# Application for Permanent Residential Mobile Home Site Licence

Caravan Sites and Control of Development Act 1960 (as amended)  
The Licensing of Relevant Permanent Sites (Scotland) Regulations 2016

This application form includes:

* a list of questions which must be completed to the best of your knowledge
* a checklist which outlines the information which must be returned with this application
* a fee payment structure which identifies the payment required

Please note that unless the following information in Sections 1 to 6 are completed and the correct fee provided, the application will not be processed until the relevant information is received.

## Section 1: About you

1. What is the full name of the applicant(s) (including maiden name and any other names used, if applicable)? The applicant may be a company/charity or an individual. The applicant will be the licence holder upon approval of the licence.
2. State the applicant’s interest in the land (for example, owner or tenant) and give particulars of lease or tenancy, if any.
3. Specify the full name and title of the person or persons with regular responsibility for the site (including maiden name and any other names used, if applicable). Please include the most senior director or owner and any site managers or wardens appointed to manage the site.

**Person 1**

**Person 2**

**Person 3**

**Person 4**

1. For those individuals named in question 3, provide below:

|  |  |
| --- | --- |
|  | **Person 1** |
| All postal home addresses for the last 5 years |  |
| Date of birth |  |
| Contact phone number |  |
| Email address(es) |  |

|  |  |
| --- | --- |
|  | **Person 2** |
| All postal home addresses for the last 5 years |  |
| Date of birth |  |
| Contact phone number |  |
| Email address(es) |  |

|  |  |
| --- | --- |
|  | **Person 3** |
| All postal home addresses for the last 5 years |  |
| Date of birth |  |
| Contact phone number |  |
| Email address(es) |  |

|  |  |
| --- | --- |
|  | **Person 4** |
| All postal home addresses for the last 5 years |  |
| Date of birth |  |
| Contact phone number |  |
| Email address(es) |  |

1. Provide the correspondence address in relation to management of the site.

|  |  |
| --- | --- |
|  | **Management contact information** |
| **Address** |  |
| **Contact phone number**(s) |  |
| **Email address(es)** |  |

1. Has the applicant or any other person named in this section previously held or currently hold a site licence issued under the Caravan Sites and Control of Development Act 1990?

Yes  No

If so, please name the site and which Local Authority granted the licence

1. Has the applicant or any other person named in this section 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 so, for what site, and which Local Authority refused, suspended, or revoked the licence?

## Section 2: About the site

1. Provide the name, address, and description of the site to which the application relates.

|  |  |
| --- | --- |
|  | **Site information** |
| Name |  |
| Address |  |
| Description |  |

1. Has planning permission for the site been obtained from the planning authority?

Yes  No

If so, state:

|  |  |
| --- | --- |
|  | **Planning permission** |
| Date of permission and reference number |  |
| Date (if any) of which permission will expire |  |
| What is the planning permission for? |  |

If not, has planning permission been applied for?

Yes  No  N/A

1. Does the site currently have a caravan site licence?

Yes  No

1. State the maximum number of caravans proposed to be stationed at any one time for the purposes of permanent residential use and the number of caravans permitted in your planning conditions.

|  |  |
| --- | --- |
| **Maximum proposed** | **Permitted in planning conditions** |
|  |  |

1. Are there any other types of caravans on the site, such as holiday lets, touring pitches?

Yes  No

If so, provide detail below

1. Who supplies drinking water to the site? If private water supply, please provide details, including the treatment system maintenance plan.

Scottish Water  Private water supply

1. What are the arrangements for disposal of wastewater – surface water and foul drainage? (Please detail types of drainage in line with site plans provided)
2. Provide details of the waste provisions for the site.
3. Who supplies gas and electricity to the site?
4. Is electricity or gas or water sold onto residents by the licence holder?

Yes  No

If so, provide detail below

1. Do the individuals named in question 1 own any of the caravans on site?

Yes  No

If so, provide detail below

## Section 3: Fit and proper persons’ test

1. State below whether the person(s) identified in questions 1 and 3, have any unspent convictions in respect of offences including:
2. Fraud or other dishonesty, violence, drugs, firearms or a sexual offence within the meaning of Section 210A (10) of the Criminal Procedure (Scotland) Act 1995.
3. Practicing unlawful discrimination on the grounds of any of the protected characteristics in Part 2 of the Equality Act 2010.
4. A contravention of any provision of the law relating to caravans, the law relating to housing, landlord and tenant law.
5. Having committed a breach of an agreement to which the Mobile Homes Act 1983 applies.
6. A contravention of a direction made under Section 37 of the Gas Act 1986 (maximum prices for reselling gas).
7. A contravention of a direction under Section 44 of the Electricity Act 1989 (maximum prices for reselling electricity).
8. A contravention of a charges scheme made under 29A of the Water Industry (Scotland) Act 2002 (charges scheme) as it applied to the person by virtue of Section 30(1) of that Act (maximum charges for services provided with help of Scottish Water).
9. Engaging in antisocial behaviour within the meaning of Section 143 of the Antisocial Behaviour etc (Scotland) Act 2004.
10. Breaching the conditions of a site licence issued under Part 1 of Part1A of this Act.

