

Caravan Sites and Control of Development Act 1960  
The Licensing of Relevant Permanent Sites (Scotland) Regulations 2016

Application for Residential or Mixed use Caravan Site

Name of person completing application	
Date	
Contact No.	
Contact Email	

Proposed Name for site		
Description of site		
Full postal address	Add1	
	Add2	
	Add3	
	Add4	
	Postcode	

Land register title No.	
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Acreage of site	
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Does the site have planning permission (Y/N)	
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If "Yes" please provide:	Date of permission	
	Date (if any) permission expires	

If "No" Has permission been applied for? (Y/N)	
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**Note: a site licence cannot be issued until planning permission has been granted. If the applicant has not already obtained planning permission, they may still submit an application**

Type of licence being applied for	Residential	
	Mixed	

State the maximum number of caravans (if appropriate, of each type) proposed to be stationed at any one time for the purposes of human habitation

Residential	
Holiday	
Touring	
Tents	

Does the applicant intend for any other structures for human habitation? (Y/N)

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If "Yes" please provide details of planning permissions and number of units

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A layout plan of the site, to a scale of 1:500 should be attached showing the boundaries of the site, the positions of caravan standings and, where appropriate:

<ul style="list-style-type: none"> <li>Roads and footpaths (showing in particular the form and construction of any new access to the site)</li> </ul>	
<ul style="list-style-type: none"> <li>Toilet blocks showing sanitary facilities, wash-hand basins, baths, showers and laundry facilities</li> </ul>	
<ul style="list-style-type: none"> <li>Stores and other buildings</li> </ul>	
<ul style="list-style-type: none"> <li>Flood and surface water drainage</li> </ul>	
<ul style="list-style-type: none"> <li>Water supply</li> </ul>	
<ul style="list-style-type: none"> <li>Recreation space</li> </ul>	
<ul style="list-style-type: none"> <li>Fire precautions</li> </ul>	
<ul style="list-style-type: none"> <li>Car parking spaces</li> </ul>	
<ul style="list-style-type: none"> <li>Planting of trees and bushes for amenity purposes</li> </ul>	
<ul style="list-style-type: none"> <li>Site lighting</li> </ul>	

Give details of the arrangements for refuse and, where not shown on the plan for :-

Sewage and Wastewater disposal	
Litter collection and disposal	

Is the applicant the occupier of the site? (Y/N)	<input type="checkbox"/>
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*Note: "occupier" here means the person who is entitled to possession of the site by virtue of an estate or interest therein (eg, as owner or tenant)*

If 'no', state applicant's interest in land (eg owner or tenant) and give particulars of lease or tenancy (include, where appropriate, any land register title number in respect of lease agreement)

To be completed if a natural person (include all joint occupiers applying for the licence. Use separate sheet if necessary)

Occupier 1	
Title (Mr, Mrs etc)	<input type="checkbox"/>
First Name	
Surname	
If you have been known by another name please provide it.	
Current Home Address	
If Less than 5 years at current address please provide previous address	
Mobile	
Landline	
Email	

Occupier 2	
Title (Mr, Mrs etc)	<input type="checkbox"/>
First Name	
Surname	
If you have been known by another name please provide it.	
Current Home Address	
If Less than 5 years at current address please provide previous address	
Mobile	
Landline	
Email	

Occupier 3	
Title (Mr, Mrs etc)	
First Name	
Surname	
If you have been known by another name please provide it.	
Current Home Address	
If Less than 5 years at current address please provide previous address	
Mobile	
Landline	
Email	

Occupier 4	
Title (Mr, Mrs etc)	
First Name	
Surname	
If you have been known by another name please provide it.	
Current Home Address	
If Less than 5 years at current address please provide previous address	
Mobile	
Landline	
Email	

Where the applicant is not a natural person, state the name, address of principal or registered office and contact details of the body. If applicant is a charity, provide the body's charity number	
Name of body	
Principal/Registered address	
Web site if applicable	
Email	
Company Registration No.	
Country of Registration	
Managing Director (or equivalent) Name	
Managing Director (or equivalent) Date of Birth	
Managing Director (or equivalent) Home address	
Managing Director (or equivalent) Email	
Charity No. if applicable	

Please provide the following details of the person carrying out the day to day management of the site.	
Title (Mr, Mrs etc)	
First Name	
Surname	
If you have been known by another name please provide it.	
Current Home Address	
If Less than 5 years at current address please provide previous address	
Mobile	
Landline	
Email	

If day to day management is not to be undertaken by a natural person but a third party company, please provide their details	
Name of body	
Principal/Registered address	
Web site if applicable	
Email	
Company Registration No.	
Country of Registration	
Managing Director (or equivalent) Name	
Managing Director (or equivalent) Date of Birth	
Managing Director (or equivalent) Home address	
Managing Director (or equivalent) Email	

As the applicant, are you aware if any of the individuals or entities named above have ever: -		
	Yes	No
Been convicted of any crime or offence involving fraud or dishonesty, violence, drugs, firearms or a sexual offence?		
Practised unlawful discrimination?		
Broken the law relating to caravans, housing or landlords or tenants?		
Breached an agreement to which the mobile homes act 1983 applies (ie a written agreement)?		
Broken the rules stopping the re-selling of gas, electricity, or for water charges?		
Engaged in anti-social behaviour, or had a complaint made about their anti-social behaviour?		
Breached a site licence condition for a previous mobile home site licence?		

