

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
SECTION 10**



Transfer of Site Licence

To: Private Sector Housing, Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich IP1 2DE

I/We (*current licensee*):

Of (*home address*):

Tel No:

being the licensee of caravan site known as:

Request that Ipswich Borough Council transfer this licence to (*new licensee name*):

On (*date of transfer*):

And I/We (*new licensee*):

Of (*home address*):

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 Private Sector Housing, Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich IP1 2DE

Any enquiries regarding this application should be directed to:
Private Sector Housing tel: 01473 433003 or email: PSHEmail@ipswich.gov.uk