



Community and Enterprise Resources
Executive Director **Kevin Carr**
Planning and Regulatory Services

Caravan Sites and Control of Development Act 1960
Particulars to be given by an applicant for a first site licence under Part 1A –
Licensing of Relevant Permanent Sites in Scotland

You can complete this caravan sites and control of development form and print it out or print it and complete it by hand, using block capital letters. This form requires to be signed so please print out, sign and return the form to: South Lanarkshire Council, Planning Regulatory Services, First Floor, Brandon Gate, 1 Leechlee Road, Hamilton, ML3 6AU.

Please complete Part A, Part B (either Part B1 or Part B2), Part C, Part D (either Part D1 or Part D2) if either an individual or organisation has been/will be appointed to manage the site (Site Manager). Part E to be completed by the Site Manager where applicable.

For more information or if you want this information in a different format or language, please phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk

Using your personal information

We, South Lanarkshire Council, will use the information that you have provided to us in connection with the statutory function of processing of your application. This includes checking the validity of the information provided and checking your suitability to be given and to hold a licence by sharing it with other public bodies. If your application is successful, we will use the information in order to fulfil our management and regulation role as a licensing authority.

We will place certain information from your application onto a public register as required by law. The register is publicly available to view.

We will share your information with Police Scotland and South Lanarkshire Council's Planning and Economic Development Services in order to check the accuracy of information provided on your application.

Your information will only be processed when it is lawful to do so.

Your rights

You have the right to ask us to

- confirm that we are using personal information about you, detail what that information, to whom we have disclosed your information and a copy of the information that we have about you (The right of access)
- correct any incorrect or misleading personal information that we have about you (The right to rectification)
- stop using any or all of your personal information (The right to object)
- to delete or destroy your personal information (The right to erasure) and
- stop using your personal information until we can look into correcting your personal information or our justification for using your personal information or to stop us deleting your personal data where you need it in connection with any legal claims (the Right of Restriction)

For more information on your rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full [privacy notice](#) on the council's website or you can ask for a paper copy from the Data Protection Officer (details are below).

If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact:



Data Protection Officer

The Data Protection Officer, Administrative and Legal Services,
Finance and Corporate Resources, Floor 11, Council Offices,
Almada Street, Hamilton ML3 0AA

Phone: 0303 123 1015 or by email to dp@southlanarkshire.gov.uk



The Information Commissioner

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or to complain about the way that the council has dealt with your rights (or any other aspect of data protection law)
The Commissioner's contact details are:

Information Commissioner's Office, Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number).
Alternatively fax to 01625 524 510 or go online at: <https://ico.org.uk/concerns/handling/>

Part A Site details

The name of the site

The full address of the site including postcode

Is this an existing or a new site?

Who is the occupier of the land? (see Note 1)

Date planning permission for a residential caravan site was granted and local authority reference number (see Note 2)

Date of expiry of the planning permission (if any)

For caravan sites already in use on or before 9 March 1960, without planning permission from the local planning authority.

Is it claimed that the site has existing use rights and does not require planning permission? If so, state the facts on which the claim is based:

If you have answered yes to the previous question: Was the site in use as a caravan site for the purposes of human habitation:

On 9 March 1960?

On 29 August 1960?

At any other time since 9 March 1958, if so when?

Area of site in acres or hectares

Number and type of residential caravans situated (or to be situated) on the site:

Owner occupied

Rented by licence holder

Are there any other types of caravans on the site, for example, holiday lets, touring pitches?

Who supplies electricity to the site?

Is electricity sold onto the residents by the licence holder?

Who supplies potable (drinking) water to the site?

Scottish Water?

Private Water Supply

If a private water supply please provide details

What are the arrangements for disposal of waste water – surface water and foul drainage?

Who supplies mains gas if used on the site?

Do any residents use?

Bottled gas?

Heating oil?

Do you have a current fire safety risk assessment for the site?

What are the arrangements for the removal of domestic waste from the site?

What are the arrangements for the removal of commercial waste from the site?

Number of persons to be employed on the site and a description of their occupations?

