

MOBILE HOMES (WALES) ACT 2013
APPLICATION FOR A SITE LICENCE

[I] [We].....

 hereby apply for a Licence to use the land described below and shown on the attached plan (see note below in section B) 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 to :

Pollution Control & Private Sector Housing
Swansea City Council
Directorate of Place
Civic Centre, Oystermouth Road
Swansea
SA1 3SN

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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Post Code.....

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 had a site licence or transfer of a site licence revoked or refused in the last 5 years	Yes	No
If yes please provide further details on the following page:		

<p>Address of Site(s):</p> <p>Local Authority Area(s):</p> <p>Date of Refusal/ Revocation:</p> <p>Reason for Refusal/Revocation:</p>		
Company Details if applicable		
If the application is made on behalf of a company, state your position in the company.		
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
Name of site manager:	Tel No:	
Address of site manager:	Date of Birth:	
Post Code:		
Email Address:	Yes	No

Relationship to the site licence holder:
Has the site manager had site licence or transfer of a site licence revoked or refused within the last 5 years?
If yes please provide further details: <i>continue on a separate sheet if necessary</i> Address of Site: Local Authority Area: Date of Revocation: Reason for Revocation:
Management 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 Address of site(s): Type of Site: (Residential/ seasonal/ mixed)
Part 3 – Company / Partnership / Co-owner / Trust Please complete for any additional persons with significant control 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 permission applied for:		
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?	A. Residential only	B. Residential & seasonal

Tick one box and then complete section A or B below			
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?		
<p>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</p>			
Part 4 – Services			
Please give details of the arrangements for the following:			
Mains water supply			
Storm water disposal			
Sewage disposal			
Refuse disposal			

Site lighting	
Flood risk awareness – you must include a copy of flood risk assessment in this application	
Gas – include a copy of gas safety certificate for the site in this application	
Electric – include a copy electric safety certificate in this application	
Fire precautions – include a copy of your fire risk assessment in this application	
Health & Safety Risk Assessment – please include copy of the risk assessment	
Site Rules – please include copy of Site Rules if applicable	

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	Signature
Date	
Name of Proposed site manager	Signature
Date	

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

**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 2018

The Data Controller is City and County of Swansea. 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. Details of the name and address of the site licence holder and maximum number of homes permitted by the licence may be included in a register of licences available to the public.

Mae'r ddogfen hefyd ar gael yn Gymraeg

This document is also available in Welsh