

APPLICATION TO TRANSFER A SITE LICENCE
for residential sites only



Mobile Homes Act 2013
 Caravan Sites and control of Development Act 1960

NB – PLEASE COMPLETE THIS FORM USING CAPITALS

Part One –The Prospective Transferee (buyer)

Name		Mr /Mrs / Miss
Address		
Email		
Telephone		
Has the Applicant held a Site Licence which has been revoked at any time in the last 3 years	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Part Two – The existing Licence holder (applicant)

Name		Mr /Mrs / Miss
Address		
Email		
Telephone		
Existing Site Licence name, address and reference no:		
<p>I, the existing Licence holder agree to apply to transfer the Site Licence to the person/company detailed at Part One above. I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct. I enclose the relevant fee (see notes on reverse).</p>		
Signed.....		Date.....

NOTE

The fact that the caravan site might be an “existing site” does not give any exemption from the requirements of the Caravan Sites and Control of Development Act 1960 and planning permission must be obtained before a Site Licence can be issued.

Fee

A fee applies to any transfer of a licence for a **residential caravan or park home site**. The fee from April 2015 is £111. The applicant will need to notify the licensing Authority of any proposed changes to the site and a further fee may apply.

Please return to:

Environmental Protection Team
Torridge District Council
Riverbank House
Bank End
BIDEFORD
Devon
EX39 2QG

If you have any queries, please ring: 01237 428810

Privacy Notice

Torridge District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

- Public Task – in relation to personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torridge.gov.uk/privacypolicy/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG