

**Caravan Sites and Control of Development Act 1960**  
**(as amended)**  
**Application for the Grant of Mobile Home Site Licence**  
**(New Licence/Renewal/Transfer)\***

(\*delete as appropriate)

First or further application	
Ref No	
Date Registered	
Fee paid (see notes below)	

Please answer question 1 followed by **either** question 2 or question 3 and all other questions.

<p><b>1. Name (if any) and address of land for which a licence is required</b></p> <p style="text-align: right;"><b>Post Code:</b></p> <p>a) Acreage of site to be licensed</p>					
<b>2. TO BE COMPLETED IF APPLICANT (OR TRANSFEREE) IS AN INDIVIDUAL</b>					
<p>a) Full Name (block letters) <b>(NB: The applicant must be the occupier of the land. The 'occupier' will usually be the person who owns the land, or the person who has leased the land with the intention of setting up a caravan site (details of all occupiers to be provided))</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 35%;">Surname</th> <th style="width: 65%;">Christian Name(s)</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> </tr> </tbody> </table>	Surname	Christian Name(s)		
Surname	Christian Name(s)				
<p>b) Home Address/Postcode</p> <p>(Note – if the applicant has stayed at this address for less than 5 years please provide previous address)</p>					
<p>c) E-mail address for correspondence related to this application</p>					

d) Address for correspondence related to this application if different from the above.			
e) Telephone Number / Mobile Number			
f) Age, Date & Place of Birth	Age	Date of Birth	Place of Birth
g) Is applicant to carry out routine supervision of the site to be licensed?	YES / NO		
<p>If not, provide full name &amp; address, date of birth and place of birth of any person appointed to manage a site</p> <p>(Note-if the applicant has stayed at this address for less than 5 years please provide previous address)</p> <p>If appointed person is <u>not</u> an individual (e.g. who is a company), provide full name &amp; address of the person who has the most senior position within the management structure of the body</p>			
h) Has the applicant held a site licence which has been revoked at any time on the last three years?	YES / NO		
<b>3. TO BE COMPLETED IF APPLICANT (OR TRANSFEREE) IS A COMPANY OR PARTNERSHIP</b>			
a) Full Name of Company or Partnership <b>(NB: The applicant must be the occupier of the land. The 'occupier' will usually be the company who owns the land, or the company who has leased the land with the intention of setting up a caravan site.</b>			
b) Address of Principal or Registered Office			
Telephone Number			
c) Full names, addresses, dates & places of birth of company directors, partners or other persons responsible for management of the company			

d) Full name, address, place and date of birth of the director or the company employee who will be responsible for the supervision of the premises to be licensed	
e) Company registration number (if appropriate).	
f) If the applicant is a registered charity please provide the charity number	
<p>g) Is applicant to carry out routine supervision of the site to be licensed?</p> <p>YES / NO</p> <p>If not, provide full name &amp; address, date of birth and place of birth of any person appointed to manage a site</p> <p>(Note-if the applicant has stayed at this address for less than 5 years please provide previous address)</p> <p>If appointed person is <u>not</u> an individual (e.g. who is a company), provide full name &amp; address of the person who has the most senior position within the management structure of the body</p>	
h) Has the applicant held a site licence which has been revoked at any time on the last three years?	YES / NO

<p><b>4. Details of previous licence holder in the event of application for transfer.</b></p> <p>a) Name, address, date of birth.</p> <p>b) Contact telephone number and e-mail address</p>			
<p><b>5. Number of mobile home units to be located on the site to be licensed.</b></p> <p>a) Total number of residents to be accommodated at any one time</p>			
<p><b>6. A detailed layout plan of the site requires to be attached to this application.</b></p> <p>(Please include details of toilet blocks, stores and other buildings, foul and surface water drainage, proposed water supply, recreation space, car parking spaces, site lighting and separation distance between units)</p>			
<p><b>7. Date planning consent was granted for this site and details of the planning approval reference number.</b></p> <p><b>Date when planning permission expires.</b></p>			
<p><b>8. Does the applicant intend to permit caravans and/or tents and similar structures to use this site?</b></p>	YES	NO	
<p><b>9. What is the source of the site water supply? (Tick appropriate box)</b></p> <p>If "Private" please answer question 10.</p>	Public	Private	
<p><b>10. Details of proposed private water supply.</b></p> <p>a) Name and contact details of person responsible for management of the supply.</p>			
<p><b>11. Has/Have the applicant(s) or any other person named in this application ever been convicted of any crime or offence</b> (Enter YES or NO only)</p> <p>(Please note terms of declaration below)</p>	YES / NO		

