

**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 current application fee is published on the Tewkesbury Borough Council webpage here:

[Caravan and mobile homes site licensing - Tewkesbury Borough Council](#)

Payment of the fee should be made on-line by visiting: [pay4 - tewkesbury :: Pay For...](#) and selecting the licensing drop down page.

The application should be submitted with proof of payment & supporting documents by email attachment to

[Eh.enquiries@tewkesbury.gov.uk](mailto:Eh.enquiries@tewkesbury.gov.uk)

Or by post to Environmental Health at the address below.

**Tewkesbury Borough Council**

**Gloucester Road**

**Tewkesbury**

**Gloucestershire**

**GL20 5TT**