Particulars to be given by an Applicant for a Site Licence
Under Part 1 of the Caravan Sites and Control of Development Act 1960

1. Name and Address of Applicant:
   Surname ...........................................................................................................................................
   Other Names (Mr, Mrs, Miss) ...........................................................................................................
   Postal Address .....................................................................................................................................
   ............................................................................................................................................................
   Telephone Number .............................................................................................................................

2. Is the applicant the occupier of the site (Note 1)? .............................................................................
   State applicant’s interest in land (e.g. owner or tenant) and give particulars of lease or tenancy, if any
   .............................................................................................................................................................

3. Location and description of site for which licence is required ..........................................................
   .............................................................................................................................................................

4. Acreage of site .....................................................................................................................................

5. Has the applicant held a site licence which has been revoked at any time in the last three years?
   .............................................................................................................................................................

6. State type of caravan site for which licence is required:
   * Residential
   * Holiday, between the following dates in each year
   .............................................................................................................................................................
   * Touring caravans only, between the following dates in each year
   .............................................................................................................................................................

7. State the maximum number of caravans proposed to be stationed at any one time for the purposes of human
   habitation
   .............................................................................................................................................................

* Delete as appropriate
8. A layout plan of the site to a scale approved by the local authority should be attached (Note 2) showing the boundaries of the site, the positions of caravan 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.
Foul and surface water drainage.
Water supply.
Recreation space.
Fire precautions
Car parking spaces.
Planting of trees and bushes for amenity purposes.
Site lighting.
(Nota 3).

9. Give details of the arrangements for refuse and litter collection and disposal and, where not shown on the plan, for sewage and waste water disposal .................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................

10. Has planning permission for the site been obtained from the local planning authority (Note 4)?
   *If so, state (i) Date of Permission .............................................................................................................
     (ii) Date (if any) on which permission will expire ..............................................................................
   * If not, has permission been applied for? ................................................................................................

11. What arrangements, if any, are proposed for the management of the site?
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12. Does the applicant propose to permit on the site any tents or other structures for human habitation?
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If so, give details ...........................................................................................................................................
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* Delete as appropriate
13. Is it claimed that the site has existing use rights and does not require planning permission?
..................................................................................................................................................

If so, state the facts on which the claim is based
..................................................................................................................................................

14. Was the site in use as a caravan site for the purposes of human habitation

(a) on 9th March 1960?
...................................................................................................................

(b) on 29th August 1960?
...................................................................................................................

(c) at any other time since 9th March 1958, if so, when?
...................................................................................................................

Signature of Applicant ............................................................................................................................................

Date ........................................................................................................................................................................

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Note 1: “Occupier” here means the person who is entitled to possession of the site by virtue of an estate or interest therein, e.g. as owner or tenant. Where the site extends to not more than 400 square yards and is let with a view to its use as a caravan site the application should be made by the person who would be entitled to possession of the site but for the tenancy.

Note 2: All or any of the particulars under this head may be provided in writing if the local authority so approve, and therefore a plan may not be required.

Note 3: In the case of existing sites the plan should show the facilities already available as well as any proposals for improvement.

Note 4: A site licence cannot be issued until planning permission has been granted. If the applicant has not already been 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.
Privacy Notice

In relation to processing of licence applications and similar applications

The Data Controller of the information being collected is Aberdeenshire Council. The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY. Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- Assessment of licence applications.
- Regulatory, licensing and law enforcement, including prosecution of offenders.
- Research, education, raising awareness, promoting the services provided by the environmental health service.

Your information is:

<table>
<thead>
<tr>
<th>Being collected by Aberdeenshire Council</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has been provided to Aberdeenshire Council by</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The Legal Basis for collecting the information is:

<table>
<thead>
<tr>
<th>Personal Data</th>
<th>Special categories of personal data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent</td>
<td>The data subject has given explicit consent to the processing</td>
</tr>
<tr>
<td>Performance of a Contract</td>
<td>Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law</td>
</tr>
<tr>
<td>Legal Obligations X</td>
<td></td>
</tr>
<tr>
<td>Vital Interests</td>
<td>Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent</td>
</tr>
<tr>
<td>Task carried out in the Public Interest X</td>
<td>Processing relates to personal data which are made public by the data subject</td>
</tr>
<tr>
<td></td>
<td>Processing is necessary for the establishment, exercise or defence of legal</td>
</tr>
</tbody>
</table>
From mountain to sea

<table>
<thead>
<tr>
<th>Legitimate Interests¹</th>
<th>claims or whenever courts are acting in their judicial capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing is necessary for reasons of <strong>substantial public interest</strong></td>
<td></td>
</tr>
<tr>
<td>Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of <strong>health or social care</strong> or treatment, or the management of health or social care systems</td>
<td></td>
</tr>
<tr>
<td>Processing is necessary for reasons of public interest in the area of <strong>public health</strong></td>
<td></td>
</tr>
<tr>
<td>Processing is necessary for archiving purposes in the <strong>public interest</strong>, scientific or historical research purposes or statistical purposes</td>
<td></td>
</tr>
</tbody>
</table>

Please tick all that apply

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

The Environmental Health Service may not be able to determine compliance with relevant legislation and issue the appropriate licence, certificate or approval. The business and/or activities may not comply with relevant legislation. Persons acting in the course of their trade or business are under an obligation to provide assistance and information when officers are exercising a power for which they are duly authorised. An offence is committed if this requirement is breached. This does not require a person to answer any question or give information which may incriminate them.

Your information will be shared with the following recipients or categories of recipient:

**Other law enforcement and health based agencies such as-**
- Food Standards Scotland
- Scottish Environment Protection Agency
- Health & Safety Executive
- NHS Grampian
- Police Scotland
- Other Local Authorities
- Animal & Plant Health Agency
- SSPCA
- Government and Scottish Government Departments
- Also, any other relevant body or agency that may be of assistance.
Your information will be transferred to or stored in the following countries and the following safeguards are in place:

| Not applicable |

The retention period for the data is:

This will vary depending on type of licence but will be up to 6 years after licence is surrendered or revoked.

The following automated decision-making, including profiling, will be undertaken:

| Not applicable |

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner’s Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
  (i) Consent; or
  (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.