



CAMPING AND TOURING CARAVAN EXEMPTION CERTIFICATES: A GUIDE FOR APPLICANTS

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Introduction

What is a camping or touring caravan exemption certificate?

1.1 A camping or touring caravan exemption certificate is a certificate which, in certain circumstances, allows a recreational organisation to camp or caravan on land without a site licence or the need to apply for planning permission. Organisations holding this type of exemption have considerable freedoms in arranging and supervising site facilities. They are therefore expected to acknowledge that the freedoms they enjoy implicitly carry certain responsibilities. These responsibilities are summarised in paragraphs 3.3 (a) and 5.2 and 5.3 below.

What is the purpose of this guide?

1.2 This guide is for recreational organisations who think they may be eligible to apply for camping or caravan exemption certificates. It sets out the differences between the two exemption certificates, the criteria by which applications are determined, how and where to apply for a certificate and the information you will need to provide in support of your application.

1.3 This guide replaces two previous guides issued by the Department for Environment, Food & Rural Affairs (Defra) – namely “A guide to Touring Caravan Exemption Certificates” and “A guide to camping exemption certificates”.

The legislative background

1.4 Exemption certificates are issued under two separate pieces of legislation:

a) For tents (including trailer tents):

Under **section 269 of the Public Health Act 1936** (“the 1936 Act”) the use of land as a campsite for more than 42 days consecutively or 60 days in total in any 12 consecutive months requires a site licence from the local authority. In addition, the use of land for tented camping for more than 28 days a year normally requires an express grant of planning permission¹. However, members of recreational organisations which hold a camping exemption certificate issued under section 269(6) of the 1936 Act can camp on land without a site licence and without the need to apply for planning permission.

b) For caravans (including motor homes and campervans):

For land to be used as a caravan site it must be licensed and planning permission is usually necessary. However, **Section 2 of and the First Schedule to the Caravan Sites and Control of Development Act 1960** (“the 1960 Act”) provide exemptions from the need for a site licence or planning permission. Part 5 Class A of the Town and Country Planning (General Permitted Development) Order 1995 (“the 1995 Order”) permits the use of land as a touring caravan site where a caravan exemption certificate has been issued.

Who processes applications and deals with enquiries?

1.5 Applications and enquiries are dealt with on a geographic basis depending on the organisation’s contact address. The geographic contacts are as follows:

England: Camping and Caravanning Exemptions Team, First Floor Zone C, Natural England, Eastbrook, Shaftesbury Road, Cambridge, CB2 8DR
Tel: Sharon Sharpe on 0300 0602098 or Paul Ackers on 0300 0601081
E-Mail: caravan.camping@naturalengland.org.uk

¹ Part 4, Class B of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 gives permitted development rights to use land for tented camping for up to 28 days a year.

Scotland: The Scottish Government, Directorate of Housing, Regeneration & Welfare, Housing Options & Policy Unit, Area 1H South, Victoria Quay, Edinburgh, EH6 6QQ
Tel: 0131-244-5566; E-Mail: ged.millar@scotland.gsi.gov.uk

Wales: The Welsh Government - Decisions Branch, Planning Division, Welsh Assembly Government, Cathay's Park, Cardiff, CF10 3NQ
Tel: 029-2082-3883; E-Mail: Nicholas.iles@wales.gsi.gov.uk

1.6 A certificate issued by any of the above bodies is valid only for the country which issued it and cannot be used in the Channel Islands, the Isle of Man or the Isles of Scilly.

1.7 Northern Ireland operates a similar, but entirely separate system. For further information contact them at: Policy and Legislation Unit, Planning Services Headquarters, Millennium House, 17 - 25 Great Victoria Street, Belfast, BT2 7BN. Tel: 02890-416966.

For information on camping and touring caravan exemption certificates, together with a list of those organisations that currently hold them, please see:

<http://www.naturalengland.org.uk/ourwork/regulation/campingandcaravan/default.aspx>

2. Camping Exemption Certificates

2.1 Camping exemption certificates are intended for recreational organisations that organise camping for their members on sites belonging to them, or on other sites with the landowner's permission.

2.2 Camping exemption certificates do not permit caravans, which includes motor homes and campervans, to be involved in camping activities. (See Section 3 of this guide for information on touring caravan exemption certificates.)

What does a camping exemption certificate allow my organisation to do?

- 2.3 A camping exemption certificate issued under section 269(6) of the 1936 Act permits:
- the use of any land owned by the exempted organisation (or provided or used by them) to be used for tented camping without the need for a site licence from the local authority;
 - members of the exempted organisation to put up tents on any site with the permission of the owner;
 - members of the exempted organisation to use land for the purposes of recreation or instruction, and to erect or place tents on land for those purposes

How does an organisation qualify for a camping exemption certificate?

2.4 To be able to conclude that an organisation is eligible for an exemption certificate, the certificate issuing body must be able to satisfy itself that an organisation is:

- taking reasonable steps to ensure that its campsites are properly managed and kept in good sanitary condition; and
- that the tents occupied by its members are used in such a way that they do not give rise to any nuisance.

2.5 For an exemption certificate to be issued, the organisation will normally be expected to meet the following criteria:

- a) the organisation must be properly formed and have a constitution;
- b) the objectives of the organisation must include the encouragement or promotion of recreational activities;
- c) the organisation must apply for the certificate solely for its own benefit and that of its members;
- d) the organisation must be able to effectively monitor compliance with the requirements and limitations of an Exemption Certificate:

In order to show that these criteria are met the organisation should:

- e) have a formal code of conduct which its members must comply with;
- f) ensure adequate arrangements are in place for the management and supervision of all its own sites, and any other sites used by its members;
- g) provide evidence of its experience of organising and running camp sites; and
- h) ensure a named officer of the organisation is appointed to be responsible for holding the exemption certificate and for making sure a copy is available for display and inspection at every camping event.

How do we apply for a camping exemption certificate?

2.6 To apply for a camping exemption certificate, please follow the instructions outlined in Section 4 of this guide.

Further advice

2.7 Further advice and background information relating to camping exemption certificates can be found under the "Frequently Asked Questions" section of this guide (see Section 5).

3. Touring Caravan Exemption Certificates

3.1 Touring caravan exemption certificates are intended for organisations that occupy or use non-licensed sites with the landowner's permission for recreational purposes and meetings (rallies). In this context touring caravan includes a motor home and campervan.

3.2 Touring caravan exemption certificates do not permit tents (except for children's "pup-tents" i.e. a small tent sleeping one or two children but without living quarters) to be involved in caravan activities. The definition of tents includes trailer-tents. The attendance of caravans and tents at the same event must therefore be covered by two separate certificates. See Section 2 of this guide for further information on camping exemption certificates.

What types of exemption certificate are issued and what do they allow my organisation to do?

3.3 The First Schedule to the 1960 Act sets out where a site licence is not required. Paragraphs 4, 5 and 6 of the Schedule cover the activities of exempted organisations:

a) ***Paragraph 4: Sites Occupied & Supervised by Exempted Organisations***

This type of exemption would allow an organisation to occupy a site for the purpose of recreation. Organisations holding this type of exemption have considerable freedoms in arranging and supervising caravan site facilities. They do not require express planning permission or a site licence from a local authority nor is there a limit to their occupation of a site. We therefore expect holders of paragraph 4 exemption certificates to acknowledge that the freedoms they enjoy implicitly carry certain responsibilities. In particular, we have agreed with the major caravan organisations, including The Association of Caravan and Camping Exempted Organisations (ACCEO) that we would expect that an organisation would limit its occupation of a site to no more than 28 days on the site, at any one time.

In addition:

- A member of the organisation must be appointed to supervise on-site activity.
- Organisations must have the legal status to enable them to enter into an agreement with the landowner or manager, which gives them control over the site.
- Organisations are expected to consult local planning authorities about sites before they use them. We would normally expect organisations not to use sites to which a Local Authority maintains a valid objection.
- Non-members are allowed to attend such rallies.

b) ***Paragraph 5: Sites Approved by Exempted Organisations***

Organisations exempted under paragraph 5 may issue certificates (valid for up to one year) for particular sites, stating that the land has been approved by the organisation for the use of its members for the purposes of recreation. These sites are known as "certificated locations" or "certificated sites". Additionally:

- No more than 5 caravans can be stationed on a paragraph 5 site at any one time.
- Before issuing a certificate an exempted organisation is expected to have a system for consulting neighbours and the relevant local licensing authority
- Organisations which issue certificates are also expected to have systems in place to inspect their sites to check that the terms of the certificate are being observed; and for dealing with any inquiries or complaints from the public about their sites.
- Certificates are to be issued to the occupiers of the land
- Each organisation must send details of certificates it has issued to the relevant exemption certificate issuing body.

c) **Paragraph 6: Meetings Organised by Exempted Organisations**

Under this exemption an organisation may use a site for a meeting of its members, lasting not more than 5 days (see Frequently Asked Question Number 14).

Additionally:

- The meeting must be supervised by a member of the organisation appointed for the purpose.
- Non-members are not permitted to attend such meetings.

3.4 Local authorities can, however, apply for an order under paragraph 13 of the 1960 Act withdrawing the exemptions provided by certificates from a site. The effect of a paragraph 13 order would be to require a site licence or planning permission to be sought for the use of the site as a caravan site. The local authority applying for an order must advertise details of the order in the London Gazette or a local newspaper for the area of the site. The adverts must appear three months before the order will come into force.

How does an organisation qualify for a touring caravan exemption certificate?

3.5 For an exemption certificate to be issued, the organisation will normally be expected to meet the following criteria:

- a) The organisation must be properly formed and have a constitution;
- b) The objectives of the organisation must include the encouragement or promotion of recreational activities;
- c) The organisation must apply for the certificate solely for its own benefit and that of its members;
- d) The organisation must be able to effectively monitor compliance with the requirements and limitations of an Exemption Certificate:

In order to show that these criteria are met the organisation should:

- e) Have a formal code of conduct which its members must comply with;
- f) Ensure adequate arrangements are in place for the management and supervision of all its own sites, and any other sites used by its members;
- g) Provide evidence of its experience of organising and running camp sites; and
- h) Ensure a named officer of the organisation is appointed to be responsible for holding the exemption certificate and for making sure a copy is available for display and inspection at every camping event.

How do we apply for a touring caravan exemption certificate?

3.6 To apply for a touring caravan exemption certificate, please follow the instructions outlined in Section 4 of this guide.

Further advice

3.7 Further advice and background information relating to touring caravan exemption certificates can be found under the “Frequently Asked Questions” section of this guide (see Section 5).

4. How to Apply for an Exemption Certificate

4.1 To apply for new or renewal camping or touring caravan exemption certificate, you will need to complete a copy of the application form (see Annex 3) and submit it to the relevant certificate issuing body as directed in sections 4.5 to 4.7. Copies of the application form (and guide) can be downloaded from the internet, or completed interactively on-line at: <http://www.naturalengland.org.uk/ourwork/regulation/campingandcaravan/>
Applications completed interactively need to be printed and signed before being returned. Alternatively paper copies are available from the certificate issuing bodies listed below.

Documentation needed to support your application

4.2 Whether submitting a new application or renewal request you will need to include the following information and documents in support of the details given on the form:

- a) **ALL organisations** - a copy of the **organisation's constitution** – this must include your organisation's purposes and identify those objectives which encourage or promote recreation. If your organisation is applying for a Paragraph 4 exemption then your constitution must include the following statement: *Interest in land may be acquired by purchase, lease or licence for the purpose of holding rallies or meetings as permitted by legislation or by Local Planning Authorities or for any other club activities.*
- b) **ALL organisations** - a copy of your **organisation's code of conduct** - for your assistance, a model code of conduct is provided at Annex 1 of this guide. This must be on your organisation's headed paper and must be accompanied by an assurance that it has been agreed by your members and that they will abide by it at all times;
- c) **ALL organisations** - details of **any branches or units** of your organisation and whether these share the same constitution and are governed by the same rules;

In addition to the above:

- d) **NEW applicant organisations** - details of **when your organisation was formally constituted** (i.e. minutes of the first meeting of the organisation);
- e) **NEW applicant organisations** - details of **your organisation's caravan and camping history** (i.e. mixed caravan and camping or as separate activities; how many years rallying);
- f) **NEW applicant organisations** - **any relevant experience** of organising caravan and camping activities which members have as officers/organisers of your or other organisations;
- g) **NEW applicant organisations** - where possible, the names and contact details for at least 2 **previous sites** used by your organisation.

The role of the certificate issuing body

4.3 On receipt of an application form, the certificate issuing body will check to ensure it has been properly completed, that all supporting documentation required has been submitted and that it meets the criteria for a certificate to be issued. If further information, or clarification, is needed you will normally be contacted in writing. If your organisation indicates on the application form that they also require a certificate(s) covering other parts of the country then your application and supporting documentation will automatically be copied to the relevant certificate issuing body(ies) for processing.

4.4 For new applicant organisations, we need to satisfy ourselves that you have the relevant structure and organisation to enable you to properly supervise caravan/camping activities. This will involve writing to owners/managers of previous sites used to ask them to verify that your activities were properly managed and your organisation's behaviour whilst on the site was appropriate.

Where to send your application

4.5 For organisations with contact addresses in **England** applications should be sent to Camping and Caravanning Exemptions Team, First Floor Zone C, Natural England,

Eastbrook, Shaftesbury Road, Cambridge, CB2 8DR Tel: 0300 0602098 or, 0300 0601081
E-Mail: caravan.camping@naturalengland.org.uk

4.6 For organisations with contact addresses in **Scotland** applications should be sent to The Scottish Government, Directorate of Housing, Regeneration & Welfare, Housing Options & Policy Unit, Area 1H South, Victoria Quay, Edinburgh, EH6 6QQ
Tel: 0131-244-5566; E-Mail: ged.millar@scotland.gsi.gov.uk

4.7 For organisations with contact addresses in **Wales** applications should be sent to **Wales:** The Welsh Government - Decisions Branch, Planning Division, Welsh Assembly Government, Cathay's Park, Cardiff, CF10 3NQ
Tel: 029-2082-3883; E-Mail: Nicholas.iles@wales.gsi.gov.uk

5. Further Advice and Frequently Asked Questions (FAQs)

Applicable to ALL organisations

What are the responsibilities of holding a certificate?

