

CARAVANS ACT (NORTHERN IRELAND) 1963

**CARAVAN SITES LICENCE
APPLICATION / TRANSFER / CHANGE / EXTEND**

1. **Name of Caravan Site:** _____

2. **Name and Address of Applicant:**
Surname _____
First Name _____ (Mr/Mrs/Miss)
Postal Address _____

Tel Number _____

3. **State applicant's interest in land (e.g. owner or tenant) and give particulars of lease or tenancy, if any:** _____

4. **Address or location of site for which licence is required:** _____

5. **Area of site :** _____ **Hectares**

6. **Has the applicant held a site licence which has been revoked at any time in the last three years?**

YES/NO

7. **State type of caravan site for which licence is required.**
* Permanent Residential _____
* Seasonal, between the following date in each year _____

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

8. State the maximum number of caravans proposed to be stationed at any one time for the purposes of human habitation: _____

Total number of caravans applied for:	<input type="text"/>
Of which: Touring Sites	<input type="text"/>
Permanent Sites	<input type="text"/>
Total Area Of Site (Hectares)	<input type="text"/>

9. Does the applicant propose to permit on the site any tents or other structures for human habitation (delete as appropriate)? YES/NO

If Yes, please give details, including proposed number of pitches etc.

10. Give details of the arrangements for refuse and litter collection and disposal and for sewage and waste water disposal

11. Has planning permission for the site been obtained from the local planning authority (delete as appropriate)? YES/NO

If Yes, state date permission granted: _____

Planning Authority reference number: _____

Date (if any) on which permission will expire: _____

If No, has permission been applied for (delete as appropriate)? YES/NO

If Yes, provide details: _____

For caravan sites already in use on or before 9th July 1962, without planning permission from the local authority:

12. Is it claimed that the site has existing use rights and does not require planning permission (delete as appropriate)? YES/NO

If Yes, state the facts on which the claim is based: _____

13. Was the site in use as a caravan site for the purpose of human habitation (delete as appropriate):

- A) on 9th July 1962?
- B) on 19th August 1963?
- C) at any other time since 18th August 1960? Give the periods for which the site was in use: _____

Applicants signature: _____

Date: _____

NOTES FOR APPLICANTS

The following supporting documents are required;

- Site layout plan (mandatory) This plan should show the boundaries of the site, the positions of caravan standings and the following particulars:
 - Water supply*
 - Communal toilet and shower facilities*
 - Communal laundry and washing up facilities*
 - Sewage disposal*
 - Waste water disposal*
 - Refuse storage and disposal*
 - Site lighting*
 - Fire precautions*
 - Surface water drainage
 - Recreation space
 - Vehicle parking spaces
 - Planting of trees and bushes for amenity purposes
 - Carriageways and footpaths

***Indicates mandatory information required**

- Planning permission (mandatory).
Evidence that there is a planning order in force for permission to use the land as a caravan site.
- Electrical Test Certificate (mandatory) for the electrical installation up to point of supply to individual caravans.
- Fire Fighting Equipment (mandatory)
Test/ supply certificates for firefighting equipment placed on site.
- Emergency Lighting Test Certificates (mandatory)
Test certificate for testing emergency lighting on site if supplied
- Fire Alarm System Test Certificate (mandatory)
If supplied on site any electrical fire alarm system should be tested periodically.

Details should also be provided for the arrangements for refuse and litter collection and disposal.

A fee of £10 must also accompany this application.

Privacy Notice

As a public authority, Council takes your rights and freedoms seriously and are collecting this information in order to process your application under its legal obligation. You can see the full privacy notice at <https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/causeway-coast-and-glens-borough-council-privacy-notice> or alternatively email environmentalhealth@causewaycoastandglens.gov.uk to obtain a copy. Council will only release information when required under law or with your consent. Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found on the privacy section of the website.