<b>12. Other Licences</b>	
(a) Has the applicant or any person named in section 2 or 3 above previously held or currently hold a site licence issued under the Caravan Sites and Control of Development Act 1990?	YES / NO
If YES:-	
(i) Which Council granted the Licence?	(i)
(ii) What was its reference number, date of grant and date of expiry?	(ii)
(b) Has the applicant or any person named in section 2 or 3 above ever applied for and been refused a site licence under the Caravan Sites and Control of Development Act 1960 or had said Licence suspended or revoked?	YES / NO
If YES:-	
(i) Which Council refused, suspended or revoked the Licence?	(i)
(ii) When was the Licence refused, suspended or revoked?	(ii)

**NOTE – YOUR ATTENTION IS DRAWN TO THE SCOTTISH GOVERNMENT DOCUMENT “GUIDANCE TO LOCAL AUTHORITIES ON THE LICENSING SYSTEM FOR MOBILE HOME SITES WITH PERMANENT RESIDENTS”**

<http://www.gov.scot/Resource/0051/00516665.pdf>

## DECLARATION

\*[A] I/We confirm that we understand that Aberdeenshire Council will undertake such checks as are necessary to determine that I/we may be deemed “Fit and Proper”\* to hold a Mobile Home Site licence.

\*[B] I/We further understand that “A” above will include consultation with Police Scotland and other appropriate bodies and consent to such consultation.

I/We declare that I/We have read the terms of this application form and any related guidance. I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief.

\*Attention is drawn to Section 32 (O) of the Caravan Sites and Control of Development Act 1960

Applicant (Print Name):

Signature:

Site Manager (Print Name):

Signature:

Date:

\*Delete as inapplicable

## Appendix

**When completed, this form should be sent to:**

**The Head of Planning & Economy  
(Environmental Health)  
Aberdeenshire Council  
Gordon House  
Blackhall Road  
Inverurie  
AB51 3WA**

<b>Checklist Please enclose the following:-</b>	✓	<b>To Follow (provide date)</b>
Application form		
Fire Safety Risk Assessment		
Site layout plan		
Public Liability Insurance		
Payment – date paid & receipt number: See costs and payment options below.	Date Paid	Receipt / Ref Number / Method

		New Licence	Renewal / Further Application
Licence application fee (Fee structure) (Note – no fee chargeable for licence transfer application)	Single unit	£376.22	£323.31
	2-10 units	£498.60	£406.39
	>10 units	£779.34	£577.75

### **To make payment:**

Telephone:	Contact Environmental Health on 01467 539039 to make payment by card over the telephone.
Service Point:	Pay by debit or credit card at any of our Service Points. Please check opening hours before making a trip: <a href="http://www.aberdeenshire.gov.uk">www.aberdeenshire.gov.uk</a>
BACS:	Account Name: Aberdeenshire Council Bank Account No: 40002003 Sort Code: 82-60-11 Please quote an appropriate description of what the payment is for and notify Environmental Health that payment has been made by BACS. Tel: 01467 539039 or Email: <a href="mailto:environmental@aberdeenshire.gov.uk">environmental@aberdeenshire.gov.uk</a>



From mountain to sea

Aberdeenshire  
COUNCIL



# Privacy Notice

## In relation to processing of licence applications and similar applications

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- Assessment of licence applications.
- Regulatory, licensing and law enforcement, including prosecution of offenders.
- Research, education, raising awareness, promoting the services provided by the environmental health service.

Your information is:

Being collected by Aberdeenshire Council	X
Has been provided to Aberdeenshire Council by	N/A

*Please pick the applicable option*

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit <b>consent</b> to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law	
Legal Obligations		Where processing of an individual's personal data is for the purpose of meeting a legal obligation of the data processor.	X
Vital Interests		Processing is necessary to protect the <b>vital interests</b> of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	

Task carried out in the Public Interest		Processing relates to personal data which are made <b>public</b> by the data subject	X
Legitimate Interests <sup>1</sup>		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of <b>substantial public interest</b>	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of <b>health or social care</b> or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of <b>public health</b>	
		Processing is necessary for archiving purposes in the <b>public interest</b> , scientific or historical research purposes or statistical purposes	

*Please tick all that apply*

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

The Environmental Health Service may not be able to determine compliance with relevant legislation and issue the appropriate licence, certificate or approval. The business and/or activities may not comply with relevant legislation. Persons acting in the course of their trade or business are under an obligation to provide assistance and information when officers are exercising a power for which they are duly authorised. An offence is committed if this requirement is breached. This does not require a person to answer any question or give information which may incriminate them.

---

<sup>1</sup> Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data



Your information will be shared with the following recipients or categories of recipient:

**Other law enforcement and health based agencies such as-**

Food Standards Scotland  
Scottish Environment Protection Agency  
Health & Safety Executive  
NHS Grampian  
Police Scotland  
Other Local Authorities  
Animal & Plant Health Agency  
SSPCA  
Government and Scottish Government  
Departments  
Also, any other relevant body or agency  
that may be of assistance.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

*Not applicable*

The retention period for the data is:

*This will vary depending on type of licence but will be up to 6 years after licence is surrendered or revoked.*

The following automated decision-making, including profiling, will be undertaken:

*Not applicable*

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.