5.1 Exemption certificates are intended to help encourage and promote the recreational use of the countryside. Their issue is dependant upon organisations meeting the relevant criteria. In return for the considerable freedoms that arise through the issue of an exemption, organisations are expected to ensure their members behave responsibly at all times.

5.2. Organisations should take adequate steps to minimise the impact of their activities. Noise, road congestion and units overlooking local properties are the complaints most frequently drawn to our attention.

5.3 Responsibilities of holding a certificate include the following areas of general good practice:

- a) an organisation should seek the views of the **Local Planning Authority** before making arrangements for a Paragraph 4 event (and if in any doubt a Paragraph 6 event), particularly those next to a commercial site, to ensure there are no planning restrictions or other objections to the use of a site, and to consider avoiding those sites if objections are raised;
- b) organisations should be sensitive to the concerns of **local residents** who may be affected by frequent or large-scale camping or caravanning activity, and to avoid overuse of popular sites;
- c) each organisation undertakes, via inclusion in its formal code of conduct, to thoroughly investigate **complaints** made about the activities of the organisation or its members;
- d) a named officer of the organisation is made responsible for holding the exemption certificate(s) and making a copy of it available for display and inspection at all events organised under them.

In addition there are special responsibilities regarding activities in National Parks – see Question 20.

5(a) Frequently Asked Questions (FAQs)

FAQs applicable to both camping & touring caravan exemption certificates

- Q1. How long does an application take to process?**
Organisations should allow a minimum period of 15 working days for an application to be processed, dependant on receipt of all documentation required being correctly submitted. This period should be extended to a minimum of 6 weeks for applications from new organisations because of the need to verify previous caravan and/or camping experience.
- Q2. How much does an exemption certificate cost?**
Exemption certificates are issued free of charge.
- Q3. How long is an exemption certificate valid for?**
Exemption certificates are valid for a maximum of 5 years from the date of issue. After that you can apply to have the exemption renewed. Natural England will issue renewal reminder letters approximately two months prior to the expiry date.
- Q4. Why do I need to re-submit documents when applying to renew a certificate?**
Renewals are due after when your certificate expires and we ask for documents to be re-submitted to make sure the most up-to-date information on each organisation is held and to enable us to ensure that the organisation continues to meet the relevant criteria.
- Q5. Who can use the exemption certificate?**
Certificates can only be used by the organisation in whose name the exemption certificate was issued and cannot be transferred to other organisations.
- Q6. Can exemption certificates be withdrawn?**
Yes. Any complaints about an exempted organisation or reported breaches of the terms of the certificate will be fully investigated and could lead to a certificate being withdrawn.
- Q7. Are caravans and tents permitted to attend rallies together?**
Yes – but the attendance of caravans and tents at the same event must be covered by separate camping and touring caravan exemption certificates. Touring caravan exemption certificates do, however, permit children's "pup-tents" to be involved in caravan activities. See paragraph 17 of Annex 1 and Annex 1e for further information on safety and spacing on mixed sites.
- Q8. What changes must be notified to the certificate issuing body?**
Any changes to the details recorded on the exemption certificate, the Code of Conduct, or Constitution must be reported in writing to the certificate issuing body.
- Q9. How will complaints made to the certificate issuing body be dealt with?**
The certificate issuing bodies will investigate complaints reported to them, in conjunction with the organisation concerned and, if appropriate, the local authority. Complaints must be made in writing and exchanges between the parties will also be in writing. Certificates can be withdrawn from organisations which are found to have breached the terms of their certificate(s).
- Q10. Does an exemption remove the need to apply for planning permission in all circumstances?**
No. Where a Local Planning Authority is concerned about the appropriateness of camping or caravanning activity on a particular site, it has powers under planning controls to issue a Direction, if approved by the relevant Regional Government Office,

known as an Article 4 Direction, withdrawing permitted development rights from that land. The effect of this would be that planning permission would be required to undertake any camping or caravanning activity on a site. An exemption certificate issued under the 1936 or 1960 Acts would not override this.

Q11. What happens to the information held by the certificate issuing body?

All data provided to us either as part of the application process, or otherwise, will be treated in strict accordance with our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000. In certain circumstances data or information may be disclosed to third parties – for example to facilitate the investigation of a complaint about an exempted organisation. See Annex 3.

Q12. How do we ensure our events help prevent the spread of animal disease?

Defra has produced bio security guidance for all owners of livestock and anyone who visits land or premises with farm animals. Bio security means ‘safe life’ and is the prevention of disease causing agents entering or leaving any place where farm animals are presently, or have previously been, kept. If you visit agricultural land bio security means taking steps to make sure that good hygiene practices are in place and is a vital part of keeping new disease away from animals and protecting farms and the countryside. The guidance can be accessed via the Defra website at www.defra.gov.uk/animalh/diseases/control/biosecurity/index.htm. Alternatively you can contact the Defra Helpline on 08459 33 55 77.

FAQs specific to camping exemption certificates

Q13. What are the membership requirements?

Camping exemption certificates may only be used by members of the organisation named on the certificate. A member includes a member of any branch or unit of the organisation holding the certificate. i.e., if an organisation has a central body with a separate regional structure, members of each regional branch/unit are covered by the certificate issued in the organisation’s name, provided they are bound by the same constitution and rules. Where this is not the case, it is likely separate certificates would be required.

Q14. What should we do if we receive complaints about the use of our campsites?

We expect organisations to be responsive to any complaints about the use of a site for camping from people living nearby and to make every effort to reach agreement with those concerned, involving the local authority where necessary. Where, in exceptional cases, an agreement cannot be reached we would expect the camping organisation concerned to give serious consideration to relocating its activities, particularly if it is formally requested to do so by the local authority.

Even where such problems do not occur, we would urge holders of exemption certificates to avoid prolonged periods of camping on the same site. As a guide, we expect that camping should not take place on the same site for more than 42 consecutive days and for no more than a total of 60 days in any year. Where more than one organisation uses the camping site we would expect their combined use not to exceed these limits.

FAQs specific to touring caravan exemption certificates

Q15. How is the 5 day period for paragraph 6 meetings interpreted?

The 5 day period is interpreted as meaning 5x24 hours beginning from when the site is first occupied by either the rally marshal or any other member of the club.

Q16. Is a rally marshal covered on site ahead of the rally?

If it is necessary for a rally marshal(s) to stay on the site ahead of a paragraph 6 rally then they can do so under the provisions of paragraph 2 and 3(1) of Schedule 1 to the 1960 Act.

