

APPLICATION FOR A CARAVAN/CAMPING SITE LICENCE



THE ROYAL BOROUGH OF
KINGSTON
UPON THAMES

I (we) hereby apply for a Licence to use the land described below and shown on the attached plan (see note below) as a site for caravans to be used and laid out as specified below.

Name of applicant		
Address of applicant		
Post Code		
Phone numbers		
Email address		
Applicant's interest in the land. (A copy of the Land Registry certificate and plan or copy of the lease or tenancy agreement, as applicable, must be attached)		
Address or description of site for which site licence is required.		
Acreage of site		
Has the applicant held a site licence which has been revoked at any time in the last three years? If yes, provide address of site and name of Local Authority		
State type of caravan site for which the site licence is required.	State Operational Dates or Year-Round	State maximum number of caravans/tents of each category proposed to be stationed on the site at any one time for the purposes of human habitation
Permanent residential		
Holiday Static		
Touring		
For camping in tents		

Give details of the arrangements for the following: -

• Mains water supply	
• Wastewater disposal	
• Sewage disposal	
• Refuse disposal	

Planning Permission under which the site operates

Status	Date issued	Reference no
Planning Permission		
Lawful Development Certificate		
Appeal Decision		
Other- please specify		

For caravan sites already in use on or before 9th March 1960 without planning permission from the local planning authority

<p>10. Is it claimed that the site has “existing user rights” and does not require permission? YES/NO</p> <p>If so, state the facts on which the claim is based.</p>
<p>11. Was the site in use as a caravan site: -</p> <p>a On 9th March 1960</p> <p>b On 29th August 1960</p>

Signature of Applicant:

Date:

A site plan showing the location of the site in relation to surrounding roads and properties and a layout plan of the site to a scale of not less than 1/500 must be attached showing the boundaries of the site, the positions of caravan standings and (where appropriate)-

- Roads and footpaths
- Toilet Blocks, stores and other buildings
- Foul and surface water drainage
- Water supply
- Recreation spaces
- Fire Points
- Parking spaces.

This plan should distinguish between facilities already provided and facilities proposed.

FEE- For applications for relevant Protected Sites (Permanent Residential Sites) only.

The fee can be paid by BACS payment, or cheque.
BACS payment can be done using the following details:

Lloyds Bank Plc

Bank Account Name: Royal Borough of Kingston upon Thames – Direct Credit Account

Branch Sort Code: 30-80-12

Bank Account Number: 14717168

Payment Ref: (Please insert property address here as a reference)

Cheques to be made payable to “Royal Borough of Kingston upon Thames”.

Fees payable 2024 -25

Band A	1 caravan/mobile home	Exempt from fee
Band B	2 – 5 caravans/mobile homes	£300.00
Band C	6 – 20 caravans/mobile homes	£350.00
Band D	Over 20 caravans/mobile homes	£400.00

The application should be submitted by email attachment to privatesectorhousing@kingston.gov.uk

Or by post to Environmental Health at the address below.

Guildhall 2

High Street

Kingston upon Thames

KT1 1EU