**MOBILE HOMES (WALES) ACT 2013**

**APPLICATION FOR A SITE LICENCE**

**To: Conwy County Borough Council**

[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 mobile homes to be used and laid out as specified below.

Please complete and return your application, together with any additional documentation and fee to:

**Conwy County Borough Council, Regulatory and Housing Services,**

**Postal address: PO Box 1, CONWY, LL30 9GN**

**Visit us at: Coed Pella, Conway Road, Colwyn Bay, LL29 7AZ**

**Please complete the application form in BLOCK CAPITALS or tick in the box where appropriate**

**Address of Mobile Home Site to be licensed:**

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| **SECTION A – PERSONAL DETAILS** | | | |
| **Part 1 – Applicant details – licence holder** | | | |
| Name of applicant: | | | |
| Address of applicant: | | | |
| Post Code: | Tel No: | | |
| Email Address: | Date of Birth: | | |
| Has the applicant held a site licence which has been revoked in the last 3 years | | Yes | No |
| **Company Details if applicable** | | | |
| Company name: | | | |
| Company address: | | | |
| Business Registration Number: | | | |
| VAT Number: | | | |
| Provide details of any additional mobile home sites (residential or seasonal, or mixed) owned by the applicant | | | |
| **Part 2 – Site Manager** | | | |
| Is the proposed licence holder also the proposed site manager?  If no please complete this section | | Yes | No |
| Name of site manager: | | | |
| Address of site manager: | | | |
| Post Code: | Tel No: | | |
| Email Address: | Date of Birth: | | |
| Relationship to the site licence holder: | | | |
| Has the site manager held a site licence which has been refused/revoked anytime in the past 3 years? | | Yes | No |
| **Company Details if applicable** | | | |
| Company name: | | | |
| Company address: | | | |
| Business Registration Number: | | | |
| VAT Number: | | | |
| Provide details of any additional mobile home sites (residential or seasonal, or mixed) managed by the proposed site manager | | | |
| **Part 3 – Company / Partnership / Co-owner / Trust**  Please complete for any additional persons and/or companies involved with the site, please state name, address, relationship and involvement. Additional information can be attached on a separate sheet if necessary. | | | |
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| **SECTION B – DETAILS OF THE SITE TO BE LICENSED** | | | | | | |
| **Part 1 - Details of site ownership** | | | | | | |
| Freehold | | | | Yes | | No |
| Leasehold | | | | Yes | | No |
| Tenancy | | | | Yes | | No |
| Other – please give details | | | | | | |
| **Part 2 – Planning permission** | | | | | | |
| Has planning permission for the site been obtained from the Local authority? | | | | Yes | | No |
| If not, has permission been applied for? | | | | Yes | | No |
| Date of permission: | | | | | | |
| Issuing Authority: | | | | | | |
| **Part 3 – Details of site** | | | | | | |
| Grid Reference: | | | | | | |
| Required duration of site licence (if less than 5 years): | | | | | | |
| Total acreage of site: | | | | | | |
| Total acreage suitable for mobile homes: | | | | | | |
| Is the licence for a site containing residential mobile homes only or mixed residential and seasonal mobile homes? Tick one box and then complete section A or B below | | | A. Residential only | | B. Residential & seasonal | |
| A. Residential only | What is the total number of residential mobile homes permitted on the site? | | | |  | |
| What is the current number of residential mobile homes on the site? | | | |  | |
| B. Residential & Seasonal | What is the total number of residential mobile homes permitted on the site? | | | |  | |
| What is the current number of residential mobile homes on the site? | | | |  | |
| What is the total number of seasonal mobile homes permitted on the site? | | | |  | |
| What is the current number of seasonal mobile homes on the site? | | | |  | |
| **Note: A lay-out of the site to a scale of no less than 1/500 should be attached showing the boundaries of the site, position of mobile home standings, and (where appropriate):**  **\*Roads and footpaths \*Recreational spaces \*Toilet blocks, stores and other buildings \*Fire points \*Foul and surface water drainage \*parking spaces \*water supply \*Garages/storage sheds** | | | | | | |
| **Part 4 – Services** | | | | | | |
| Please give details of the arrangements for the following: | | | | | | |
| Mains or private water supply | |  | | | | |
| Surface water disposal | |  | | | | |
| Sewage disposal | |  | | | | |
| Refuse disposal | |  | | | | |
| Site lighting | |  | | | | |
| Flood risk awareness - include a copy of flood risk assessment in this application (if applicable) | |  | | | | |
| Gas – include a copy of gas safety certificate by GasSafe (as of November 2014) for the site in this application | |  | | | | |
| Electric – include a copy of the periodic electric safety certificate in this application | |  | | | | |
| Fire precautions – include a copy of your fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005 in this application.  This will be forwarded to the Fire Service for their consideration. | |  | | | | |
| Please state what fire precautions you have in place | |  | | | | |
| Health & Safety Risk Assessment – please include copy | |  | | | | |
| Site Rules – please include copy of Site Rules (if applicable) | |  | | | | |
| Public Liability Insurance – please include copy | |  | | | | |

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| **Declaration**  *I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to the local authority in connection with any of their functions on relation to the Mobile Homes (Wales) Act 2013 which I/we know is false or misleading, or I/we am/are reckless as to whether it is false or misleading.* | | | | | |
| **Name of site licence applicant**  **Date** | | | **Signature** | | |
| **Name of Proposed site manager**  **Date** | | | **Signature** | | |
| **SECTION 3 – FIT AND PROPER PERSON TEST** | | | | | |
| *Under Part 2, Section 28 of the Mobile Homes (Wales) Act 2013 in order to grant a site licence the Local Authority must be satisfied that the site owner is a fit and proper person to manage the site, or where the site owner does not manage the site, the person appointed to manage the site meets the criteria of a fit and proper person. The information you supply will be treated in confidence and will only be taken into account in relation to your application.* | | | | | |
| Please give details of the person proposed to be the licence holder, the person appointed to manage the site, or anyone associated with them has:  (a) committed any offence involving fraud or other dishonesty, violence, firearms or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements),  (b) practised unlawful discrimination or harassment on the grounds of any characteristic which is a protected characteristic under section 4 of the Equality Act 2010 or victimised another person contrary to that Act, in or in connection with the carrying on of any business, or  (c) contravened any provision of the law relating to housing (including mobile homes) or landlord and tenant.  *Continue on a separate sheet if necessary* | | | | | |
| Name | Offence | Sentence | | Date | Court |
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| **Are you an owner/manager of another mobile home site in Wales?**  **If so please provide details** | | | | | |
| **Declaration**  I/we declare that the person identified as the manager of the site is a fit and proper person to manage the site and that the information contained in the application is correct to the best of my/our knowledge. I/we understand that it is committing an offence if I/we supply any information that is false or misleading and which I/we know is false and misleading and which may result in the site licence being revoked.  **Signature of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Print name of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Data Protection Act 1988**  The Data Controller is Conwy County Borough Council. The data you provide will be used to process and determine your application for a Site licence under the provisions of the Mobile Homes (Wales) Act 2013. | | | | | |