Paragraph 2 allows a person or persons travelling with a caravan on to the land for a maximum of 2 nights on condition that;

- During that period no other caravan is stationed for the purposes of human habitation on that land or any adjoining land
- The number of days on which the caravan is stationed on that land or adjoining land does not exceed 28 days in the period of 12 months ending with the day on which the caravan is brought on to the land.

Paragraph 3(1) allows up to three caravans to be stationed on a site of not less than 5 acres on condition that;

- The number of days on which the caravan is stationed on that land or adjoining land *does not exceed 28 days in the period of 12 months ending with the day on which the caravan is brought on to the land.*

Q17. What are the membership requirements for different certificates?

Membership is a matter for the organisations themselves, but the use of different exemption certificates dictates who can take part.

- **Paragraph 4** – both members and non-members of the organisation are permitted to use the site, provided they all remain under the supervision of the organisation occupying the site;
- **Paragraph 5** – exempted organisations issue certificates stating that a site has been approved for the use of its members. However, non-members may also use the site, unless there is an agreement between the site owner and the organisation that restricts its use to members only;
- **Paragraph 6** – only for members of the organisation holding the meeting. Membership must have been given in advance of attending meetings and must be for a longer period than that associated with attendance at only one event (usually for a full year). Both the individual and the organisation must enter into a membership agreement with the intention that it is to run its full course (although there may be genuine reasons why an individual does not remain a member for the full term). An arrangement to give prospective members a trial to see what an organisation is like by inviting them to attend a meeting or by granting “temporary” membership is not allowed.

Q18. Can two or more organisations rally together on the same site?

Meetings organised by one organisation for the benefit of members of other organisations are not allowed unless all organisations hold exemption status and have affiliation to each other written into their constitution.

Q19. Can two or more organisations rally simultaneously on the same site?

Meetings organised by two separate organisations for the benefit of their own members are allowed simultaneously on the same site, with permission of the landowner. However, each rally must be clearly delineated from the other and each must be under the control of a nominated supervisor.

Q20. Are guests allowed to attend a 5 day meeting?

Guests are not allowed to attend 5 day meetings in their own caravans. However, if the organisation's membership arrangements allow family or friends to stay in a members' caravan, then such "guests" may attend a meeting. The key requirement is that the organisation has genuinely made arrangements for a meeting of its members.

Q21. What do we need to do if we want to organise a rally in a National Park?

Special arrangements have been established by caravanning organisations for meetings in National Parks. They were introduced in recognition that the considerable freedoms organisations enjoy carry certain responsibilities which, in the case of the National Parks, include safeguarding the qualities of the Parks. Organisations should notify National Park Rally Co-ordination Centres of their intentions to meet in the Parks by 30th May in the year before they want to rally (see Annex 2 for a list of National Park rally co-ordination centres and their contact details). Exempted organisations may however seek individually to negotiate a shorter period of notice with a National Park of their intention to hold a rally. This is an entirely discretionary process. Strict regard must be paid to the fact that if a National Park wishes to insist on the existing period of notice being given, as described above, then this must be respected.

Q22. What can the local authority do if they object to use of land for caravanning?

Local authorities can apply for an order under paragraph 13 of the 1960 Act withdrawing the exemptions provided by certificates from a site. The effect of a paragraph 13 order would be to require a site licence or planning permission to be sought for the use of the site as a caravan site. The local authority applying for an order must advertise details of the order in the London Gazette or a local newspaper for the area of the site. The adverts must appear three months before the order will come into force.

Q23. Can paragraph 5 sites be used for rallies organised under paragraph 6?

Paragraph 5 sites are restricted for the use of no more than 5 caravans at any one time. When, exceptionally, it is proposed to use a paragraph 5 site for a meeting organised under paragraph 6, there should be a clear and permanent differentiation between the two activities and their facilities.

Q24. Can I submit my application electronically?

Yes. Please see the application form online underneath this guidance. You will need to save a local copy to complete the form. Once completed email caravan.camping@naturalengland.org.uk with the form and **all** associated documents attached.

Annex 1: Model Code of Conduct

Generic paragraphs recommended for inclusion in the Code of Conduct of ALL organisations

General

1. One named member of the organisation (the “rally marshal” or “responsible person”) is to be responsible for the conduct of any exempted touring caravan or camping event and for ensuring that those attending comply with this code.
2. The responsible person must ensure that all members are aware of The Countryside Code, The Caravan Code and The Seashore Code (see Annexes 1a -c).

The Venue

3. The organisation will take reasonable steps to satisfy themselves that the site to be used is not subject to a relevant order under paragraph 13 of the First Schedule to the 1960 Act (for caravans), or an Article 4 direction under Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (for caravans and camping), and that it is not one where planning permission has been refused or where enforcement action has been taken.
4. The organisation will consult the local authority before meeting on land adjacent to sites for which planning permission has been granted (i.e. next to permanent or commercial sites).
5. The organisation will agree to move from and avoid any site to which the local authority maintains a valid objection.
6. The organisation will not meet on sites adjacent to certificated locations/sites unless the proposed site is clearly differentiated and the risk of interference with local people and other users is minimal.
7. The organisation will take reasonable steps to ensure that the siting of units (a caravan, motor home, tent or trailer tent) does not unduly interfere with the activities of local people, their privacy or their enjoyment of their property. They will also ensure that the siting of units does not interfere with the enjoyment by others of the landscape, natural beauty or nature conservation value of the area, particularly in areas designated for their landscape or wildlife qualities.
8. The organisation will undertake not to over-use any venue and will consider carefully before holding successive meetings on the same land.

Nuisance

9. Local people should be able to carry on their normal activities when meetings are in progress. The organisation will take reasonable steps to minimise disturbance and will investigate and deal with the causes of any complaints made.
10. Care should be taken not to damage the site or the surrounding locality. Trees, fences, buildings, equipment and stock should all be respected.

11. Domestic animals belonging to members of the organisation will be kept on a lead and under close control. They will not be allowed to run loose on the site or cause disturbance to local people or animals. They will be exercised away from units and those parts of the site used for communal activities. Any mess will be cleared up.
12. The responsible person will identify open space suitable for the playing of games which might otherwise intrude upon or constitute a danger or annoyance to others on or around the site.
13. Noise should be kept to a minimum for the comfort of others on the site as well as people who live or work nearby.

Road Safety and Access

14. The responsible person will take steps to ensure that travel from major roads to a proposed site is not likely to cause undue disruption or difficulties for other road users. Access to the site must be suitable for the number and likely size of units attending the meeting. The arrival and departure of units should be arranged to minimise disruption to other road users.
15. The speed of vehicles on the site should be restricted to 5 mph.

