

**HOUSING (SCOTLAND) ACT 2014  
CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960  
LICENSING OF RELEVANT PERMANENT SITES (SCOTLAND)  
REGULATIONS 2016 (433)  
THE CARAVAN SITES (LICENCE APPLICATIONS) ORDER 1960 (1474)**

Name, address/location of site

Question 1 or 2 and 3 and all other questions must be answered.

**1. APPLICANT A PRIVATE INDIVIDUAL**

<p>(a) Full name including previous names</p> <p>Age, date and place of birth</p>	
<p>(b) Home address (if less than 5 years at this address include former home address for previous 5 years)</p> <p>Telephone and email</p>	
<p>(c) Is applicant to carry out the day to day management?</p> <p>If not, give full name, address and date of birth of manager. (if less than 5 years at this address include former home address for previous 5 years)</p> <p>Telephone and email</p>	<p>YES/NO*</p>

**Official Use Only**

<p>Date Received</p> <p>Fee Paid</p>	<p>Forwarded to:</p> <p><del>Police</del> Police Fire Service <del>Environmental Services</del> Building Control Planning, ASBU</p>	<p>Reponses:</p>	<p>Comments:</p>
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**2. APPLICANT NOT A PRIVATE INDIVIDUAL eg COMPANY, PARTNERSHIP or CHARITY**

<p>(a) Trading/company name</p> <p>Registered number</p> <p>Charity number (if applicable)</p>	
<p>(b) Address of principal or registered office</p> <p>Telephone and email</p>	
<p>(c) Name and address of person who holds the most senior position within the company/charity</p> <p>Date and place of birth</p> <p>Telephone and email</p>	
<p>(d) Full name (including any/all previous names and address of employee to carry on day to day management (if less than 5 years at this address include former home address for previous 5 years)</p> <p>Date and place of birth</p> <p>Telephone and email</p>	

**3. APPLICANT INFORMATION**

<p>Subject to the Rehabilitation of Offenders Act 1974, has any person named in Sections 1 or 2 ever:</p> <p>been convicted of an offence involving fraud or dishonesty, violence, drugs, firearms or a sexual offence;</p> <p>practiced unlawful discrimination;</p> <p>has broken the law relating to caravans, housing or landlords and tenants;</p> <p>breached an agreement to which the Mobile Homes Act 1983 applies (ie a written agreement);</p> <p>broken the rules stopping the reselling of gas, electricity or for water charges;</p> <p>engaged in anti-social behavior or had a complaint made about their anti-social behaviour;</p> <p>breached a site licence condition for a previous mobile home site licence</p> <p>Give details – use separate page if required</p>	
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#### 4. SITE INFORMATION

(a) What land is the licence to cover Give description and enclose 3 copies of scaled layout plan (see notes)	
(b) Does the site already hold a licence for holiday/touring caravans	YES / NO
(c) State applicant's interest in land (eg owner or tenant) and give particulars of lease or tenancy, if any	
(d) Number of caravans proposed on site	
(e) Details of arrangements for refuse and, where not shown on the plan, for sewerage and waste water disposal, litter collection and disposal.	
(f) Has planning permission for the site been obtained from the Planning Authority? (see notes below)	If so, state:  Date of permission  Date (if any) on which permission will expire  If not has permission been applied for?

#### 5. DECLARATION

<p>A. I/ We declare that the particulars given on this form are correct to the best of my knowledge and belief</p> <p>B. I/ We understand that the information supplied by me/us as detailed in this form may be stored on a computer system by this authority for the purpose of licensing and that information may be disclosed to the police and other relevant parties for vetting and background enquiries whilst processing this application.</p> <p>C. I/We understand that this authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.</p> <p><b>Date:</b></p>	<p><b>Signature of Applicant/Agent</b></p>
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## **NOTE FOR APPLICANTS:**

The Legislation for caravan site licensing has changed.

Owners of residential sites and owners of mixed residential and holiday/touring sites have until 1 May 2019 to apply to the Council for a licence under the new Legislation.

Sites containing holiday and touring caravans ONLY remain the same ie they should have a licence under the Caravan Sites and Control of Development Act 1960.

