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|  | **CARAVAN SITES & CONTROL OF DEVELOPMENT ACT 1960** **APPLICATION TO VARY OR AMEND AN EXISTING CARAVAN** **SITE LICENCE** |

**Part One – Applicant Details (Companies / Partnerships)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation Name /Partnership Names (if applicable) |  | | | |
| Registered Address |  | | | |
| Contact Name |  | | | |
| Contact Telephone |  | | | |
| Contact Email |  | | | |
| Agent (if applicable) | YES |  | NO |  |
| Agent Contact Details |  | | | |

**Part Two – Applicant Details (Individuals)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Address |  | | | |
| Contact Telephone |  | | | |
| Contact Email |  | | | |
| Agent (if applicable) | YES |  | NO |  |
| Agent Contact Details |  | | | |

**Part Three – Site Details**

|  |  |  |
| --- | --- | --- |
| Site Name |  | |
| Site Address |  | |
| Type of Variation | Change of licensed number |  |
|  | Change of type of units (touring/holiday/residential) |  |
|  | Change of site boundary line |  |
|  | Amendment to licence condition(s) |  |
|  | Other (Please specify below) |  |
|  |  | |

**Part Four – Variation Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please give full details | | | | |
| Has planning permission been obtained? | YES |  | NO |  |
| If yes, please provide | | | | |
| Application number |  | | | |
| Date obtained |  | | | |

**Part Five – Declaration**

Documents included with application:

|  |  |
| --- | --- |
| Proof of payment (see the Council’s website for current fees) |  |
| Site plan |  |

I / we declare the information provided on the variation application form has been checked and to the best of my knowledge and belief it is correct.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Capacity |  |
| Date |  |

**Licensing – Privacy Notice**

**How is your information used?**

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

**Who has access to your information?**

We may share your information with:

Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.

External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit [www.derby.gov.uk/privacy-notice/](http://www.derby.gov.uk/privacy-notice/) where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from - [licensing@derby.gov.uk](mailto:licensing@derby.gov.uk)