

Appendix 3 – Letters to site owners

Eich cyf / Your ref

Ein cyf / Our ref PJM

Dyddiad / Date 5 August 2015

Rhif union / Direct dial 01824 706712



**THE OWNER/MANAGER
CARAVAN SITE
CARAVAN ROAD
TOWN
DENBIGHSHIRE
POSTCODE**

Dear **Owner/Manager**,

You may be aware that Denbighshire County Council has been working over the past few years to try and address the perception that holiday caravans across the county are being used for permanent residential purposes.

As part of this work, the need to establish a comprehensive list of individual holiday caravan addresses has been identified as a priority.

Our aim is to create individual records for all approved holiday caravans in the county on the Council's Local Land and Property Gazetteer. Having this information will mean that the Council will have a better understanding of the levels of service use by those using holiday caravans in the county. We'll also be able to make sure that services aren't being given out to those who are not eligible.

It is hoped that by being able to more closely monitor service use this will subsequently have a positive impact upon your business. Not only by encouraging more short term visitors, who have been shown to spend more on local facilities in comparison to those who stay for extended periods, but also by supporting you to ensure your business is functioning within the conditions set out in your planning and licensing permissions.

As such we are contacting caravan site owners across the County to ask them to provide information on their up to date site layouts. Specifically, we are requesting **a map of the site which shows plot/caravan names and/or numbers and any internal street names (where applicable)**. Any further information such as how you police the occupancy of your holiday caravans would also be helpful. This information should be returned **within 21 days of the date of this letter** either via email or in the pre-paid envelope provided.

The Council is committed to supporting businesses in the County and feels that the better regulation of holiday caravan parks will contribute to this aim. We want to work with Park owners to create a level playing field for all operators. This will help to ensure tourism flourishes in Denbighshire and visitors can stay in a safe and secure environment.

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Please note the Council will use its powers under the Planning and/or Licensing legislation to get relevant information from Caravan owners and to enforce identified breaches. Your co-operation in this matter is appreciated.

If you have any questions please do not hesitate to contact me using the contact details provided below.

Yours faithfully

Paul Mead

Rheolwr Datblygu - Gwasanaethau Cynllunio a Gwarchod y Cyhoedd
Development Manager - Planning and Public Protection Service