Please provide the following document with your application.

A lay-out plan of the site. This plan will form part of your licence. The plan should show the boundary of the site, the positions of caravan standings and where appropriate:

- Roads and footpaths,
- Toilet/shower blocks and laundry facilities, stores and other buildings
- Foul and surface water drainage
- Water supply
- Recreation space, firefighting locations, car parking spaces
- Planting of trees and bushes for amenity purposes
- Site lighting points
- Waste collection points

I hereby declare that the information supplied in Part A of this application is true to the best of my knowledge and belief.

Signature

Date

Position in organisation

Note 1

“Occupier” here means the person who is entitled to possession of the site by virtue of an estate or interest therein, for example, 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.

Note 2

A site licence cannot be issued until planning permission has been granted. If you do not have planning permission for use of the land as a residential caravan site, you may still submit an application for a site licence but the application cannot be progressed until the planning permission has been granted

Part B1 Details where applicant for a licence is a person

Your full name

Details of any other names used

Your home address

(if you have lived at this address for less than 5 years the addresses you have lived at for the five years before)

Your date of birth

Your contact phone number

Your contact email address

Address for correspondence if different to above

What is your interest as occupier of the land on which the caravan site is located (see Note 1 above)

I am the owner

I am the tenant and the owner is

Have you held or do you hold a licence for any other residential site(s) in the United Kingdom? If yes, the name and address of site, dates licence held and issuing local authority

Yes

No

Have you been refused a licence or had a licence revoked for any residential site(s) in the United Kingdom? If yes, the name and address of site and local authority area

Yes

No

Part B2 Details where the applicant is an organisation

The full name of the organisation

The address of the organisation

The company or charity registration number

The full name and position of the most senior person in the organisation

The home address of the most senior person in the organisation

Organisation contact phone number

Organisation contact email address

Address for correspondence if different to above

Your interest as occupier of the land on which the caravan site is located? (see Note 1 above)

I am the owner

I am the tenant and the owner is

Have you held or do you hold a licence for any other site(s) in the United Kingdom

Yes

No

If yes give the name and address of the site, dates licence held and issuing local authority

Have you held or do you hold a licence for any other residential site(s) in the United Kingdom? If yes the name and address of site, dates licence held and issuing local authority

Yes

No

Have you been refused a licence or had a licence revoked for any residential site(s) in the United Kingdom? If yes, the name and address of site and local authority area

Yes

No

Part C

Applicant fit and proper person declaration *See notes below

I hereby declare that I have or have not,[delete as required] been convicted of, contravened, breached or committed any of the following. I understand that the licensing authority may carry out such checks as it feels appropriate, to confirm the accuracy or otherwise, of my declaration and that if I deliberately give false or misleading information or fail to disclose anything that I should have in relation to this matter, or subsequently fail to disclose anything, I may be liable to prosecution and that my application for a licence will be refused or my licence withdrawn.

Signature

Date

Position in Organisation

***You are not required to and should not declare any information concerning spent convictions under the Rehabilitation of Offenders Act 1974**

Have you

(a) been convicted of an offence

(i) involving fraud or other dishonesty?

Yes

No

(ii) involving violence?

Yes

No

(iii) involving drugs?

Yes

No

(iv) involving firearms?

Yes

No

☐

(v) which is a sexual offence within the meaning of section 210A(10) of the Criminal Procedure (Scotland) Act 1995 (c.46)?

Yes

☐

No

☐

(b) practised unlawful discrimination on the grounds of any of the protected characteristics in Part 2 of the Equality Act 2010 (c.15)?

Yes

☐

No

☐

(c) contravened any provision of -

(i) the law relating to caravans?

Yes

☐

No

☐

(ii) the law relating to housing?

Yes

☐

No

☐

(iii) landlord and tenant law?

Yes

☐

No

☐

(d) committed a breach of an agreement to which the Mobile Homes Act 1983 applies?

Yes

☐

No

☐

(e) contravened a direction made under section 37 of the Gas Act 1986 (c.44) (maximum prices for reselling gas)?

