

28 August 2026

Dear

ATISN 27290 – Caravan and Motorhome Club (CAMC) Certificated Location known as Offa's Meadow, Forden, Welshpool, Powys.

Thank you for your request submitted on 31 July, which I received on the same day.

Your request asks for:

1. Please confirm whether the Welsh Government receives annual returns, reports or other information from the Caravan and Motorhome Club concerning Certificated Locations operating in Wales.
2. If such information is received, please provide copies of any reports, returns or correspondence relating specifically to Offa's Meadow Certificated Location.
3. Please confirm whether the Welsh Government was notified during the establishment of Offa's Meadow Certificated Location and, if so, provide copies of any notification, consultation, response or related correspondence held.
4. Please confirm whether exempted organisations are required to submit a site plan identifying the certified land before a Certificated Location is approved and, if so, whether such a plan is held for Offa's Meadow.
5. Please provide copies of any plans, maps or documents identifying the certified one-acre area for Offa's Meadow.
6. Please confirm whether the Welsh Government receives notification when the certified area of a Certificated Location is altered, relocated or amended and, if so, please provide any records relating to Offa's Meadow.
7. Please provide copies of any guidance, agreements, protocols, policies or procedures governing the Welsh Government's oversight of exempted organisations operating under Schedule 1 of the Caravan Sites and Control of Development Act 1960.
8. Please provide any guidance issued by the Welsh Government regarding consultation with local planning authorities before Certificated Locations are approved.
9. Please provide any guidance issued by the Welsh Government concerning consultation with neighbouring properties before Certificated Locations are approved, including whether such consultation is expected, recommended or required.
10. Please provide any guidance issued by the Welsh Government regarding whether exempted organisations should satisfy themselves that an applicant has the legal authority or consent of the landowner before issuing a Certificated Location Certificate.
11. Please confirm whether the Welsh Government receives information regarding complaints made against exempted organisations or individual Certificated Locations and, if so, please provide any guidance explaining how such complaints are considered or escalated.

12. Please confirm whether the Welsh Government maintains a register or database of exempted caravan sites operating in Wales and, if so, whether Offa's Meadow is included.
13. Please provide copies of any correspondence between the Welsh Government and the Caravan and Motorhome Club relating specifically to Offa's Meadow Certificated Location.
14. Please confirm whether the Welsh Government has ever raised concerns with the Caravan and Motorhome Club regarding the operation, certification, monitoring or administration of exempted caravan sites in Wales and, where possible, provide copies of any relevant correspondence or reports.
15. Please confirm whether the Welsh Government has the power to audit, inspect, review or otherwise oversee exempted organisations, including the Caravan and Motorhome Club, in relation to their administration of Certificated Locations. If so, please provide any policy, guidance or procedural documents describing that oversight.
16. Please provide copies of any guidance explaining the Welsh Government's interpretation of the duties and responsibilities of exempted organisations under Schedule 1 of the Caravan Sites and Control of Development Act 1960, particularly in relation to certification, consultation and ongoing monitoring of Certificated Locations.
17. If the Welsh Government holds any additional guidance, policy documents, briefing papers, memoranda or correspondence relating to the administration, monitoring or oversight of exempted organisations operating under Schedule 1 of the Caravan Sites and Control of Development Act 1960, which has not been specifically requested above but is relevant to this request, I would be grateful if copies could also be provided.

The request you sent me contains personal information about you - for example, your name and e-mail address. The Welsh Government will be the data processor for this information and, in accordance with the General Data Protection Regulation, it will be processed in order to fulfil our public task and meet our legal obligations under the Act to provide you with a response. We will only use this personal information to deal with your request and any matters which arise as a result of it. We will keep your personal information and all other information relating to your request for three years from the date on which your request is finally closed. Your personal information will then be disposed of securely.

Under data protection legislation, you have the right:

- to be informed of the personal data we hold about you and to access it
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to (in certain circumstances) data portability
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection

For further information about the information which the Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer
Welsh Government
Cathays Park
CARDIFF
CF10 3NQ
Email: DataProtectionOfficer@gov.wales

The information caught by your request constitutes environmental information and has been considered for disclosure under the Environmental Information Regulations ("EIRs").

Our response

Question 1

The Welsh Government receives an annual return for all site licences issued under Paragraph 5 of the First Schedule to the Caravan and Control of Development Act 1990 from the Caravan and Motorhome Club.

Question 2

We have only received one notification from the Caravan and Motorhome Club in respect of Offa's Meadow, Forden, Welshpool, Powys which was received on 21 April 2026.

Offa's Meadow	The Meadow, Forden
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Question 3

The Club is not required to consult with the Welsh Government prior to issuing a site Licence, but they are expected to consult with the Local Planning Authority and provided notification to neighbours within the locality prior to issuing one.

Question 4

The Club is not required to provide a site plan, but many Clubs do.

Question 5

We hold no information.

Question 6

We hold no information, this is a matter for the Club.

Question 7

I attach a copy of the Welsh Government Caravan Exemption Guidance and Model Code of Conduct when using a site.

Question 8

See response to question 7.

Question 9

See response to question 7.

Question 10

See response to question 7, although you should note many landowners request Clubs to issue Site Licences to operate on their land.

Question 11

We do not receive notification from exempted Clubs of complaints made against them. But if a complaint is made and the response is not satisfactory the Welsh Government can carry out an independent review, if a formal request is made. These should be directed to the Planning Directorate mailbox at: planning.directorate@gov.wales.

Question 12

Currently the Welsh Government does not hold a central database of certified sites, issued by each exempted Club, but as stated in response to question 2, we are aware of such sites.

Question 13

We hold no information.

Question 14

We have not raised any concerns regarding the Clubs activities in Wales, and we have not received any complaints, to date.

Question 15

The Welsh Government can carry out a review of any Clubs granted an exemption certificate in Wales, but this would need to be formally requested, following a complaint made against the Club in question. We do not have any set guidance or procedures currently in place.

Question 16

See response to question 7.

Question 17

See response to question 7. Please note we are currently reviewing our existing Guidance Notes, which will be published at some future date.

Next steps

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or Email: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Any information released under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 will be listed in the Welsh Government's Disclosure Log (at <https://gov.wales/about/open-government/freedom-of-information/responses/?lang=en>).

Yours sincerely,