

Mobile Home / Caravan Site Licence Application to change an existing site licence
Caravan Site and Control of Development Act 1960 Mobile Homes Act 2013

To: West Northamptonshire Council, Lodge Road, Daventry, NN11 4FP

[I] [We] hereby apply for an amendment to the site licence to use the land described below.

1. Applicant details:

Name:

Address inc. postcode:

Mobile:

Email:

Please note that if an email is provided it may be used for all future correspondence.

CARAVAN SITE LICENCES ONLY – IF PLANNING PERMISSION EXPIRES: Please provide an email address if you wish to receive a reminder when your licence is due to expire.

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

3. Address or description of site for which amendment to current licence is requested:

4. Please give full details of the amendment request (conditions and or any other amendments, please provide an updated plan where necessary):

5. **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.

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: West Northamptonshire 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: