

Telephone: 01424 451042  
 Website: [www.hastings.gov.uk](http://www.hastings.gov.uk)  
 Email: [licensing@hastings.gov.uk](mailto:licensing@hastings.gov.uk)  
 Muriel Matters House, Breeds Place, Hastings, TN34 3UY



**APPLICATION FOR TRANSFER OF A CARAVAN SITE LICENCE**

**Caravan Site and Control of Development Act 1960, Section 3**

Please write clearly in **block capitals** and in **black ink.**

I/We hereby apply for a caravan site licence under the provisions of the Caravan Site and Control of Development Act 1960

**Section 1: Applicant's Details**

Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) _____		
First name (s):			
Surname:			
Address:			
Post Code:			
Daytime phone number:		Mobile phone number:	
Email address:			

**Section 2: Details of Site where the Applicant Proposes to Operate**

Name in full:	
Address:	
Post Code:	
Daytime phone number:	
<b>Name of Current Operator of site:</b>	

**Section 3: Declaration**

I hereby declare that, to the best of my knowledge and belief, the details above are true and the proposed site benefits from planning permission for the purpose.

Planning Reference Number.....

**WARNING! You are liable to prosecution if you knowingly make a false statement to obtain a Licence.**

Signed:		Date:	D	D	M	M	Y	Y	Y	Y
Print Name:										
Capacity:	(if applicant signs on behalf of company or partnership)									

**NOTE**

This form, when completed should be returned to:  
Hastings Borough Council, Aquila House, Breeds Place, Hastings, East Sussex, TN34 3UY  
☎ 01424 451042

**Data Protection – PLEASE READ THIS NOTICE CAREFULLY**

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information
- Prevent or detect crime, or
- Protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

Hastings Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.