



**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960, Part 1
APPLICATION FOR TRANSFER OF A CARAVAN SITE LICENCE**

I, the present holder of Site Licence No.....

Situated at.....

..... hereby apply for the transfer of this licence to the person(s) stated below. I attach the original site licence, together with the copy thereof, both with conditions attached, for appropriate amendment.

Print Name Signed

Address.....

.....

Postcode Tel Number Email address.....

Full name of person(s) to whom licence is to be transferred

Print Name Signed

Address.....

.....

Postcode Tel Number Email address.....

I hereby certify that as from (date) I/the applicant

.....(name)

of.....

.....

..... Postcode will be the occupier of the caravan site

Situated at.....

..... currently owned by

.....

and request that the site licence numbered be transferred to me.

i) Attached herewith, the original site licence, together with the copy thereof, both with conditions attached, for appropriate endorsement.

ii) I am/the applicant is unable to enclose the original site licence or a copy thereof because

.....

.....

..... and request that the Council supply me with a replacement copy.

Print..... Signed Date

Proof of Ownership/Tenancy

A copy of the Land Registry certificate and plan or alternative proof of ownership of the site or a copy of the lease or tenancy agreement under which the applicant occupies the land must be attached to this application.

FEE- For applications for relevant Protected Sites (Permanent Residential Sites) only.

The fee of £100.00 must be paid on-line at [Payments - Tewkesbury Borough Council](#) and a copy of the receipt attached to this application.

The application should be submitted by email attachment to Eh.enquiries@tewkesbury.gov.uk Or by post to Environmental Health at the address below.

Tewkesbury Borough Council
Gloucester Road Tewkesbury Gloucestershire GL20 5TT
Tel 01684 295010 DX11406 www.tewkesbury.gov.uk