Yes

☐

No

☐

(f) contravened a direction made under section 44 of the Electricity Act 1989 (c.29) (maximum prices for reselling electricity)?

Yes

No

(g) contravened a charges scheme made under section 29A of the Water Industry (Scotland) Act 2002 (asp 3) (charges schemes) as it applied to the person by virtue of section 30(1) of that Act (maximum charges for services provided with help of Scottish Water),

Yes

No

(h) engaged in antisocial behaviour within the meaning of section 143 of the Antisocial Behaviour (Scotland) Act 2004 (asp 8)?

Yes

No

(i) breached the conditions of a site licence issued under Part 1 or Part 1A of the Caravan Sites and Control of Development Act 1960?

Yes

No

Had a site licence revoked in the last 3 years?

Yes

No

If you have answered Yes to any of the above provide further details. You may be asked to provide a Criminal Convictions certificate.

Part D1 Details where the site manager is an individual person

Their full name

Details of any other names used

Their home address

(if they have lived at this address for less than 5 years the addresses they have lived at for the five years before)

Their date of birth

Their contact phone number

Their contact email address

Address for correspondence in relation to management of the site

Dates that this person has been engaged as site manager at this site (or date from when they will be engaged)

Has this person held a position as a site manager at any other site(s) in the United Kingdom

Yes

No

If yes name and address of site, name of position held and dates at site

Part D2 Details where the site manager is an organisation

The full name of the organisation

The address of the organisation

The company or charity registration number

The full name and position of the most senior person in the organisation

The home address of the most senior person in the organisation

The date of birth of the most senior person

Organisation contact phone number

Organisation contact email address

Address for correspondence if different to above

Has this organisation held a position as a site manager at any other site(s) in the United Kingdom

Yes

☐

No

☐

If yes name and address of site, name of position held and dates at site

Part E
Site manager fit and proper person declaration *See notes below

I hereby declare that I

have, have not {delete as required] not been convicted of, contravened, breached or committed any of the below. I understand that the licensing authority may carry out such checks as it feels appropriate, to confirm the accuracy or otherwise, of my declaration and that if I deliberately give false or misleading information or fail to disclose anything that I should have in relation to this matter, or subsequently fail to disclose anything, I may be liable to prosecution and that my application for a licence will be refused or my licence withdrawn.

Signature

Date

Position in organisation

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Have you

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(i) involving fraud or other dishonesty?**

Yes

No

ii) involving violence?

Yes

No

iii) involving drugs?

Yes

No

iv) involving firearms?

Yes

No

(v) which is a sexual offence within the meaning of section 210A (10) of the Criminal Procedure (Scotland) Act 1995 (c.46)?

Yes

No

(b) practised unlawful discrimination on the grounds of any of the protected characteristics in Part 2 of the Equality Act 2010 (c.15)?

Yes

No

(c) contravened any provision of –

(i) the law relating to caravans?

Yes

No

(ii) the law relating to housing?

Yes

No

(iii) landlord and tenant law?

Yes

No

(d) committed a breach of an agreement to which the Mobile Homes Act 1983 applies?

Yes

No

**(e) contravened a direction made under section 37 of the Gas Act 1986 (c.44)
(maximum prices for reselling gas)?**

Yes

No

**(f) contravened a direction made under section 44 of the Electricity Act 1989 (c.29)
(maximum prices for reselling electricity)?**

Yes

No

**(g) contravened a charges scheme made under section 29A of the Water Industry
(Scotland) Act 2002 (asp 3) (charges schemes) as it applied to the person by virtue of
section 30(1) of that Act (maximum charges for services provided with help of Scottish
Water),**

Yes

No

**(h) engaged in antisocial behaviour within the meaning of section 143 of the Antisocial
Behaviour (Scotland) Act 2004 (asp 8)?**

Yes

No

**(i) breached the conditions of a site licence issued under Part 1 or Part 1A of the
Caravan Sites and Control of Development Act 1960?**

Yes

No

If you have answered Yes to any of the above provide further details. You may be asked to
provide a Criminal Convictions certificate.