Continue a separate sheet if necessary.

**Person 1**

| **Date** | **Court** | **Offence** | **Sentence/Fine** |
| --- | --- | --- | --- |
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**Person 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Sentence/Fine** |
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**Person 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Sentence/Fine** |
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**Person 4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Sentence/Fine** |
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1. State below whether the person(s) identified in question 1 and 3, has any unspent convictions **not referred to in question 20**.

Continue a separate sheet if necessary.

**Person 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Sentence/Fine** |
|  |  |  |  |
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**Person 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Sentence/Fine** |
|  |  |  |  |
|  |  |  |  |
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**Person 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Sentence/Fine** |
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**Person 4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Sentence/Fine** |
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## Section 4: Essential application checklist

Essential information your application must include:

* a scaled site layout plan which includes:
* the position of standing caravans
* the boundaries of the site and the pitches
* roads and footpaths (showing in particular the form/construction of   
  any new access to the site)
* car parking spaces
* site lighting
* water supply
* foul and surface drainage
* site office/stores/any other buildings
* toilet blocks showing sanitary facilities, wash hand basins, baths,   
  showers, and laundry facilities
* recreation space
* planting of trees and bushes for amenity purposes
* copy of the site rules
* copy of site fire risk assessment and fire safety management plan
* copy of all written statements and confirmation that all residents are   
  in possession of written statements
* contact details of Qualifying Residents Association (if applicable)
* copy of the most recent electrical report
* photographic ID (all persons noted in Question 1 and 3)
* proof of ownership

## Section 5: Declaration

I (print name) confirm that:

* I have not withheld any information which may affect my application for licence
* All the information I have provided is correct and to the best of my knowledge
* I have enclosed the correct fee payable
* I authorise the use of all information which I have provided for the above purposes
* I may have to provide a criminal conviction certificate (basic disclosure)
* Failure to submit the requested information and/or meet the criteria outlined in guidance, may result in rejection of my application and/or referral to Perth and Kinross licensing committee
* I have a duty to notify the local authority of the appointment of any new person to manage the site and any other changes to the information provided in this application

Signature Date

## Section 6: Information

### Fees

Licence fees will be charged in accordance with the structure below. Fees will be payable upon confirmation of submission of a complete application including all required accompanying documentation. Details on how to pay these fees will be sent along with this confirmation.

| **Number of residential units present** | **Cost of first application –  £56 per unit or minimum £300** | **Cost of renewal application – £46 per unit or minimum £200** |
| --- | --- | --- |
| 1 to 10 | £300.00 to £560.00 | £200.00 to £460.00 |
| 11 to 20 | £616.00 to £1,129.00 | £506.00 to £920.00 |
| 21 to 30 | £1,176.00 to £1,680.00 | £966.00 to £1380.00 |
| 31 to 40 | £1,736.00 to £2,240.00 | £1,426.00 to £1,840.00 |
| 41 to 50 | £2,296.00 to £2,800.00 | £1,886.00 to £2,300.00 |
| 51 to 60 | £2,856.00 to £3,360.00 | £2,346.00 to £2,760.00 |
| 61 to 70 | £3,416.00 to £3,920.00 | £2,806.00 to £3,220.00 |
| 71 to 80 | £3,976.00 to £4,480.00 | £3,266.00 to £3,680.00 |
| 81 to 90 | £4,536.00 to £5,040.00 | £3726.00 to £4,140.00 |
| 91 to 100 | £5,096.00 to £5,600.00 | £4,186.00 to £4,600.00 |

### How we use your personal information

The information provided by you will be used by Perth and Kinross Council to process your application for a permanent residential mobile home licence. The information will be shared with partner agencies (including Police Scotland, Scottish Fire and Rescue Service, SEPA, Scottish Water and other relevant Local Authorities) to aid in determining the outcome of the ‘Fit and Proper Persons Test’ which is necessary for obtaining the above licence.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website [www.pkc.gov.uk/  
dataprotection](https://www.pkc.gov.uk/dataprotection), email [DataProtection@pkc.gov.uk](mailto:DataProtection%40pkc.gov.uk?subject=) or telephone 01738 477933.

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You can also send us a text message on 07824 498145.

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