# CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT (1960)

## Application for a Site Licence in Broadland District and South Norfolk Councils

### **Applicant details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone number(s) |  |
| Email address |  |

### **Details of site**

|  |  |
| --- | --- |
| Applicant’s interest in the site  i.e., details of lease, tenancy or otherwise |  |
| Address of site |  |
| Brief description of site |  |
| Acreage of site |  |
| Maximum number of caravans proposed to be stationed at the site |  |
| Has the applicant held a site licence that has been revoked at any time in the last 3 years? |  |

Please state the type of caravan site for which site licence is required:

Permanent residential

Seasonal, between the following dates in each year:

For touring caravans only, between the following dates in each year:

### **Site maintenance**

Please give details around the following and where they are present on the site.

|  |  |
| --- | --- |
| Main water supply |  |
| Wastewater disposal |  |
| Sewage disposal |  |
| Rubbish disposal |  |

### **Details of planning permission for site**

|  |  |
| --- | --- |
| If applied for, which local authority has granted permission? |  |
| Date of permission given |  |
| Date of permission expiry (if any) |  |
| If permission has not been granted, when was it applied for? |  |

**Please only complete the following questions if you are referencing a caravan site already in use on or before 9th March 1960 and without planning permission from the local planning authority.**

1. Has it been claimed that this site has “existing use rights” and does not require permission?

Yes  No

If yes, please outline the facts on which this claim is based.

1. Was the site in use as a caravan site:

on 9th March 1960

on 19th August 1960

at any other time since 9th March 1958

Please provide a site plan that meets the outlined requirements below.

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 position of caravan standings, and the following where relevant. The plan should distinguish between facilities already provided and facilities proposed.

* Roads and footpaths
* Recreation spaces
* Toilet blocks, stores, and other buildings
* Fire points
* Foul and surface water drainage
* Parking spaces
* Water supply

1. If you are referencing **a caravan site already in use on or before 9th March 1960** that has not been given any exemption, then planning permission must be obtained before a licence can be issued.

I/ we hereby apply for a Licence to use the land as described below and shown on the attached plan as a site for caravans to be used and laid out as specified below.

Signed

|  |
| --- |
|  |

Print Name

|  |
| --- |
|  |

Date

|  |
| --- |
|  |

## **Fees and charges\***

|  |  |  |
| --- | --- | --- |
| **Licence Application for…** | **Broadland District Council** | **South Norfolk Council** |
| 0 - 3 homes (+ travel) | £271.07 | £287.00 |
| 4 - 10 homes (+ travel) | £299.78 | £287.00 |
| 11 - 50 homes (+ travel) | £349.92 | £349.00 |
| 51 + homes (+ travel) | £411.98 | £349.00 |
| Transfer of licence | £99.69 | £115.00 |
| Variation of licence | £238.83 | £230.00 |

\*These charges are subject to change every financial year in April. These figures are correct for the 2023/24 financial year.

An annual licence inspection fee is charged in addition to the above, which is dependent upon size and risk identified during site inspection.

|  |  |
| --- | --- |
| I wish to licence a property for | \_\_\_\_\_ homes |
| I wish to apply for a **transfer** of licence |  |
| I wish to apply for a **variation** of licence |  |
| I enclose a cheque to the value of | £ |

**If you are unsure or would like to confirm the licence fee, please contact the Housing Standards team.**

## **How to pay**

1. **To make a payment using online banking (BACS payment):**

You should make payment using the details below, using the reference “**caravan site licence fee**”:

**South Norfolk Council site licence applications**

Sort code: **20-26-42** Account number: **83490173**

**Broadland District Council site licence applications**

Sort code: **20-62-61** Account number: **53613623**

1. **By cheque:**

You should make the cheque payable to either Broadland District Council or South Norfolk Council, (dependent upon which district site to be licensed is located). Please quote “**caravan site licence fee**” on the back of the cheque.

**Please note the use of BACS payments is preferred, wherever possible, and we do not accept cash payments.**

## **How we use your data**

South Norfolk Council and Broadland District Council take your privacy seriously. Please note that the Council in which you reside is what is known as the ‘Data Controller’ in relation to your personal data. The Councils will only use your personal data for the purposes of processing applications for a site licence, transfer of licence or variation of licence.

To view our full Privacy Notice, please visit our website: <https://www.southnorfolkandbroadland.gov.uk/data-protection>

A copy of the Privacy Notice can also be obtained by contacting the Housing Standards Team.

Please send completed forms and licence application fee to:

Housing Standards Team, Broadland District and South Norfolk Councils, The Horizon Centre, Broadland Business Park, Peachman Way, Norwich, NR7 0WF

If you have an electronic version of your completed form and all supporting documents, you can email it to us at:  
Broadland District Council: [hstandards.bdc@southnorfolkandbroadland.gov.uk](mailto:hstandards.bdc@southnorfolkandbroadland.gov.uk)   
South Norfolk Council: [hstandards.snc@southnorfolkandbroadland.gov.uk](mailto:hstandards.snc@southnorfolkandbroadland.gov.uk)