

Mobile Home Site Licence

Regulation 12 The Mobile Homes (Site Rules) (England) Regulations 2014

Notice of deposit of site rules with West Northamptonshire Council (Including the variation and deletion of site rules)

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

1. Licensee details:

Name:

Address inc. postcode:

Mobile:

Email:

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

I* / We* (**please delete as applicable*) the current licence holder for the caravan site referred to below, hereby deposit the site rules for the following site:

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

3. Please indicate whether you are depositing rules for the first time or applying to vary or delete site rules:

- First deposit of site rules
 Request to delete site rules
 Request to vary site rules

The Regulations do prohibit some rules. Please note that your Licensing Authority is unable to accept rules that breach the Regulations.

4. Date Consultation Response Document was served on your residents:

5. Has a resident submitted an appeal to tribunal: Yes No

If YES what was the outcome:

6. **Please ensure that the following documents accompany this notice:**

- Proposed site rules
 Proposal document and the consultation response document served on your residents

Within 7 days of the deposit of these rules you must serve a third prescribed notice Notification of Deposit of Site Rules on all occupiers (defined by section 1 of the Mobile

Homes Act 1983, as amended by the Mobile Home Act 2013) and any qualifying residents' association of the site. It may also be published in a prominent place on the site.

7. 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:

