

**ANGUS COUNCIL**

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**

**FIRST APPLICATION FOR A RELEVANT PERMANENT CARAVAN  
SITE LICENCE**

<p>1. Full name of Applicant/s (including maiden name and any other names used, if applicable)</p> <p>If the Applicant is a Company or a Charity, provide the full name of the most senior person in the management structure</p> <p>Company/Charity registration number</p>	
<p>2. For those individuals named in (1) All postal addresses for the last 5 years</p> <p>Date of Birth</p> <p>Telephone Number/Mobile Number</p> <p>E-mail Address</p>	
<p>3. Specify the address for the land in respect of which the application is made</p>	
<p>4. State the Applicant's interest in the land (e.g. owner or tenant) and give particulars of lease or tenancy (if any)</p>	
<p>5. Provide the name, location and a description of the site for which the site licence is required</p> <p>Please use a separate sheet or plan, if required</p>	

<p>6. Provide the correspondence address in relation to management of the site</p> <p>Telephone number/E-mail address</p>	
<p>7. Specify the full name of the person or persons appointed to manage the site(including maiden name and any other names used, if applicable)</p> <p>If the Site Manager is a Company or a Charity, provide the full name of the individual who is to be directly concerned with the management of the site on behalf of that Site Manager.</p>	
<p>8. For those individuals named in (7) All postal addresses for the last 5 years</p> <p>Date of Birth</p> <p>Telephone Number/Mobile Number</p> <p>E-mail Address</p>	

**FOR OFFICE USE ONLY**

Date, Amount and Receipt Number	Date Passed to Consultees	Date Observations Received	
		<p>Police.....</p> <p>Planning.....</p>	
Date of Decision	Decision	Expiry Date	Licence Number and Date of Issue

9. Has the Applicant/s held a site licence which has been revoked at any time in the last three years?	<b>YES/NO</b>
10. State the maximum number of caravans proposed to be stationed at any one time for the purposes of residential use	
11. Has planning permission for the site been obtained from the planning authority?	<b>YES/NO</b>
<p>12. Provide a layout plan of the site to a scale approved by the local authority showing the boundaries of the site, the positions of caravan standings and (where appropriate):-</p> <ul style="list-style-type: none"> <li>- Roads and footpaths (showing in particular the form/construction of any new access to the site)</li> <li>- Toilet blocks showing sanitary facilities, wash hand basins, baths, showers and laundry facilities</li> <li>- Stores and other buildings</li> <li>- Foul and surface water drainage</li> <li>- Water supply</li> <li>- Recreation space</li> <li>- Fire precautions</li> <li>- Car parking space</li> <li>- Planting of trees and bushes for amenity purposes</li> <li>- Site lighting</li> </ul>	

13. State below whether the Applicant/s, the most senior person in the management structure for the Applicant, the person/s appointed to manage the site and/or the individual directly concerned with the management of the site if a Company or Charity, has an unspent conviction in respect of:

1. fraud or other dishonesty, involving violence, involving drugs, involving firearms or a sexual offence within the meaning of section 210A(10) of the Criminal Procedure (Scotland) Act 1995
2. practising unlawful discrimination on the grounds of any of the protected characteristics in Part 2 of the Equality Act 2010
3. a contravention of any provision of the law relating to caravans, the law relating to housing, landlord and tenant law
4. having committed a breach of an agreement to which the Mobile Homes Act 1983 applies
5. a contravention of a direction made under section 37 of the Gas Act 1986 (maximum prices for reselling gas)
6. a contravention of a direction under section 44 of the Electricity Act 1989 (maximum prices for reselling electricity)
7. 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)
8. engaging in antisocial behaviour within the meaning of section 143 of the Antisocial Behaviour etc. (Scotland) Act 2004
9. breaching the conditions of a site licence issued under Part 1 or Part 1A of this Act

(continue on separate sheet if necessary):-

Date	Court		Sentence/Fine

14. State below whether the Applicant/s, the most senior person in the management structure for the Applicant, the person/s appointed to manage the site and/or the individual directly concerned with the management of the site if a Company or Charity, has any other unspent convictions not referred to in question 13.

(continue on separate sheet if necessary):-

Date	Court		Sentence/Fine

In terms of considering whether or not the Applicant/s, the most senior person in the management structure for the Applicant, the person appointed to manage the site or the individual directly concerned with the management of the site if a Company or Charity, is a fit and proper person, consideration may also be given to the following:

1. material relating to the failure by a person to provide information which that person is required to give to the local authority in accordance with Part 1A of the Caravan Sites and Control of Development Act 1960
2. material relating to a complaint made by a person of which the local authority is aware about antisocial behaviour within the meaning of section 143 of the Antisocial Behaviour etc. (Scotland) Act 2004 on the relevant permanent site
3. material of which the local authority is aware as a result of any other function carried out by the authority to be relevant to the question of whether the person is a fit and proper person

## **DECLARATIONS:-**

1. Angus Council is under a duty to protect the public funds it administers. As a result, the information you have provided or the information provided about you by a third party will be passed to the Council's Revenues and Benefits Service to check whether you have outstanding debts with the Council in relation to such matters as Council tax and non-domestic rates. The Council may also share information about you with other Departments of the Council and with other bodies auditing or administering public funds for the prevention of crime and the detection of fraud, such as Government departments and other local authorities.

The information you have provided on this Application form, and from supporting documentary evidence where applicable, will be used by Angus council (the "data controller") for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 in order to process your application.

In order to process your application, we will share your information in accordance with the Caravan Sites and Control of Development Act 1960, other licensing legislation and with relevant internal services of Angus Council.

The Council may also check information provided by you, or information about you provided by a third party such as NHS Tayside, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

Please note that you should read this service specific Privacy Notice in conjunction with the Council's Full Privacy Statement which is accessible on the Council's website at:

[https://www.angus.gov.uk/council\\_and\\_democracy/council\\_information/information\\_governance/angus\\_council\\_full\\_privacy](https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/angus_council_full_privacy)

### **Data Protection Act 2018**

The information on this form may be held on an Electronic Register which may be available to members of the public on request.

### **PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

- Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b)

**I understand that Angus Council are permitted to accept applications in relation to this licence by means of electronic communication. Applications, objections, representations or notifications can be sent to the Council by email to [LawLicensing@angus.gov.uk](mailto:LawLicensing@angus.gov.uk)**

**I permit Angus Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending and revoking the licence**

**by means of email. I authorise the email address provided by me on this application to be used for this purpose.**

2. I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I authorise the use of all information which I have provided for the above purposes. I hereby make application to Angus Council for the licence applied for.

**Date.....**

**Signature of Applicant/s.....**

### **NOTES**

1. To be lodged with the Licensing Team, Angus Council, Angus House, Orchardbank Business Park, Forfar, DD8 1AN or by emailing [LAWLicensing@angus.gov.uk](mailto:LAWLicensing@angus.gov.uk), together with the appropriate lodging fee. The application will not be processed without payment of the appropriate fee.
2. Any person who in, or in connection with, the making of this application makes any statement which they know to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £1,000.