

# APPLICATION FORM FOR A CARAVAN SITE LICENCE

# Reading Borough Council

## THIS IS AN APPLICATION UNDER THE CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960, SECTION 1

Where indicated \* please delete as applicable.

If there is insufficient space in any part of the form, please use a separate sheet and indicate you have done so. If you have any queries or difficulties concerning your application, please contact the Council at the address shown at the end of the form.

1. Names in full (BLOCK CAPITALS) of individual(s), limited liability companies and/or corporate bodies applying for the Licence and full postal addresses including telephone number. This/these name(s) will appear as the licensee(s).

### Applicant

### Agent (if any)

a) Name: .....

b) Name: .....

Address: .....

Address: .....

.....

.....

.....

.....

Postcode: .....

Postcode: .....

Telephone No: .....

Telephone No: .....

2. Please specify the land in respect of which the application is made including full postal address or location of the land (**outline the site in red on an accompanying site plans which must be based on a 1/2500 scale Ordnance Survey Map.**)

a) Name: .....

Address: .....

.....

..... Postcode: .....

Telephone Number: .....

b) Ordnance Survey Map sheet number: .....

c) Parcel Number: .....

d) Area of the site in Hectares or Acres: .....

3. a) Please state the applicant's interest in the land which is the subject of the application:

Owner\*

Prospective Purchaser\*

Leaseholder\*

- b) Does the applicant, or owner of the land own or control any adjoining land?  
(If yes, shade this area in blue on the site plans.)

Yes / No\*

4. a) Please state the use of the land and any buildings: .....
- .....
- .....
- b) If vacant, please state the last previous use: .....
- .....
5. a) Has the applicant held a site licence which has been revoked at any time in the last three years?  
Yes / No \*
- b) If yes, please state the previous site licence and planning application decisions (if any) including application number and dates:  
.....  
.....
- c) State any previous or current site licences held including any planning decisions granted including application numbers and dates:  
.....  
.....  
.....
6. Please state the type of caravan for which the site licence is required:
- a) Temporary for the following period: .....
- b) Permanent residential: Yes / No \*
- c) Seasonal, between the following dates in each year:  
.....  
.....
- d) For touring caravans only, between the following dates in each year:  
.....  
.....
7. a) Please state the maximum number of caravans proposed to be stationed on the site at any one time for the purpose of human habitation: .....
- b) Please state the maximum size of the caravans: .....
8. Will the caravan site have the following facilities:
- a) Internal Roads and Footpaths Yes / No\* Please state the type of materials to be used:  
.....
- b) A hardstanding for each caravan Yes / No\* Please state the type of materials to be used:  
.....

- |                                |           |  |           |
|--------------------------------|-----------|--|-----------|
| c) Surface water drainage      | Yes / No* | d) Foul drainage                           | Yes / No* |
| e) Water standpipes            | Yes / No* | f) Piped water to each caravan             | Yes / No* |
| g) Fire points and equipment   | Yes / No* | h) Recreational/amenity open space         | Yes / No* |
| i) Fire hydrants               | Yes / No* | j) Laundry Rooms                           | Yes / No* |
| k) Parking space for visitors  | Yes / No* | l) Electricity supply to each caravan      | Yes / No* |
| m) Parking space for residents | Yes / No* | n) External covered space for each caravan | Yes / No* |
- o) Toilet blocks - please state the number of WCs urinals, baths and showers:
- .....

p) Other facilities (please specify):

.....

**Note: The layout plan should show the positions of the above facilities as appropriate and should distinguish between those already existing and those proposed**

9. Please give details of the arrangements for the following:

- a) Waste water disposal: .....
- b) Sewage disposal: .....
- c) Refusal disposal: .....
- d) Surface water drainage: .....

10. For access to the public highway please state the number of accesses and their widths in each of the following category:

- |                                 |               |              |
|---------------------------------|---------------|--------------|
| a) Existing vehicular access    | Number: ..... | Width: ..... |
| b) Existing pedestrian accesses | Number: ..... | Width: ..... |
| c) New vehicular accesses       | Number: ..... | Width: ..... |
| d) New pedestrian accesses      | Number: ..... | Width: ..... |
| e) Altered vehicular accesses   | Number: ..... | Width: ..... |
| f) Altered pedestrian accesses  | Number: ..... | Width: ..... |

**TO BE COMPLETED FOR CARAVAN SITES ALREADY IN USE  
ON OR BEFORE 9 MARCH 1960  
WITHOUT PLANNING PERMISSION FROM THE LOCAL PLANNING AUTHORITY**

11. Do you claim that the site or part of the site has existing use rights and does not require permission?

a) Yes\*                                      b) No\*                                      c) Part only\*

d) If yes, please state the facts on which the claim is based: .....

.....  
.....

e) Was the site or part of the site in use as a caravan site for the purpose of human habitation on the following dates:

i) 9 March 1960	Yes*	No*	Part only*
ii) 29 March 1960	Yes*	No*	Part only*
iii) 31 December 1960	Yes*	No*	Part only*

I/We hereby apply for the grant of a caravan site licence in respect of the particulars described above and in the attached plans.

Signed: ..... Date: .....

On behalf of: ..... Position in company: .....

Telephone No: .....

**THIS FORM AND THE SITE PLAN MUST SUBMITTED IN DUPLICATE**

**PLEASE SUPPLY FOUR COPIES OF THE LAYOUT PLAN**

**NOTE: Your application will only be valid if all necessary enclosures accompany the completed form and it is submitted at least 28 days before the licence is to commence to:**

**Reading Borough Council  
Licensing Section  
Civic Offices  
Bridge Street  
Reading  
RG1 2LU**

**Tel: 01189 373762**