



Application to alter, add or cancel a condition in a caravan site licence

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960 (AS AMENDED)

Please use block capitals to complete the form. If there is insufficient space in any part of the form, please use a separate sheet and indicate you have done so.

NB This form must be completed by the site licence holder

Name of site	
Address	

Name of site licence holder	
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Name of proposed licence holder	
Address of proposed licence holder	
Telephone number	
Email address	

Please give details of the date of issue of the licence you are applying to be altered and attach a copy

Are you applying for one or more conditions attached to a site licence to be altered by the VARIATION of existing conditions	Yes / No
If yes, please confirm the details of the variation which is applied for	

Are you applying for one or more conditions attached to a site licence to be altered by the CANCELLATION of existing conditions	Yes / No
If yes, please give details of which condition(s) are applied to be cancelled	
Are you applying for one or more conditions attached to a site licence to be altered by the ADDITION of new conditions	Yes / No
If yes, please give details of the new condition which is applied to be added	

Are you applying for one or more conditions attached to a site licence to be altered by a COMBINATION of any of the above methods	Yes / No
If yes, please give details:	

Is there any application in progress to revoke the licence?	Yes / No
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Please give details of the management structure for the site (including details of any site manager and any experience of managing caravan sites) if known.

Please include details of the reasons the alterations detailed above are being applied for

Form ref: CSTA v 160921

Notes

Before exercising powers to alter a site licence the council shall afford to the holder of the licence an opportunity of making representations.

Where the holder of a site licence is aggrieved by any alteration of the conditions attached thereto or by the refusal of the local authority of an application by him for the alteration of those conditions, he may, within twenty-eight days of the date on which written notification of the alteration or refusal is received by him, appeal to a tribunal and the tribunal may, if they allow the appeal, give to the local authority such directions as may be necessary to give effect to their decision.

The alteration by a local authority of the conditions attached to any site licence shall not have effect until written notification thereof has been received by the holder of the licence, and in so far as any such alteration imposes a requirement on the holder of the licence to carry out on the land to which the licence relates any works which he would not otherwise be required to carry out, the alteration shall not have effect during the period within which the said holder is entitled to appeal against the alteration nor, thereafter, whilst an appeal against the alteration is pending.

The local authority shall consult the fire authority before exercising the powers to alter a condition in a site licence in relation to a condition for the purposes for securing that proper measures are taken for preventing and detecting the outbreak of fire and adequate means of fighting fire are provided and maintained.

How to Apply

This form, supporting information and fee should be submitted to:

Email: licensing@wokingham.gov.uk

Wokingham Borough Council, Civic Offices, Shute End, Wokingham RG40 1BN

Phone 0118 974 6000

Fees

For fees and payment methods please see the licensing page on the council's website www.wokingham.gov.uk

Please confirm the following: (where indicated * please delete as applicable)	
Payment of the fee has been made, or enclosed with this form	YES/ NO *
Copy of Evidence that the applicant owns the land must be provided with the application in the form of the 'Register of Title' and the 'Title Plan', which can both be obtained from the Land Registry	YES/ NO *
Other supporting documents	YES/ NO *

NB This form must be signed by the site licence holder

DECLARATION: I hereby certify that all statements in this form are correct and true to the best of my knowledge.

Signed	
Print name	
Date	

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