Spacing and Density

16. For health and safety purposes emergency vehicles must be able to gain access to any unit on the site. As such, units should be well spaced and sited so they do not restrict access to, or exit from, any other unit or the site in general. At least 6 metres should be required between units in all circumstances. For this purpose a unit means a caravan, motor home, tent or trailer tent. In addition, there must be a minimum of 3 metres between any awnings, gazebo's or pup tent and the car or towing vehicle. Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.
17. Where a site is being used by both caravans and tents they must be sited entirely separate from each other for health & safety reasons. However, this does not necessarily mean segregated. If the layout of the field does not allow for separate lines of tents, it is permissible to continue a line of caravans/motor homes with a line of tents, but they must be sited *en-bloc* and not interspersed. Trailer tents are classified as tents and must be sited accordingly. Children's "pup-tents" may be erected alongside the parents' unit and should be considered as part of the unit for spacing purposes. It is recommended that there is at least 6 metres between any rows of caravans and tents. See Annex 1d for further advice on spacing issues.

Fire Precautions

18. Open fires and barbecues will not be held except with the permission of the responsible person. Where permission is given for open fires or barbecues, they will be sited on open ground, away from units, vehicles, awnings and any other structures.
19. A fire extinguisher approved to British Standards Institute and/or Fire Officers Certificate standards will be held on site.

Chemical Toilets and Waste Water Disposal

20. Organisations will act responsibly when disposing of the contents of chemical toilets and waste water and take full account of the need to safeguard water supplies and prevent the pollution of rivers and streams.

21. On-site disposal of the contents of chemical toilets and waste water will be in accordance with arrangements agreed with the site owner/occupier. Neither will be allowed to foul the ground except at designated disposal points. If there is any doubt about the disposal of waste, the organisation or, if appropriate, the responsible person will contact the relevant Local Authority for advice.

Refuse disposal

22. Organisations should ensure that refuse is either taken home or disposed of in accordance with on-site arrangements. The rally marshal should be satisfied that appropriate arrangements are in place.

Additional general paragraph recommended to be included by organisations holding a camping exemption certificate

23. The organisation will use every endeavour not to camp on any site for more than 42 consecutive days or 60 days in any 12 consecutive months. The organisation will also endeavour not to camp on any site being used for camping by other exempted organisations if, by doing so, the use of this site would be taken over these limits. This will help avoid overuse of sites, particularly in popular areas.

Annex 1a: The Countryside Code

Helping everyone to respect, protect & enjoy our countryside

The Countryside Code applies to all parts of the countryside. There are five parts to the Countryside code and most of it is just good commonsense. It's designed to help us all to respect, protect and enjoy our countryside.

The Code, which applies in England and Wales (Scotland has its own Outdoor Access Code), makes it clear what the responsibilities are for both the public and the people who manage the land. For further information see

http://www.countrysideaccess.gov.uk/things_to_know/countryside_code

1) Be safe - plan ahead and follow any signs

- Even when going out locally, it's best to get the latest information about where and when you can go. For example, your rights to go onto some areas of open land may be restricted while work is carried out, for safety reasons, or during breeding seasons. Follow advice and local signs, and be prepared for the unexpected.
- Refer to up-to-date maps or guidebooks or contact local information centres.
- You're responsible for your own safety and for others in your care, so be prepared for changes in weather and other events. Visit www.countrysideaccess.gov.uk for links to organisations offering specific advice on equipment and safety, or contact visitor information centres and libraries for a list of outdoor recreation groups.
- Check weather conditions before you leave, and don't be afraid to turn back.
- Part of the appeal of the countryside is that you can get away from it all. You may not see anyone for hours, and there are many places without clear mobile phone signals, so let someone know where you're going and when you expect to return.
- Get to know the signs and symbols used in the countryside

2) Leave gates and property as you find them

- Please respect the working life of the countryside, as our actions can affect people's livelihoods, our heritage, and the safety and welfare of animals and ourselves.
- A farmer will normally leave a gate closed to keep livestock in, but may sometimes leave it open so they can reach food and water. Leave gates as you find them or follow instructions on signs. If walking in a group, make sure the last person knows how to leave the gates.
- If you think a sign is illegal or misleading such as a 'Private - No Entry' sign on a public footpath, contact the local authority.
- In fields where crops are growing, follow the paths wherever possible.
- Use gates, stiles or gaps in field boundaries when provided - climbing over walls, hedges and fences can damage them and increase the risk of farm animals escaping.
- Our heritage belongs to all of us - be careful not to disturb ruins and historic sites.
- Leave machinery and livestock alone - don't interfere with animals even if you think they're in distress. Try to alert the farmer instead.

3) Protect plants and animals and take your litter home

- We have a responsibility to protect our countryside now and for future generations, so make sure you don't harm animals, birds, plants or trees.
- Litter and leftover food doesn't just spoil the beauty of the countryside, it can be dangerous to wildlife and farm animals and can spread disease - so take your litter home with you. Dropping litter and dumping rubbish are criminal offences.
- Discover the beauty of the natural environment and take special care not to damage, destroy or remove features such as rocks, plants and trees. They provide homes and food for wildlife, and add to everybody's enjoyment of the countryside.

- Wild animals and farm animals can behave unpredictably if you get too close, especially if they're with their young - so give them plenty of space.
- Fires can be as devastating to wildlife and habitats as they are to people and property - so be careful not to drop a match or smouldering cigarette at any time of the year. Sometimes, controlled fires are used to manage vegetation, particularly on heaths and moors between October and early April, so please check that a fire is not supervised before calling 999.

4) Keep dogs under close control

- The countryside is a great place to exercise dogs, but it's every owner's duty to make sure their dog is not a danger or nuisance to farm animals, wildlife or other people.
- By law, you must control your dog so that it does not disturb or scare farm animals or wildlife. On most areas of open country and common land, known as 'access land' you must keep your dog on a short lead on most areas of open country and common land between 1 March and 31 July, and all year round near farm animals.
- You do not have to put your dog on a lead on public paths, as long as it is under close control. But as a general rule, keep your dog on a lead if you cannot rely on its obedience. By law, farmers are entitled to destroy a dog that injures or worries their animals.
- If a farm animal chases you and your dog, it is safer to let your dog off the lead – don't risk getting hurt by trying to protect it.
- Take particular care that your dog doesn't scare sheep and lambs or wander where it might disturb birds that nest on the ground and other wildlife – eggs and young will soon die without protection from their parents.
- Everyone knows how unpleasant dog mess is and it can cause infections – so always clean up after your dog and get rid of the mess responsibly. Also make sure your dog is wormed regularly to protect it, other animals and people.
- At certain times, dogs may not be allowed on some areas of access land or may need to be kept on a lead. Please follow any signs. You can also find out more by phoning the Open Access Contact Centre on 0845 100 3298.

5) Consider other people

- Showing consideration and respect for other people makes the countryside a pleasant environment for everyone - at home, at work and at leisure.
- Whether you're walking on your own or with a large group, you'll have an impact on the local environment. Follow these brief rules to make it more pleasant for visitors and locals alike.
- Busy traffic on small country roads can be unpleasant and dangerous to local people, visitors and wildlife - so slow down and, where possible, leave your vehicle at home, consider sharing lifts and use alternatives such as public transport or cycling. For public transport information, phone Traveline on 0871 200 22 33 or use your local sources of information.
- Respect the needs of local people - for example, don't block gateways, driveways or other entry points with your vehicle.
- Keep out of the way when farm animals are being gathered or moved and follow directions from the farmer.
- When riding a bike or driving a vehicle, slow down for horses, walkers and livestock and give them plenty of room. By law, cyclists must give way to walkers and horse-riders on bridleways.
- Support the rural economy - for example, buy your supplies from local shops.

