



WOKINGHAM
BOROUGH COUNCIL

APPLICATION FOR CARAVAN SITE LICENCE

Name of site	
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Please state the type of caravan for which the site licence is required:

Permanent residential ☐ Non - Commercial Family Site Yes/No

Other Temporary ☐ Seasonal ☐ Touring ☐

If temporary, seasonal, or touring, please state period(s) when licence required:

Details of individual(s) or company applying for the licence	
First Applicant	
Full name	
Address	
Date & place of birth	
Telephone number	
Email address	
Second Applicant	
Full name	
Address	
Date & place of birth	
Telephone number	
Email address	
If more than two people are applying, please provide details on a separate sheet	

Details of land in respect of which the application is made, including full postal address or location of the land (please outline the site in red on an accompanying site location plan, which must be at a suitable scale e.g. 1:2500 to clearly indicate the site location relative to adjacent land (It is recommended that it is based on Ordnance Survey mapping))

Ordnance Survey Map reference number:		
Area of the site in hectares or acres:		
Does the applicant own or control any adjoining land?	Yes / No	
If yes, please shade or outline this area in blue on the site plan		
Please state the use of the land and any buildings (if vacant, please state previous use):		

Maximum number of caravans proposed to be stationed on the site at any one time for the purpose of human habitation:	
Maximum size of caravans:	

Please state the planning permission reference and date	
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For any sites already in use on or before 9 March 1960 without planning permission	
Do you claim that the site or part of the site has existing use rights and does not require permission?	Yes / No
If yes, please state the facts on which this claim is based:	
Was the site or part of the site in use as a caravan site for the purpose of human habitation on the following dates:	
9 March 1960	Yes / No
29 March 1960	Yes / No
31 December 1960	Yes / No

Please give details of any existing or proposed vehicular or pedestrian accesses to the site, including the width of the access:

Will the site have the following facilities: (where yes, please provide full details)	
Internal roads and footpaths	Yes / No
If yes, please state the type of materials to be used:	
A hardstanding for each caravan	Yes / No
If yes, please state the type of materials to be used:	
Surface water drainage	Yes / No
Foul drainage	Yes / No
Piped water to each caravan	Yes / No
Water standpipes	Yes / No
Fire points and equipment	Yes / No
Fire hydrants	Yes / No
Recreational/amenity open space	Yes / No
Laundry Rooms	Yes / No
Parking space for visitors	Yes / No
Electricity supply to each caravan	Yes / No
Parking space for residents	Yes / No
External covered space for each caravan	Yes / No
Toilet blocks	Yes / No
If yes, please give details of the number of toilets, showers etc:	
Any other facilities:	

A site layout plan should be provided to a suitable scale e.g. 1:500, which clearly shows the positions of caravans to be situated on the site and the above facilities as appropriate and should distinguish between those already existing and those proposed

Management structure for the site (please include details of any site manager, plus details of experience of managing caravan sites)

Please include details of the management plan for the site to cover matters such as pitch fee collection, proximity of manager to the site, contact details for residents (including emergency contact details), how complaints about the condition of the site are dealt with, routine and cyclical maintenance, staffing, waste water and sewage disposal, refuse removal etc.

Details of funding arrangements in place for managing the site (including details of any funding through third parties)

Will the applicant hold the site as freehold or leasehold?

Freehold / Leasehold / Other (please give details):

If leasehold, confirm length of lease

Please confirm details of any other person who holds an interest in the site

Please confirm any provisions or conditions on the lease which may affect the ability of the applicant to manage the site

Has the applicant ever been convicted for any offences under the Caravan Sites and Control of Development Act 1960?	Yes / No
If yes, please give details:	
Is the applicant currently being investigated for any offences under the Caravan Sites and Control of Development Act 1960?	Yes / No
If yes, please give details:	
Has the applicant held a site licence which has been revoked at any time in the last three years?	Yes / No
If yes, please give details:	
Details of any other site licences held both previously and currently:	

How to Apply

Applications are made under the Caravan Sites and Control of Development Act 1960. Please refer to the Model Standards 2008 for Caravan Sites in England prior to making any application as any licence conditions will be based on this document.

The completed form, fee and supporting information should be submitted to:

licensing@wokingham.gov.uk

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

Phone 0118 974 6000

Fees For 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*

Form ref: CSLA2021 v190921

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

Note: any scale drawings larger than A3, will need to be submitted as hardcopy and 4 copies of each must be provided.	
A site location plan showing the site outlined in red	YES/NO*
A site layout plan, showing the siting of caravans and amenities on the site.	YES/NO*
Evidence that the applicant owns the land in the form of the 'Register of Title' and the 'Title Plan', which can both be obtained from the Land Registry	YES/NO*
A copy of the planning decision and associated approved plans is enclosed	YES/NO*

DECLARATION: I hereby certify that all statements in this application are correct and true to the best of my knowledge. I enclose any required documentation and fees, and agree to abide by the conditions placed on the licence should it be granted.

FIRST APPLICANT

Signed	
Date	

SECOND APPLICANT

Signed	
Date	