



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 site licence under Part 1

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 and Regulatory Services, First Floor, Brandon Gate, 1 Leechlee Road, Hamilton, ML3 0XB.

For more information or if you want this information in a different format or language, please phone 0303 123 1015 or email slc_environmental_services@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/>

1. Name and address of applicant:

Name

Address

Phone

Email

2. **Is the applicant the occupier of the site? State the applicant's interest in land (for example, owner or tenant) and give particulars of lease or tenancy, if any:**

(Note: "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).

3. **Location and description of site for which licence is required:**

4. **Acerage of site:**

5. **Has the applicant held a site licence which has been revoked at any time in the last three years?**

6. **State the type of caravan site for which licence is required (please tick all that apply):**
Holiday

☐

Tourer

☐

7. **State the maximum number of caravans proposed to be stationed at any one time for the purposes of human habitation**

8. A lay-out plan of the site to a scale of not less than 1/2500 should be attached showing the boundaries of the site, the positions of the caravan standings and (where appropriate) – roads and footpaths, (showing in particular the form and construction of any new access to the site):

Toilet blocks showing sanitary facilities, wash-hand basins, baths, showers and laundry facilities

Stores and other buildings

Foul and surface water drainage

Water supply

Recreation space

Fire precautions

Car parking space

Planting of trees and bushes for amenity purposes

Site lighting

(Note: In the case of an existing site the plan should show the facilities already available as well as proposals for improvement)

9. **Give details of the arrangements for refuse and where not shown on the plan, for sewage and waste water disposal, litter collection and disposal:**

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10. **Has planning permission for the site been obtained from the local planning authority?**

(Note: A site licence cannot be issued until planning permission has been granted. If the applicant has not already obtained planning permission, he may still submit an application for a site licence, but a licence cannot be issued until the planning permission has been granted).

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11. **What arrangements, if any, are proposed for the management of the site?**

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12. **Does the applicant proposed to permit on the site any tents or other structure of human habitation? If so, give details:**

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

13. It is 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:

14. 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?

Signature of applicant

Date