

The Mobile Homes Act 2013

Application for a Residential Caravan Site Licence

Please complete this form and return it to:- Private Sector Housing, 5th Floor,
Carlisle City Council, Civic Centre, CARLISLE CA3 8QG.
Tel:- (01228) 817316.



Note to Applicants: Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purpose of obtaining a licence. Evidence of any statements made in this application with regard to the property concerned, maybe required at a later date. If we subsequently discover something which is relevant and which you should have disclosed, or which has been incorrectly stated or described, your licence maybe cancelled or other action taken.

Part 1 - Site Premise Details

1.1 Postal Address to which this application relates

.....
.....

Post Code:.....

Contact Number for Site

Contact e-mail for Site

1.2 Total Acreage of Site

1.3 Is the site on a lease or owner Occupied, please state.....

1.4 If the site is on a lease, how long left does the lease have to run.....

1.5 Has Planning permission for the site been obtained from the Local Planning Authority, if so state

Date of permission.....

Issuing Authority.....

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

If not, has permission been applied for?.....

1.6 For sites already in use before 9th March 1960, please state on what grounds your existing rights are claimed

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.....

1.7 If the site is mixed please give details of dates in the year to which the licence should relate

Seasonal

Touring

1.8 Please give details of the number of pitches and caravans on the site

Permanent Residential

Total Number of pitches.....

Maximum number of Caravans.....

Seasonal

Number of pitches.....

Number of Caravans.....

Touring caravans

Number of Caravans.....

1.9 Please give details of the current arrangements for the following

Mains water supply.....

Waste Water disposal.....

Sewage disposal.....

Refuse disposal.....

1.10 Gas Installation and Appliances:

Do you provide gas appliances to any part of the site Y/N

If 'yes', please attach a copy of the current landlords gas safety certificate for all the gas appliances you have provided.

1.11 Electrical Installation:

Do you have an Electrical Condition Report Y/N
(every 5 years as required by the Act)

If 'yes' who carried out the last inspection.....

1.12 Tenancy Agreements:

Do you provide occupiers of the pitches with a written statement of the terms on which they occupy it Y/N

If 'yes' please provide a copy

1.13 Anti Social Behaviour:

Do you take steps to prevent or reduce anti-social behaviour by persons occupying or visiting the site Y/N

If 'yes', please give details of the measures you take.
.....

1.14 Fire Safety Measures

Please give details of the fire precautions and equipment in place

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.....
.....

Do you have a fire safety risk assessment in place Y/N

1.15 Site plan

A site layout plan to a scale of not less 1/500 is required, the plan should show the following:

- Site boundaries
- Caravan standings
- Road and footpaths
- Toilet blocks, stores and other buildings
- Foul and surface water drainage
- Water supply
- Recreational space
- Fire Points
- Fire equipment
- Parking spaces

You should also highlight any proposed facilities

1.16 Do you have a maintenance programme in place, if yes please give details below:

.....
.....
.....

Part 2 - Applicant Information

2.1 Details of the licence applicant (s)

Name.....Title: Mr/Mrs/Miss.....

Address.....

.....

Date of Birth.....Place of Birth.....

Tel.....e-mail.....

Address for correspondence (if different from above).....

.....

.....

2.2 Details of person managing the site (if different from above)

Full NameTitle: Mr/Mrs/Miss.....

Address.....

.....

Date of Birth.....Place of Birth

Tel.....e-mail.....

2.3 Details of any other person who has agreed to be bound by a condition contained in the licence:

Full NameTitle: Mr/Mrs/Miss.....

Address.....

.....

Date of BirthPlace of Birth

Tel.....e-mail.....

2.4 If the applicant is a company, partnership or trust please indicate which and complete the following:

Company/partnership/trust information: including registered address or principal trading address where appropriate.

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.....

Tel.....e-mail.....

2.5 Rent:

In the space below state the name, business address and home address of the person who collects the rent and the nature of their interest in the premises.

Name

Address.....

.....

Tel.....Interest in the property.....

Part 3 - Fit and Proper Person Information

Please note the information below relates to the proposed applicant and licence holder of the caravan site

3.1 Please give details of any other licensed caravan sites that the applicant holds a caravan site licence for in any other local council areas

Property address(es).....

.....

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3.2 Have you ever been refused a caravan site licence or been subject to legal proceedings by this authority or any other local authority, if yes please give Details below

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3.3 Have you been subject to a compliance notice under the Act Yes/No

3.4 Have you been convicted of any offences or subject to proceedings or offences under the Mobile Homes Act 2013? Yes/No

3.5 Do you have any outstanding charges owed to the Local Authority? Yes/No

3.6 The following details must be supplied in relation to any person that the applicant proposes will be involved in the management of the site:

Do you have any unspent convictions that may be relevant in relation to fraud or other dishonesty, or violence or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003; Yes/No

Part 4 - List of Enclosures

Enclosures:

Site Plan (see note in page 3).	Y / N
Written statement of tenants terms and conditions	Y / N
Landlords Gas Safety Certificate	Y / N
Electrical Inspection Condition Report	Y / N
Fire Safety Risk Assessment	Y / N
Payment (cheque)	Y / N

Please note that failure to provide any of the above may result in the application being deemed incomplete

Part 5 - Declaration

I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to a local authority in connection with any of their functions under the Act that is false or misleading and which I/we know is false or misleading or I/we are reckless as to whether it is false or misleading. I agree to the Council making any checks deemed necessary with other departments of the Council and other authorities such as the Police, Fire and Rescue Service, Cumbria County Council Trading Standards Department, Citizens Advice Bureau, Health and Safety Executive and any internal department and agent of Carlisle City Council.

Signed (all applicants).....Print Name.....

Dated.....

Signed (all applicants).....Print Name.....

Dated.....

Signed (all applicants).....Print Name.....

Dated.....

Part 6- Data Protection Act 2018

Your personal data:

DATA PROTECTION PRIVACY NOTICE: Regulatory Services of Carlisle City Council are committed to ensuring that your information is used appropriately. We will use your information for the purpose of providing you with a service. The data (with the exception of details of any convictions) will also be kept in a register which is open, to public inspection.

The full **Privacy Notice** which explains how your information is handled can be viewed at: <https://www.carlisle.gov.uk/Privacy-Statement> . We will take appropriate steps to ensure your information is secure, and we will only make it available to those who have a right to see it. Subject to the details contained within the **Privacy Notice** you have the right to withdraw consent at any time and you also have the right to access the information we hold about you. You can request this, seek further information or guidance, or make a complaint by **writing to the Data Protection Officer** : Civic Centre, Carlisle, Cumbria, CA3 8QG or **Emailing:** dataprotection@carlisle.gov.uk