If you answer yes to any of the above, subject to the provisions of the rehabilitation of offenders act 1974, please give particulars below. Include offences for which any person mentioned was admonished.

Name	Date	Court	Offence	Sentence

Note all criminal offences must be declared

Have you ever applied for and been refused a licence for the same or similar type of activity? (Y/N)	
If yes when and for what were you refused?	
Which authority refused your licence?	

Have you ever had a caravan licence revoked in the past 3 years? (Y/N)	
If yes, when was it revoked?	
Which authority revoked your licence?	

I declare that all particulars given by me on this form are true and hereby consent to the council carrying out such background inquiries as they consider necessary to ascertain my suitability as an applicant.

Any person who in or in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence.

Signature			
Print Name			
Date			
Payments submitted (Y/N)		If Y Date submitted	

### Notes

For a 'relevant permanent site', the fee for an initial licence application is £662, payment to be made via the [www.dumgal.gov.uk](http://www.dumgal.gov.uk) website "Pay it" section prior to a successful licence being issued. Licences are valid for up to five (5) years.

All new applications will require a minimum of 1 site visit by an authorised Environmental Health Officer.

Initial licence applications must be accompanied by a set of plans of the site to a scale of 1:500 showing:

- (a) The boundaries of the site
- (b) The positions of caravan standings
- (c) Roads and footpaths (showing in particular the form and construction of any new access to the site)
- (d) Toilet blocks showing sanitary facilities, wash-hand basins, baths, showers and laundry facilities
- (e) Stores and other buildings
- (f) Flood and surface water drainage
- (g) Water supply
- (h) Recreation space
- (i) Fire precautions
- (j) Car parking spaces
- (k) Planting of trees and bushes for amenity purposes
- (l) Site lighting (please reference DGC's Local Development Plan Dark Skies Park Friendly Lighting Supplementary Guidance)

A licence for any Caravan Site will not be granted unless the premises have planning consent or a certificate of lawful use where required. For further information on planning applications and certificates of lawful use, telephone Planning on 030 3333 3000 or e-mail [Planning@dumgal.gov.uk](mailto:Planning@dumgal.gov.uk)

Whilst processing the application, the following organisations/Services may be consulted: -

- Dumfries and Galloway Council's Building Standards, Planning & Regulatory Service
- Dumfries and Galloway Council's Planning Department, Planning & Regulatory Service
- Scottish Fire & Rescue Service
- Police Scotland
- Any other Local Authority which Dumfries and Galloway Council deems necessary

A copy of the most recent gas safety certificate for each caravan that is owned by the applicant and rented under a rental or tenancy agreement to an occupier should be provided with the application.

A copy of the most recent electrical safety certificates covering the installed system and, for each caravan that is owned by the applicant and rented under a rental or tenancy agreement to an occupier, electrical appliances, should be provided with the application.

Proof of buildings insurance should be provided with the application.

Proof of public liability insurance should be provided with the application.

To lodge an application for the initial granting of a licence the completed form and accompanying plans and documents listed should be emailed to [environmentalhealth@dumgal.gov.uk](mailto:environmentalhealth@dumgal.gov.uk)

## **APPEALING A DECISION**

If we (the Local Authority) are considering rejecting either an initial application for a site licence, an application to renew an existing site licence or an application to transfer an existing site licence then we will give the applicant notice:

- stating that we are considering refusing the application;
- giving the reason(s) why we are considering refusal;
- informing the applicant that they have a right to make written representations.

We will give a date by which the applicant must submit any representations. This date will be at least 28 days after the date on which the notice is given. The time provided for representations to be received, or the time taken (if shorter), does not count towards the 3 months a local authority has to make its decision.

If an applicant makes representations (for example by sending in further information or arguments) we must consider them. The time taken to do this is part of the 3-month time limit an authority has to make its decision on an application. If, after considering the representations, we decide not to approve the application we will:

- tell the applicant we have decided to refuse the application;
- give our reasons for refusal on the same day we tell the applicant of our decision;
- tell the applicant that they can appeal, and how to do so;
- tell the applicant how long they have to lodge an appeal.

If we refuse an application for an initial grant of a site licence or for renewal of an existing site licence the applicant can appeal the decision to the Sheriff.

If we refuse an application to transfer an existing site licence the applicant (the person who currently holds the licence) and/or the transferee (the person who wants to become the holder of the licence) can appeal the decision to the Sheriff