Annex 1b: The Caravan Code

The Caravan

- Whether trailer or motor caravan it is a vehicle specifically for caravanning. Its appearance and colour are appropriate and do not offend public opinion.
- It is regularly serviced so that it is safe in all respects when touring on the road, and on site.

On The Road

Selection of trailer caravan and towing vehicle allows adequate performance in line with the Towing Code, namely:

- The actual laden weight of the caravan should be kept as low as possible and should never normally exceed the kerb weight of the towing vehicle
- The engine is powerful enough to keep the outfit at a speed, particularly on hills, that does not baulk other traffic
- The caravan is carefully loaded to provide good balance and avoid instability

The caravan complies with all Road Traffic Acts and other relevant Regulations, in particular that there should be an adequate view to the rear of the caravan.

Where the caravan is a trailer towed by a vehicle, it is insured against third party risks. This must cover not only the caravan when attached to the towing vehicle, but also when detached.

Particular attention is paid to those sections of the Highway Code relevant to trailer caravans.

- To cause the minimum inconvenience to other traffic the caravanner observes traffic to his rear and ensures that every opportunity is offered for other vehicles to overtake. This includes the need always to allow space in front of the outfit for faster traffic to pull into with safety (and never to have two or more outfits bunched together) and on narrow roads to pull in and halt at a safe place to allow following traffic to overtake.
- To carry out normal road manoeuvres with increased care to take account of the length of the outfit, the vehicle's reduced acceleration and its longer stopping distances when braking. This requires greater anticipation, early signalling of intentions, and a very careful watch of overtaken traffic, particularly cyclists, before pulling in.

On Any Site

The member:

- Pitches on private land only with the express permission of the owner
- Places the caravan where it will not interfere with the convenience or enjoyment of others
- Avoids damage to turf by digging holes only when absolutely necessary, and replacing turf where possible and by considerate use of the vehicle
- Disposes of any rubbish only by the means provided on the site. If no receptacles are provided, as on some small farm sites, rubbish is taken home for disposal, or to any other recognised disposal point that has space.
- For touring other than on sites equipped with toilets, will carry his/her own sanitary equipment (usually chemical closet and approved related fluid) and dispose of the contents only at a point provided for the purpose. If burial is necessary, as perhaps on private property, this will not be done in the vicinity of any water course.

- Allows no waste water from the caravan to foul the ground, ensures that suitable receptacles are connected to the waste water pipes to collect the waste, and the receptacles emptied as necessary. In the few instances where no disposal point is provided, minimum fouling is achieved by distributing the water over a considerable area, as along a hedge
- Allows neither children nor animals to spoil the enjoyment of others, by keeping them under control
- Drives slowly and quietly when on site
- Respects the privacy and peace of others at all times by keeping to a minimum, mechanical, instrumental or vocal noise
- Ensures that any laundry outside the caravan is displayed as discretely as possible
- Keeps the pitch neat and tidy, with no loose equipment outside the caravan beyond what is necessary or appropriate, and on departure leaves it as clean as, or cleaner than, it was on arrival
- Observes the country code relating to water, cleanliness, fire dangers, litter, public paths, gates, control of dogs, damage to crops, hedges, walls, trees and plants, livestock and wildlife.

General

At all times, on the road or on site, every caravanner shows courtesy and consideration to all comers so that the good will of the general public towards caravanners is maintained and improved.

Annex 1c: The Seashore Code (Marine Conservation Society)

The British Isles have over 16,000 km of coastline. This includes some of our most varied and best loved scenery - sea cliffs, rocky shores, rock pools, sand dunes, salt marshes - and some of our most interesting wildlife.

On a warm sunny day the coast is ideal for holiday makers, but it is also our wildest frontier and can be dangerous. It is subject to battering by wind and sea, searing heat, bitter cold and driving rain. Coastal wildlife survives by ingenious means, often at the limit of its tolerance. Compiled by the Marine Conservation Society, this Code explains how you can best enjoy the coast and its wildlife, without causing harm. By following the Code, and showing it to other people, you can help to ensure that this wonderful part of British heritage survives for us all to appreciate in years to come:

Show Respect for Seashore Creatures

Seashore creatures are fascinating and have found special ways of living in their environment. They have to adapt to survive the rigours of wave-action, exposure and predation. Some have shells for protection, but many need to hide under rocks, seaweed or in the sand

Exploring the seashore is fun, but please remember:

- Leave animals where you find them.
- Take care when touching soft-bodied animals - they are very delicate.
- Carefully lift and replace any rocks you may have moved - there are animals underneath which need them for shelter.
- Leave attached seaweed in place - there is plenty lying loose on the strand line.
- Do not trample through rock pools.

Take Photos, Not Living Animals

- Shells come in all shapes, sizes and colours. Many still contain living animals, even if they do look 'dead'. If you want to collect shells, please make sure they are empty before taking them home.
- If you want to buy a souvenir:
 - Buy a photograph, book or poster of colourful marine creatures rather than shells, coral, starfish and urchins or other 'marine curios'.
 - Remember 'curios' would almost certainly have been alive, when collected.
 - If we don't buy them, the shops won't sell them.



Avoid Disturbing Wildlife

You can see many animals at their best when they are behaving naturally. This is true for animals such as seals, otters and seabirds, as well as rock pool animals.

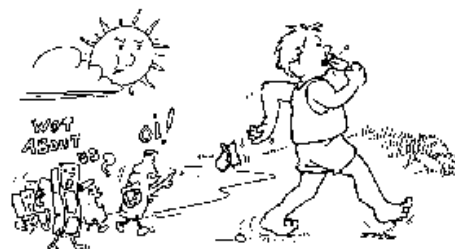
To avoid disturbing wildlife:

- It is best to watch from a distance, through binoculars if possible, especially if the animals are nesting, or pupping in the case of seals.
- Keep your dog clear of birds and other animals.
- Remember, it is now illegal to disturb or harass many species of birds and animals.

Take Your Rubbish Home with You

Beach rubbish is unsightly and can be dangerous to sea creatures. Much of the litter on our shores comes from tourists, shipping, fishing vessels and sewage outfalls. You can help to reduce this problem when visiting the coast:

- Take your rubbish home - burying it is no solution.
- Keep your dog from fouling the beach.
- Report canisters or drums that may be washed up on the beach, but do not touch them.
- Take part in BeachWatch - the annual beach clean and survey organised by the Marine Conservation Society, or Adopt-a-Beach - a regular survey of beach litter.
- Bag It and Bin It, Please Don't Flush It - bag and bin all plastic bathroom waste such as cotton bud sticks.



