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| **Application for a site licence in Lichfield District**  **Caravan sites and control of development act 1960** |  |

I/we hereby apply for a site licence in Lichfield District.

**Please provide a layout plan of the site (to a scale of not less than 1/500) showing the boundaries of the site, the positions of caravans/pitches, 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. Please ensure it distinguishes between facilities already provided and facilities proposed.**

Section 1 **About you and the site**

|  |  |
| --- | --- |
| **Name(s) and address(es) of applicant.** |  |
| **Address or description of site for which site licence is required.** |  |
| **Applicant’s interest in the land.** Please give particulars of lease or tenancy, if any. |  |
| **Acreage of site .** |  |
| **Has the applicant held a site licence which has been revoked at any time in the last three years?** | Yes  No |
| **Type of site.** | Permanent residential  Seasonal, between the following dates in each year:  For touring purposes only, between the following  dates each year: |
| **Maximum number of caravans/tents that will be stationed on the site at any one time for the purposes of human habitation** |  |

Section 2 **About site arrangements**

**Please give details of the arrangements for:**

|  |  |
| --- | --- |
| Main water supply |  |
| Waste water disposal |  |
| Sewage disposal |  |
| Refuse disposal |  |

Section 3 **About planning permission**

**In order to be granted a licence you must have planning permission from Lichfield District Council. Please provide the following details:**

|  |  |
| --- | --- |
| Date permission was granted |  |
| Issuing authority |  |
| Date (if appropriate) permissions will expire |  |

**If you have applied, but have not yet been granted planning permission, please provide the following details:**

|  |  |
| --- | --- |
| Date permission applied for |  |
| Planning application reference number |  |

**If your caravan site was already in use on or before 9 March 1960, and does not have planning permission, please provide the following details:**

|  |  |
| --- | --- |
| Was the site in use as a caravan site on 29 August 1960? | Yes  No |
| Was the site in use as a caravan site on 9 March 1960 | Yes  No |
| Was the site in use as a caravan site at any other time since 9th March 1958 | Yes  No  If yes, please detail when: |
| In order to claim your site has ‘existing use rights’ and does not require permission, please provide details on which the claim is based. |  |

Section 4 **Declaration**

|  |  |  |
| --- | --- | --- |
| Signature of applicant(s) |  |  |
| Full name of applicant(s) |  |  |
| Date |  | |

**I have attached a scale plan**

**I have enclosed the correct fee for my residential site application (**[**view the fees**](https://www.lichfielddc.gov.uk/licensing-permits/mobile-home-site-licences/2?documentId=570&categoryId=20038)**).**

Please do not send cash.

To pay by card over the phone please call: 01543 308000 quoting Private Sector Housing – residential site licence

There is no fee payable for holiday/non residential sites.