

**CARAVAN SITES AND CONTROL OF  
DEVELOPMENT ACT, 1960  
SECTION 10  
TRANSFER OF SITE LICENCE**



**To: Environmental Health, Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich IP1 2DE**

I/We (Current licensee).....  
Of (Home address).....  
.....  
Telephone Number.....  
being the licences of caravan site known.....  
.....

Request that Ipswich Borough Council transfer this licence to:  
(new licensee name) .....  
On (date of transfer).....

And I/We (new licensee).....  
Of (home address).....  
.....  
Telephone Number.....  
Email.....

accept the licence for the above-named caravan site and the conditions attached thereto.

Please find enclosed the sum of.....for transfer of licence.

*Signature of current licensee* ..... *Date*.....

*Signature of new licensee* ..... *Date*.....

**Note: The new licensee** is advised to inspect the site to ensure that it complies with the conditions of the licence. Particular attention should be paid to the position of sheds and other structures on site, and to the separation space between any caravan on the site and any other caravans or dwellings.

**Please return this form together with the layout plan of the site to Environmental Health, Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich IP1 2DE**

**Any enquiries regarding this application should be directed to Environmental Health 01473 432000 or [environmental.health@ipswich.gov.uk](mailto:environmental.health@ipswich.gov.uk)**