

# APPLICATION FOR A TENT SITE LICENCE

(Fields marked \* are compulsory)

## SECTION 1

### 1. Applicant Details

\*First Name

\*Family name

\*E-mail

Main tel. no.

Other tel. no.

Indicate here if you would prefer not to be contacted by telephone

Are you an agent acting on behalf of the applicant? Put **"No"** if you are applying on your own behalf or on behalf of a business you own or work for.

**Yes**

**No**

Are you:

Applying as a business or organisation, including as a sole trader.  
If **Yes**, please go to 1(a).

Applying as an individual.  
If **Yes**, please go to 1(b).

### 1(a) Your Business

\*Is your business registered in the UK with Companies House?  **Yes**  **No**

\*Is your business registered outside the UK?  **Yes**  **No**

\*Business name

*If your business is registered use its registered name.*

\*VAT number

*Put "none" if you are not registered.*

\*Legal status

\*Your position in the business?

Continued from previous page ....

### Business Address

\*Building no. or name

*Address business correspondence must be sent to.*

\*Street

District

\*City or town

County or admin. area

\*Postcode

\*Country

Home country

*The country where the headquarters of your business is located.*

### 1 (b) Your Address

\*Building no. or name

*Address official correspondence should be sent to.*

\*Street

District

\*City or town

County or admin. area

### You must enter a valid UK postcode

\*Postcode

\*Country

Home country

## SECTION 2

### TYPE OF APPLICATION

Please indicate whether your application is for a new licence or a transfer.

New application

Transfer

If Transfer, please give details of previous licence holder

### Location of the proposed Tent site

\*Trading name

Are you able to provide a postal address, OS map reference or description of the premises?

Address  OS map ref  Description

### Address

Is the address the same as (or similar to) the address given in section one? If Yes – you do not need to complete this section.

**Yes**

**No**

\*Building no. or name

\*Street

District

\*City or town

County or admin. area

Postcode

\*Country

\*Area of site (in acres or hectares)

\*Area of the site suitable for caravans (in acres or hectares)

**OWNERSHIP AND MANAGEMENT**

**Ownership**

\*Applicant's interest in the premises:-

Freehold

Leasehold

Tenant

Other

**Leasehold/ Tenant/ Other**

Please give details of the lease, tenancy or other arrangement.

**Management**

What arrangements, if any, are proposed for the management of the site?

**Tents**

Maximum number on site at any one time

:

Season dates: Do not complete year field if licence is for unlimited duration)

From

*Day*

*Month*

*Year*

To

*Day*

*Month*

*Year*

**SECTION 4**

**SITE FACILITIES**

Please give details of the arrangements for:

\*Water supply

\*Communal toilet and shower facilities

\*Communal laundry and washing up facilities

\*Sewage disposal

\*Waste water disposal

\*Refuse storage and disposal

\*Site lighting

\*Fire precautions

**SECTION 5**

**PLANNING PERMISSION**

\*Does the site have planning permission?

**Yes**

**No**

\*Has planning permission been applied for?

**Yes**

**No**

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Date planning permission granted

/  /   
*dd mm yyyy*

Reference no.

\*Issuing authority

Date (if any) when permission will expire

/  /   
*dd mm yyyy*

**OR**

Date of application

/  /   
*dd mm yyyy*

Reference number

\*Issuing authority

## SECTION 6

### PREVIOUS APPLICATIONS

\*Has the applicant, or any person named in this application, previously applied for a similar licence? (Please check all that apply).

**No**

**Yes** – application granted and revoked

**Yes** – application granted

**Yes** – application refused

### Application Granted

\*Local authority applied to

\*Date of licence/registration

No. of licence/registration certificates

### Application Granted and Revoked

\*Local authority applied to

\*Date of licence/registration

\*No. of licence/registration certificates

\*Date of licence/registration revoked

### Application Refused

\*Local authority applied to

\*Date of application

\*Date of refusal

\*Refusal reason

## SECTION 7

### ADDITIONAL DETAILS

Further information regarding the application process and timescales can be found on the Council's website –.

Additional information which is required or may be relevant to the application:

THIS FORM SHOULD BE RETURNED TO: [licensing@swdevon.gov.uk](mailto:licensing@swdevon.gov.uk)