

**LONDON BOROUGH OF BRENT**

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**

**PARTICULARS TO BE GIVEN BY THE APPLICANT FOR A SITE LICENCE UNDER PART 1 OF THE ACT**

1. Name and Address of Applicant: -  
  
\*(Mr/Mrs/Miss/Ms) Surname .....  
Other Names .....  
Postal Address .....  
.....  
Telephone Number .....
2. Is the applicant the occupier of the site? (see Note 5) .....  
State applicant's interest in land (e.g. owner/tenant) – give particulars of lease/tenancy, if any  
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3. Has applicant held a site licence, which has been revoked at any time in the last 3 years?  

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4. Location and description of site for which licence is required  
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5. Acreage of site .....
6. State the maximum numbers of caravans proposed to be stationed at any one time for the purposes of human habitation .....  
State the numbers relevant to use of caravans: -
  - a. Residential Caravans .....
  - b. Holiday Static .....
  - c. Touring Caravans .....
7. State type of caravan site for which licence is required:  
\*Residential  
\*Holiday, between the following dates in each year .....  
\*Touring Caravans only, between the following dates in each year  
.....  

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8. Two copies should be attached of a plan of the site to a scale of not less than 1/500 (see Note 3) showing the boundaries of the site, the positions of the caravan standings and (where appropriate): -  
  
Roads and Footpaths (showing, in particular, form and construction of any new access to site)  
Toilet blocks showing sanitary facilities, wash hand basins, baths, showers laundry facilities.  
Stores and other buildings.  
Foul and surface water drainage.  
Water supply.  
Recreation space.  
Fire precautions.  
Car parking spaces  
Planting of trees and bushes for amenity purposes  
Site lighting  
(see Note 4)
9. Give details of the arrangements for refuse and litter collection and disposal and, where not shown on the plan, for sewage and waste water disposal .....

10. Has planning permission for the site as proposed, been obtained from the Council as planning authority YES/NO\* (see Note 2).

If yes, state Planning Approval No(s) .....

Are any of the planning approvals subject expiry dates YES/NO\*

If YES state Planning Approval No ..... Expiry date .....

If planning approval has not yet been obtained for the site as proposed or any part thereof, has an application been made YES/NO\*.

If YES state date of application .....

11. Does the applicant propose to permit any tents on the site YES/NO\*

If YES please give further information as to

- (a) Siting.
- (b) Season
- (c) Is the siting of tents on the site the subject of a current planning approval?

Signature of Applicant .....

Date .....

\* Delete as appropriate

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## Notes

1. The application form, plan and/or description should be submitted to Regulatory Services, London Civic Centre, Engineers Way, Wembley HA9 0FJ.
2. A site licence cannot be issued until planning permission has been granted. If the applicant has not already obtained planning permission he may still submit an application for a site licence but a licence cannot be issued until the planning permission has been granted.
3. If the local authority so approve, all or any of the particulars may be given in writing.
4. In the case of existing sites, the plan or description should indicate the facilities provided together with the proposals for improvement(s).
5. "Occupier" here means the person who is entitled to possession of the site by virtue of an estate or interest therein, e.g. as owner or tenant. Where the site extends to not more than 400 square yards and is let with a view to its use as a caravan site the application should be made by the person who would be entitled to possession of the site but for the tenancy.