Watch Where You Go

Beaches and sand dunes are prone to erosion and easily damaged by people and vehicles. To help protect the coast:

- Keep to established paths and dune boardwalks.
- Park in designated car parks and keep access to footpaths clear.
- Do not use beaches or dunes for scrambling motorcycles or other 'off-road' vehicles.
- If you dig holes in the beach, please fill them up again.
- Leave pebbles and rocks on the beach rather than collect them for your garden.



Be Careful!

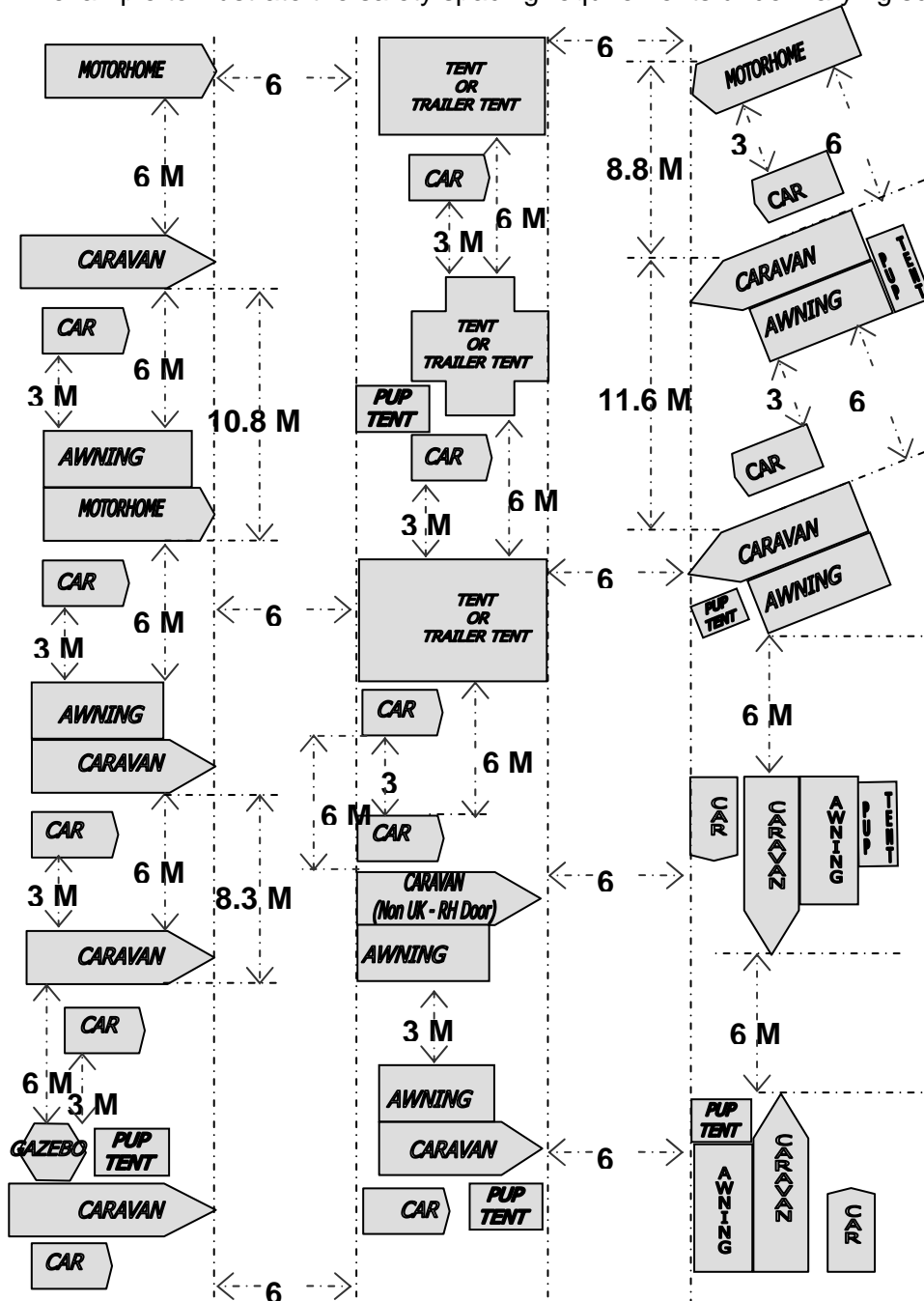
All cliffs are unstable and potentially dangerous, yet they are an impressive sight and from the cliff top it is possible to enjoy a panoramic view of the coastline. Cliffs also provide a very specialised habitat for the plants and animals that live on them.

Take Care Near Cliffs:

- Remember that it is dangerous to climb up or go near the top or bottom of a cliff.
 - Please don't throw or push anything over the edge of cliffs. As well as being dangerous, it can increase the rate of cliff erosion and kill or disturb wildlife.
- Play safe on the beach too:
 - Check tide times to avoid being cut off.
 - Keep away from soft sand and mud - it is easy to get stuck!

Annex 1d: Safety Spacing of Units

The following diagram (reproduced by kind permission of ACCEO*) is intended only as an example to illustrate the safety spacing requirements under varying scenarios:



This guidance recommends that not less than three metres should be permitted between units. For this purpose, a unit **includes** the caravan/motor home/tent plus any awning, gazebo or “pup-tent” and the vehicle/tow car

Please Note: - To allow the attendance of tents & trailer tents (with the exception of children’s “pup-tents”) on caravan rallies a separate Camping Exemption Certificate **must** be held in conjunction with a Caravan Exemption certificate.

* - Further details can be obtained from the Association of Caravan & Camping Exempted Organisations (ACCEO), Head Office, PO Box 5191, Rugeley, Staffordshire, WS15 9BS. Tel: 0845 419 1520; Website: <http://www.acceo.co.uk/>

Annex 2: Other Useful Contacts

Local Government Contacts

Local Government Association (England)

Local Government House
Smith Square
London
SW1P 3HZ

Tel: 020-7664-3131
E-Mail: enquiries@lgs.gov.uk
Website: www.lga.gov.uk

The Welsh Local Government Association

Local Government House
Drake Walk
Cardiff
CF10 4LG

Tel: 029-2046-8600
E-Mail: enquiries@wlga.gov.uk
Website: www.wlga.gov.uk

The Convention of Scottish Local Authorities

Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5XZ

Tel: 0131-474-9200
E-Mail: enquiries@cosla.gov.uk
Website: www.cosla.gov.uk

Lake District National Park Authority

National Park Office
Murley Moss
Oxenholme Road
Kendal
Cumbria
LA9 7RL

Website: www.lake-district.gov.uk

National Park Rally Co-ordination Centres

The Caravan Club

East Grinstead House
East Grinstead
West Sussex
RH19 1UA

ACCEO

PO Box 5191
Rugeley
Staffordshire
WS15 9BS

Motor Caravanners' Club

22 Evelyn Close
Twickenham
Middlesex
TW2 7BN

The Camping and Caravanning Club

Greenfields House
Westwood Way
Coventry
CV4 8JH

Association of National Park Authorities

126 Bute Street
Cardiff Bay
Cardiff
CF10 5LE

Website: www.nationalparks.gov.uk

ENGLAND

English National Parks Authorities Association

1st Floor
2 - 4 Great Eastern Street
London
EC2A 3NW

Website: www.enpaa.org.uk

Annex 3: Data Protection Act 1998

Using and sharing your information

The data controller is Natural England, Northminster House, Peterborough, PE1 1UA.

