



WOKINGHAM
BOROUGH COUNCIL

Application to transfer 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 EXISTING site licence holder

Name of site	
Address	

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

Will the proposed licence holder 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 proposed licence holder to manage the site	

Please give details of funding arrangements in place for managing the site (including details of any funding through third parties) if known.

Has the existing licence holder been convicted for failing to comply with a compliance notice relating to the site?

Yes / No

If yes, please confirm if the works required under the notice have been completed and whether any fine has been paid:

Is the existing licence holder being investigated for any offences under the Caravan Sites and Control of Development Act 1960?

Yes / No

If yes, please give details:

Does the existing site licence holder owe any money to the local authority (e.g. annual licence fees)

Yes / No

If yes, please give details:

Is there any application in progress to revoke the licence?

Yes / No

Does the existing or proposed site licence holder intend to offer any undertakings, for example in respect of carrying out works on the site to remedy a breach of the site licence, or pay any monies owed to the local authority in respect of the site?

Yes / No

If yes, please give details:

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.

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<p>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, refuse removal etc.</p>

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 EXISTING 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	

Form ref: CSTA v 190921