



## CARAVAN SITE PROCEDURE NOTES

- Fill the application form in and send to your nearest Licensing Department (office addresses detailed below).
- Enclose a site plan.
- The Licensing Department will then contact you to organise a time to carry out an inspection of the site.
- On completion of the inspection and providing everything is satisfactory a Licence will then be issued.

Licensing Office Addresses				
Central Licensing Shirehall Abbey Foregate Shrewsbury SY2 6ND	North Licensing Edinburgh House New Street Wem SY4 5DB	North Licensing Castle View Oswestry SY11 1JR	South Licensing Westgate Bridgnorth WV16 5AA	South Licensing Stone House Corve Street Ludlow SY8 1DG





<p>Do you have Planning Permission for the use of the site?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please state the date it was granted and expires:  Granted:  Expires:</p> <p>If no, please state the date you have applied for it:</p> <p>If you have not applied please state why:</p>
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I declare that to the best of my knowledge, the above information is correct.

SIGNATURE  DATE

This application must have with it a lay-out plan of the site to a scale of not less than 1:5000 which should show the boundaries of the site, roads, footpaths, toilet block, stores and other buildings, foul and surface water drainage, water supply, recreation spaces, fire points and parking spaces. **The plan should distinguish between facilities already provided and facilities proposed.**

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 within this Authority for the prevention and detection of fraud. The Authority may also share this information with other bodies administering public funds for these purposes.

Please return the completed form and fee to the address below:  
**Licensing Department  
Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND**

**FOR OFFICIAL USE ONLY**

**ORDER NO:**

Date of Inspection .....

Recommendation .....

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Date reported to Council, and Decision.....

No. of Licence issued .....

Entered in Register:                      Date:                      Ref: