

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
MOBILE HOMES (SITE LICENSING) (ENGLAND) REGULATIONS 2014**

**APPLICATION FOR THE TRANSFER OF CARAVAN SITE LICENCE –
RELEVANT PROTECTED SITE**

This application form only relates to transferring a licence for residential sites.

As the licensing authority, we must consent to the transfer before issuing to the new owners. It may be necessary to apply to include a new 'fit and proper person' on our register before the transfer application can be processed.

This application should be completed by the person wishing to become the new licence holder, but consent will be required from the existing licence holder.

1. Applicant Details

Name of applicant (person to transfer the licence to) [individual / partnership / company]	
Address of applicant (if a company, provide the address of the registered office)	
Telephone number	
Mobile number	
Email address	

2. Site Details

Caravan site licence number	
Name of caravan site	
Site address & postcode	
Site phone number(s)	
Site email address	

3. Transfer Details

Date from which transfer is required	
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4. Consent of existing licence holder to transfer

I/we (name of existing licence holder(s))	
of (address of existing licence holder)	
being the existing licence holder of caravan site licence number	
relating to (name and address of caravan site to which the application relates)	
hereby give my consent for the transfer of the above caravan site licence	
to (name of transferee)	
Signed	
Name	
Date	

Where it is not possible to obtain the above signature, a solicitor's letter will be accepted. An alternative would be suitable proof of ownership or leasehold.

Please ensure that the site licence(s) issued in respect of the above site is included with this application.

5. Information to support the transfer.

Please detail your interest or estate in the land forming the site, including, where relevant, the duration of the lease and any restrictions contained in the lease:	
Please detail your ability to comply with any conditions of the site licence and to provide for the site's long-term maintenance	
Please detail the funding arrangements in place for managing the site and complying with the site licence conditions:	

<p>Please explain the management structure that will apply to the site, including the competence of the proposed licence holder and any other person nominated to manage the site; and any other person nominated to manage the site</p>	
<p>Have you held a site licence which has been revoked at any time in the last 3 years?</p>	<p>If yes, provide details</p>
<p>Have you been prosecuted under the Caravan Sites & Control of Development Act 1960 for:</p> <p>a) Operating a site without a licence?</p> <p>b) Breach of licence conditions?</p>	<p>If 'yes' to a) or b) provide details of the name and address of the site, date of prosecution, amount of fine imposed and nature of the offence(s).</p>

A scale layout plan of the site must accompany the application, showing:

- Boundaries of the site
- Position of caravans
- Roads and footpaths
- Any other building (stores and other buildings etc)
- Foul and surface water drainage
- Water supply points
- Recreation spaces
- Fire points
- Parking spaces

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

A full fire risk assessment must accompany the application (if more than one caravan on the site).

6. Checklist and Declaration

- There is a fee to transfer the licence for a permanent residential caravan site. See our website <https://www.north-herts.gov.uk/licensing-fees-and-charges>.
 - Cheques should be made payable to North Hertfordshire District Council.
- I have completed this form fully
- I have included a scale layout plan of the site
- I have included a copy of the existing site licence and conditions
- I have included a fire risk assessment for the site

Signed:	
Name (please print)	
Date:	

When completed, please send this form and supporting documents to:

Email – licensing@north-herts.gov.uk

Post – Licensing, District Council Offices, Gernon Road, Letchowrht Garden City, Hertfordshire, SG6 3JF