



\*Required Information

**Section 1 of 10**

TDC Reference

Office use only

Your Reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Put "No" if you are applying on your own behalf or on behalf of a business you own/ work for.

Yes

No

**Applicant Details**

\*First Name

\*Family Name

\*E-mail

Main telephone number

Include country code

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

-A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or some other personal reason, such as following a hobby.

**Applicant Business**

\*Is your business registered in The UK with Companies House?  Yes  No

\*Is your business registered Outside the UK?  Yes  No

\*Business Name

If your business is registered, use its registered name.  
Put "none" if you are not registered for VAT.

\*VAT Number

\*Legal Status  
(Please select one)

- |   |   |
|---|---|
| <input type="radio"/> Private limited company | <input type="radio"/> Charity or Association        |
| <input type="radio"/> Partnership             | <input type="radio"/> Public Body                   |
| <input type="radio"/> Sole Trader             | <input type="radio"/> Limited Liability Partnership |
| <input type="radio"/> Public Limited Company  |   |

\*Your position in the business

Home country

The country where the headquarters of your business is located.

**Business Address**

If you have one, this should be your official address – that is an address required of you by law for receiving communications.

\*Building number or name

\*Street

District

\*City or town

Country or administrative area

\*Postcode

\*Country

**Section 2 of 10**

**APPLICATION DETAILS**

Indicate whether your application is for a new licence or a transfer:

- New Licence       Transfer       Amendment/ Alteration  
E.g. Change of planning permission etc.

For amendment/ alteration please explain-

Planning permission approval number (If recently changed)

**Section 3 of 10**

**PREMISES TO BE LICENSED**

Provide details about the location of the caravan/ camp site

\*Name of premises/  
Trading name

**Address of Caravan/ Camp Site**

Is the address the same (or similar to) the address given in section one?

- Yes       No

If "Yes" you can re-use the details from section one, or amend them as required. If "No" enter new set of details

Please continue onto the next page to add the address...

...Continued from previous page

Building number or name

Street

District

City or town

Country or administrative area

Postcode

Country

### Location Details

Provide an Ordnance Survey (OS) Map reference (if a full Address has not been given)

Give an Ordnance Survey (National Grid or Irish Grid) Reference e.g. TL683365 or C896034

\*Describe the exact location of the caravan/ camp site

### Area of site

\*Area of site (in acres or hectares)

\*Area of the site suitable for Caravans (in acres or hectares)

## Section 4 of 10

### OWNERSHIP AND MANAGEMENT

#### Ownership

\*In what capacity do you occupy the premises?

- Freehold
- Leasehold
- Tenant
- Other

#### Management

\*What arrangements, if any, are proposed for the management of the site?

## Section 5 of 10

**TYPE OF CARAVAN/ CAMP SITE**

*Please continue onto the next page for type of caravan/camp site...*

*... Continued on from previous page*

\*Type of site for which licenced is required:

- Permanent residential
- Static holiday caravans
- Touring caravans/ motor homes
- Tents

\*Maximum number of caravans/ tents to be on the site at any one time for the purpose of human habitation

**Section 6 of 10**

**SITE FACILITIES**

Provide details of the arrangements for:

\*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

You will have to submit a layout plan of the site, to a scale approved by the local authority, along with this application. The plan should show the boundaries of the site, the position of the caravan standings and/ or tent pitches and all the facilities detailed (distinguishing between existing and proposed facilities). Check for local guidance notes which may state additional requirements.

### Section 7 of 10

#### PLANNING PERMISSION

\*Does the site have planning permission?

Yes

No

A site licence cannot be issued until planning permission has been granted.

### Section 8 of 10

#### PREVIOUS APPLICATIONS

\*Have you, or any person named in or associated with this application, previously applied for a similar licence or registration? (check all that apply)

No

Yes – Application granted and revoked

Yes – Application granted

Yes – Application refused

### Section 9 of 10

#### ADDITIONAL DETAILS

Provide any additional information which is required or relevant to your application (check local guidance notes and conditions which may provide details off specific requirements in your area)

### Section 10 of 10

#### PAYMENT DETAILS

The fee must be paid to the authority. Follow the instructions on the rear of the invoice enclosed.

\*Fee amount (£)

#### ATTACHMENTS

Attach any information which is required or relevant to your application when submitting this form i.e. Certificates etc.

Please can this be sent to [residentialhealth@tendringdc.gov.uk](mailto:residentialhealth@tendringdc.gov.uk)

#### DECLARATION

\*I am aware of the provisions of The Caravan Sites and Control of Development Act 1960. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered “Yes” to the question “Are you an agent acting on behalf of the applicant”

\*Full Name

\*Capacity

\*Date (dd/mm/yyyy)

