards & Assistance, the Gateway, 85 – 101 Sankey Street, Warrington, WA1 1SR

Please return your completed form with any relevant supporting documents to:

**housingplus
Housing Standards & Assistance the Gateway
85 – 101 Sankey Street
Warrington
WA1 1SR**

**or E-mail them to:
privatesector@warrington.gov.uk**