Sites with either all or some residential caravans require to be licensed under the new Legislation based on the Caravan Sites and Control of Development Act 1960 together with the Housing (Scotland) Act 2014.

If a site contains holiday/touring and residential caravans it will require 2 licences for the site.

A site that already has a licence and does not have any residential caravans does not require any further action.

### **LAYOUT PLAN**

A layout plan of the site to a scale approved by the Local Authority should be attached showing the boundaries of the site, the positions of caravans standings and (where appropriate):

Roads and footpaths (showing in particular the form and construction of any new access to the site)

Toilet blocks showing sanitary facilities, wash-hand basins, baths, showers and laundry facilities

Stores and other buildings

Water supply

Fire precautions

Planting of trees and bushes for amenity purposes

Foul and surface water drainage

Recreation space

Car parking space

Site lighting

### **PLANNING PERMISSION**

A site licence cannot be issued until planning permission has been granted. If the applicant has not already obtained planning permission he may still submit an application for a site licence but a licence cannot be issued until the planning permission has been granted.

Please send the completed form, application fee of £955 and layout plan to:

The Licensing Unit, Regulatory Services - Legal and Licensing, Scottish Borders Council,  
Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA.

Telephone: 01835 826662; e-mail [liquorandlicensing@scotborders.gov.uk](mailto:liquorandlicensing@scotborders.gov.uk)

**not less than 3 months before the proposed commencement date of the licence.**

# Housing (Scotland) Act 2014

## PRIVACY NOTICE – RESIDENTIAL CARAVAN SITE LICENCES

### What information do we need?

Scottish Borders Council will act as the 'Data Controller' for the personal data you provide to us. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Address: Data Protection Officer, Information Management, Scottish Borders Council, Newtown St Boswells TD6 0SA.

[Email: dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) Telephone: 0300 100 1800

The information we collect from you will include details such as your name, address, e-mail address, telephone number, date and place of birth.

For the purposes of this specific service, the personal data we require includes special category information about you (also known as 'sensitive personal data') specifically details of any previous criminal convictions, and previous licence information.

### Why do we need this information?

Your information is being collected to allow Scottish Borders Council to administer the process of applying for a Residential Caravan Site Licence under the Housing (Scotland) Act 2014.

We need to know the personal data requested on the application form in order to provide this service to you. If you do not provide this information then we will be unable to process your request for a licence. We will not collect any personal data from you that is not needed for this purpose.

The lawful basis for collecting your information in these circumstances is:

#### **Compliance with legal obligation:**

Scottish Borders Council is required to collect your information in order to carry out the function of providing licences in relation to the Housing (Scotland) Act 2014, which is a statutory function of a local authority.

Where we collect special category data this processing is necessary for reasons of substantial public interest for aims that are proportionate and which contain appropriate safeguarding measures.

### What will we do with your information?

We will use your information to process your application for a Residential Caravan Site Licence. This will involve sharing your information as shown below.

Police Scotland, Scottish Fire and Rescue Service, SBC's Environmental Health, Planning, Building Standards and Housing Strategy Team

Applications where valid objections or representations are made will be considered at meetings of the Civic Government Licensing Committee, which are open to the public however some business may be held in private. We are also required to publish information in licensing registers, which will include your name, business address and type of licence. No special category data is included in the register.

When you do not provide information directly to us, we may receive it from other relevant organisations including other Council services, other Local Authorities or Police Scotland.

You should also be aware that your data will be stored on servers located within the United Kingdom. We will take all reasonable steps to ensure that your data is kept secure and more information on how we do this can be provided by contacting the Data Protection Officer.

## **How long will we keep your information?**

We will keep your information for the length of time specified within our document retention schedules, and after this period it will be destroyed under secure arrangements. More information on our retention policy and procedure can be obtained from the Data Protection Officer if required.

## **Automated Decision Making**

No automated decision making will take place.

## **Your Rights**

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

If you are unhappy with the way the Council has processed your personal data please contact the Council's Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office.

## **Information Commissioner's Office**

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Telephone: 0303 123 1113  
[Email: casework@ico.org.uk](mailto:casework@ico.org.uk)

Information Commissioner's Office – Scotland  
45 Melville Street  
Edinburgh EH3 7HL

Telephone: 0303 123 1115  
[Email: Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)