Your information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and for it to be accurate.

Natural England will use your personal data for the purposes of processing applications, administering and maintaining records on the system for camping exemption certificates under the Public Health Act 1936 and for caravan exemption certificates under the Caravan Sites and Control of Development Act 1960. Natural England may disclose the following data to local authorities when investigating complaints about potential breaches of the exemption certificate system: the name and contact address of the organisation, the name of any officers of the organisation, the date and period of any certificates and details of any branches or units of your organisation. If a request is made for exemption certificates in Scotland and/or Wales the organisations details will be forwarded on to the Scottish and Welsh offices. The data will also be used to publish a list of organisations holding exemption certificates.

Because the exemption certificate system involves expenditure of public money there is public interest in how the money is spent. Natural England may, in limited circumstances, be required to release information about your application and certificate, including personal data and commercial information on request under the Environmental Information Regulations or the Freedom of Information Act 2000.

Natural England or its appointed agents may use the name, address and other details to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

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Annex 4: Caravan and Camping Application Form

Touring Caravan Exemption Certificates



Applications under Paragraph 12 of Schedule 1 of
The Caravan Sites and Control of Development Act 1960

Camping Exemption Certificates

Applications under section 269(6) of The Public Health Act 1936 *

* Only applies to England and Wales NOT Scotland

Application / Renewal Form

Important:

Please read the guidance booklet before completing this form.
You must include copies of all the following documents along with your completed application form. Failure to do so will result in a delay in issuing an exemption certificate.

Constitution

This must include a reference to the organisation's membership rules and objectives, which must include recreation.

Code of Conduct

This must address all the points covered in the Model Code of conduct to be found at Annex 2 of the Guidance Book.

Rally/Meeting Programme for most recent year

This must be provided by all organisations except new organisations that have no rallying history.

Evidence of Previous Experience

Applicants must provide details of their experience of management and supervision of camp sites/rallies and contact details for at least 2 previous sites used.

1. Name of organisation applying for exemption certificate(s)

2. Contact details

Name

Address
(including Postcode)

Tel No/Email address

Position Held

Note: The address supplied above will be the one which appears on the exemption certificate, and be the main point of contact for the organisation. This individual will be responsible for ensuring that camping and caravanning activities/rallies are properly organised and that a recognised code of conduct is adhered to.

3. Correspondence address *(if different from above)*

Name	<input type="text"/>
Address (including Postcode)	<input type="text"/>
Position Held	<input type="text"/>

4. Please indicate in which country/countries you intend to hold rallies.

England..... Scotland Wales

5. Which type of exemption certificate are you applying for? (Please tick appropriate box)

Caravan Exemption <input type="checkbox"/>	Camping Exemption <input type="checkbox"/>
Both Caravan & Camping Exemption <input type="checkbox"/>	<i>(N.B. Camping Exemptions are only required in England and Wales - see guidance)</i>

6. What is this application for? *(please tick appropriate box)*

A new certificate <input type="checkbox"/>	Renewal of existing certificate <input type="checkbox"/>
Existing exemption certificate number (if known):	<input type="text"/>

7. If applying for a caravan exemption certificate, under which Paragraph(s) of the 1960 Act are you applying? (See Section 3.3 of Guidance Booklet for further information).

Paragraph 4 <input type="checkbox"/>	Paragraph 5 <input type="checkbox"/>
Paragraph 6 <input type="checkbox"/>	

8. What is the primary purpose of the organisation?

Recreation <input type="checkbox"/>	Other <input type="checkbox"/>
---	--------------------------------------

If "other", please specify:

9. How many members are there in your organisation?

10. How many rallies/events has the organisation held in the last two years?

11. How many rallies/events do you plan to hold in the next calendar year?
12. What is the maximum number of units expected at the largest rally/event next year?
13. Please give details of any branches/units of your organisation and confirm that they share the same constitution and code of conduct as the main club (see section 4.2c of the Guide):
-

Organisations applying for an exemption certificate for the first time MUST complete questions 14, 15 and 16 as fully as possible:

14. Please give details of your organisation's camping and/or caravanning history (see section 4.2d of the Guide):
-
15. Please give details of any relevant experience of organising camping and/or caravanning activities which members of your organisation have (see section 4.2e of the Guide):
-
16. Please give names and contact details of at least 2 previous sites used by your organisation (see sections 4.2f and 4.4 of the Guide):
-
-
-

I declare that the information given on this application form is correct to the best of my knowledge and belief. I confirm that I have read and understood the Guide and hereby agree to abide by the terms of the exemption certificate:

For applications submitted electronically, please either insert an electronic signature below or tick this box to confirm agreement with this declaration

Name: _____

Signed:

Date:

Using and sharing your information

The data controller is Natural England, Northminster House, Peterborough, PE1 1UA.

Your information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and for it to be accurate.

Natural England will use your personal data for the purposes of processing applications, administering and maintaining records on the system for camping exemption certificates under the Public Health Act 1936 and for caravan exemption certificates under the Caravan Sites and Control of Development Act 1960. Natural England may disclose the following data to local authorities when investigating complaints about potential breaches of the exemption certificate system: the name and contact address of the organisation, the name of any officers of the organisation, the date and period of any certificates and details of any branches or units of your organisation. If a request is made for exemption certificates in Scotland and/or Wales the organisations details will be forwarded on to the Scottish and Welsh offices. The data will also be used to publish a list of organisations holding exemption certificates.

Because the exemption certificate system involves expenditure of public money there is public interest in how the money is spent. Natural England may, in limited circumstances, be required to release information about your application and certificate, including personal data and commercial information on request under the Environmental Information Regulations or the Freedom of Information Act 2000.

Natural England or its appointed agents may use the name, address and other details to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

Please use this check list to make sure that you have enclosed ALL documents and information required to support your application. Please tick those you have submitted:

- | | | | |
|---|--------------------------|---------------------------------------|--------------------------|
| Completed & signed application form | <input type="checkbox"/> | Rally/Meeting Programme | <input type="checkbox"/> |
| Constitution of Organisation | <input type="checkbox"/> | Evidence of experience..... | <input type="checkbox"/> |
| Code of Conduct | <input type="checkbox"/> | Contacts for Previous Sites used..... | <input type="checkbox"/> |

The completed form and enclosures should be returned to:

For organisations based in England:

Natural England
Camping and Caravanning
First Floor Zone C
Eastbrook, Shaftesbury Road
Cambridge CB2 8DR

For organisations based in Scotland:

The Scottish Executive
Directorate of Housing, Regeneration & Welfare
Housing Options & Policy Unit
Area 1H South
Victoria Quay
Edinburgh EH6 6QQ

For organisations based in Wales:

Welsh Government
Decisions Branch, Planning Division
Cathays Park
Cardiff
CF10 3NQ