



Licensing Team, Lodge Road, Daventry, NN11 4FP  
Tel: 01327 871100  
Email: [licensing@daventry.gov.uk](mailto:licensing@daventry.gov.uk)  
Website: [www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)

## Mobile Home / Caravan Site Licence Application for a new site licence or to transfer an existing site licence

***Caravan Site and Control of Development Act 1960  
Mobile Homes Act 2013***

To:

*[Insert name and address of the Council in whose area the premises is located]*

[I] [We] hereby apply for a Licence to use the land described below and shown on the attached plan (see note 2 below) as a site for caravans to be used and laid out as specified below.

1. Please indicate whether this application is for a new licence or to transfer a licence:  
 **New licence**       **Transfer**

2. Applicant details:

Name:  
Address:

Postcode:

Telephone No:

Mobile No:

Email:

*Please note that if an email is provided it may be used for all future correspondence from the unit.  
CARAVAN SITE LICENCES ONLY – IF PLANNING PERMISSION EXPIRES: Please provide an email address  
if you wish to receive a reminder from the unit when your licence is due to expire.*

3. Applicant's interest in the land (give particulars of lease, or tenancy if any):

4. Address or description of site for which site licence is required:

Postcode:



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5. Acreage of site: .....
6. Has the applicant held a site licence which has been revoked at any time in the last three years? YES/NO

If YES, please give details:

7. State type of mobile home / caravan site for which site licence is required:
- Permanent Residential
  - Seasonal, between the following dates each year ..... to .....
  - For touring caravans only between the following dates each year:  
From ..... to .....
8. State maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation: .....

9. Give details of the arrangements for:

a) Mains water supply:

b) Waste water disposal:

c) Sewage disposal:

d) Refuse disposal:



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10. Has planning permission for the site been granted by the local planning authority:

YES/NO

If YES, please give the following details:

- a) Date of permission .....
- b) Issuing Authority .....
- c) Date (if any) on which permission will expire. ....

If NO, has permission been applied for

YES/NO

**NOTE 1:**

*The fact that the site described above may refer to an "Existing Site" does not give any exemption from the requirement of the 1960 Act, that Planning Permission must be obtained, before a Site Licence can be issued.*

**NOTE 2:**

*A lay-out plan of the site to a scale not less than 1:500 should be attached showing the boundaries of the site, the position of caravan standings, and (where appropriate)...*

- Position and numbering of permanent units*
- Roads and footpaths*
- Toilet blocks, stores and other buildings*
- Foul and surface water drainage*
- Water supply*
- Recreation spaces*
- Fire points*
- Parking spaces*

*The plan should distinguish between facilities already provided and facilities proposed.*

**11. Fees**

These may be paid by card or cheque as follows:

**To make a card payment:**

To make a payment and to obtain the payment authorisation code and reference number for your licence, please call our Customer Services on 01327 871100.



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When making the call do not press any number for any services, listen to the options and wait on the line for a Customer Service Advisor. The Customer Service Advisor will need to know:

- your name;
- your address;
- the type of licence / permit you wish to renew; and,
- your debit or credit card details.

You will receive a payment authorisation code and reference number over the phone on completion, which will be confirmed by email or letter. You need to record the authorisation code and reference number on your application form.

Your licence / permit / certificate application will not be deemed complete without the authorisation code and reference number being recorded in the boxes provided for on the application / renewal form.

**To make a cheque payment:**

If paying by cheque please enclose your cheque with your application, made payable to: Daventry District Council, crossed a/c payee.

We **do not** accept cash payments by post or at our offices.

If you have made a payment by phone / card, please complete the boxes below:

Authorisation code:	Reference number:	Amount (£):

If you have enclosed a cheque please complete this box:

Amount (£):

Signed: .....

Dated: .....

Print Name: .....

Capacity: .....

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