



Applying for a Caravan Site Licence

Eligibility criteria

You must ensure that you are entitled to use the land as a caravan site before you apply for a site licence. If you do not have planning permission to use the land as a caravan site, then you will firstly need to contact the planning department, once the relevant permission has been granted you can apply for a site licence.

A licence will not be issued to anyone who has held a licence which has been revoked within the three years from the date of the new application.

Licence summary

You can apply for a new site licence or inform us of changes to your site licence by contacting the Private Sector Housing team.

Conditions may be attached to the licence to cover the following:-

- restricting when caravans can be on the site for human habitation or restricting the number of caravans that can be on the site at any one time
- controlling the types of caravans on the site
- controlling the positioning of the caravans or regulating the use of other structures and vehicles including tents
- fire safety and fire fighting controls to ensure that sanitary and other facilities, services and equipment are supplied and maintained

A copy of the site licence and associated conditions should be clearly displaying on the site notice board.

Regulation summary

The local authority issues licences under the Caravan Sites & the Control of Development Act 1960 and the Mobile Homes Act 2013 and conditions

associated with the licenses are guided by the Model Standards.

Information for prospective/new mobile home owners

Should you wish to buy a park home on one of the sites in the area, you should contact the site owner direct. Their contact details should be displayed on the notice board at the entrance to the site.

Information for current home occupiers

A new Park Homes advice line, run by the Leasehold Advisory Service (LEASE) is available on 0207 383 9800

Should you wish to make any alteration or improvement to your park you should seek the consent of the site owner prior to the work commencing. The site owner should approach the licensing authority for its comments.

The site owner may refuse permission should the proposal result in a contravention of the site licence conditions. Should the site owner unreasonably withhold consent, or you wish to make a complaint about the site or site owner, please contact a member of the Private Sector Housing Team on 01252 774420.