

**CARAVAN SITES & CONTROL OF DEVELOPMENT ACT  
1960  
APPLICATION FOR TRANSFER OF A CARAVAN SITE LICENCE**

**A) Consent of Current Owners**

*This part of the form should be completed by the current holder of the site licence.*

**I/We\* hereby apply for a transfer of site licence. [\*delete as applicable]**

<b>Current Owners Details</b>	
<b>Name(s):</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Email:</b>	
<b>Address of Site:</b>	
<b>Site Licence No:</b>	
<b>Name &amp; Address of New/proposed Occupier:</b>	

<b>Agent details (if applicable):</b>	
<b>Name(s):</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Email:</b>	
<b>Details of transfer</b>	
<b>I would like the transfer to take effect from:</b>	
<b>Reason for transfer of the licence:</b>	
<b>Signature</b>	
<b>Signed: (current site owner)</b>	
<b>Date:</b>	

**B) Consent of New Owners**

This part of the form should be completed by the new holder of the site licence.

I/we\* [\*delete as applicable] hereby agree to the transfer of the said licence to myself/ourselves with effect from the date stated below, and confirm that I/we\* have not held a site licence which has been revoked in the last three years and that I/we\* am/are the occupier(s) of the whole of the land to which the licence relates.

<b>Applicant Details:</b>	
<b>Name(s):</b>	
<b>Address:</b>	
<b>Signed:</b>	
<b>Date:</b>	

**Please note – at the moment there is no fee to pay for this transfer. However, the Council is currently revising its fee policy and a charge may be implemented in the near future. You are advised to check the position with the Licensing office prior to submission of your application.**

**Please return completed forms to:**

Licensing Department  
South Ribble Borough Council  
The Civic Centre  
West Paddock  
Leyland  
PR25 1DH

Telephone No: 01772 421491  
Email: [Licensing@southribble.gov.uk](mailto:Licensing@southribble.gov.uk)

