



HOW DO I APPLY FOR A CERTIFICATED LOCATION?

Thank you for enquiring about the possibility of setting up a Certificated Location (CL).

We are pleased to enclose an application form, along with a copy of our leaflet 'A Guide for Landowners' and some operational guidance notes, which provides information on operating a CL.

If, having read the information, you feel your land could be a suitable location for a CL and you wish your proposal to be considered, please complete and return the application form. We also require an **OS plan (scale 1:1250 or 1:2500)** identifying the proposed site, along with **detailed written directions** as to how to get to your location from the nearest town. Please note we will be unable to process your application without this information.

Your application will be passed to the local Field Officer for him to assess the demand for sites in your area. If he feels there is a need for an additional site, he will contact you within three weeks (please allow longer during holiday periods) to arrange a visit to carry out an inspection. If he feels we have enough sites in your area at the present time, our Field Officer will not carry out a visit and we will write to you accordingly.

Once our Field Officer has carried out the site inspection, consulted with the local authority (if necessary) and considered any comments received in response to your neighbour consultations, we will write to you with our decision. If conditional approval is granted, we will advise you of the preparatory works required before we are able to issue our Certificate. Please do not make a start on any works until you have received our decision in writing. You should receive notification within 3 months of submitting your application.

You are advised that details of our CLs are published annually in either our biennial Sites Directory and Handbook or, in intermediate years, in a Supplement. Printing deadlines are well in advance of publishing dates and, in practice, any new CL must be granted a Club Certificate by the end of August each year if an entry is to appear in our next publication.

Members are advised of new CLs monthly in the Club's magazine. Please note this may take up to 2 months before you are listed, as it is very much dependant on printing deadlines.

In addition to the above, there is now a searchable database for CLs on the Club's Website, which is updated weekly so as to keep our members informed of the latest additions, changes or site closures.

Should you need any further assistance, please do not hesitate to contact us.

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