This Licence is in substitution for those granted on 25.6.75

ARUN DISTRICT COUNCIL
CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960

LICENCE AUTHORISING LAND TO BE USED AS A CARAVAN SITE

No. of licence ADC/PAG/242/83

The Council, in pursuance of the powers conferred upon them by Sections 3 and 5 of the Caravan Sites and Control of Development Act, 1960, hereby license Church Farm Caravans Ltd of Pagham, Bognor Regis, W. Sussex to allow the land situate at Church Farm, Pagham, Bognor Regis to be used as a caravan site subject to the following conditions, that is to say,

See attached Schedule

Dated this 18th day of January one thousand nine hundred and 83.

Health and Housing Department,
Beach Road,
Littlehampton, Sussex BN17 5HH.

(Signed)

Health and Housing Officer

For notes as to penalties, appeals, transfers of licence etc., see overleaf.

1. Insert full name and address of licensee.  2. Describe the land.  3. Insert conditions attached to the licence.
CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

CHURCH FARM CARAVAN SITE, PAGHAM

Condition 1. Types of Caravan

No caravan other than caravan complying with Section 29(1) of the Caravan Sites and Control of Development Act 1960 and Section 13 of the Caravan Sites Act 1968 and any other Acts or Regulations amending or extending the said Acts, shall be stationed or kept on the site.

Layout of Caravans

Subject to the following variations, the minimum distance between caravans made of

(i) aluminium or other materials with similar fire performance properties shall not be less than 5 metres between units, 3.5 metres at the corners

(ii) plywood or similar skin it shall be not less than 6 metres between units.

Where there is a mixture of residential and holiday caravans the minimum distance between caravans shall be 6 metres.

Without prejudice to the above the number of caravans on the site shall not at any time exceed 950, including six residential wardens and 50 touring caravans.

Only touring caravans shall be stationed on Moat Field (Pt. Order No. 458).

No caravan shall be less than 3 metres from the site boundary, unless approval of a lesser distance is obtained from the Council in writing.

Condition 2. Hardstanding

Every caravan shall stand on a hardstanding of concrete (see Appendix B), which should extend over the whole area occupied by the caravan placed upon it, and should project not less than 1 metre outwards from the entrance or entrances of the caravan.

Hardstandings may be dispensed with if the caravans are removed during the winter.

Condition 3. Site Buildings, Structures, etc.

A garage, shed or a covered storage space may be permitted between units only if it is of non-combustible construction (including non-combustible roof). Windows in such structures should not face towards the units on either side.
Car ports and covered walkways are not permitted within the 5 or 6 metre space between units.

Approved porches may protrude 1 metre into the 5 or 6 metres and should be of the open type.

Where awnings are used, the distance between any part of the awning and an adjacent caravan should not be less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they shall not face each other or touch.

Where there are ramps for the disabled, verandahs and stairs extending from the unit, there should be 3.5 metres clear space between them (4.5 metres if mixture of caravans) and two such items should not face each other in any space. If they are enclosed, they may be considered as part of the unit and, as such, should not intrude into the 5 or 6 metre space.

All such structures mentioned above may not be constructed without the prior approval of the Council in writing.

The gross density shall not exceed 60 caravans to the hectare.

Condition 4. Roads and Footpaths

Roads and footpaths should be designed to provide adequate access for fire appliances.

Roads of suitable material (see Appendix C) shall be provided so that no caravan standing is more than 50 metres from a road.

Carriageways shall be not less than 3.7 metres wide, or if they form part of a one-way traffic system, 3 metres wide.

Gateways should be a minimum 3.1 metres wide and have a minimum height of 3.7 metres.

Roads shall have no overhead cable less than 4.5 metres above the ground.

Where the Council consider it necessary, due to excess surface water or where the ground condition is difficult or dangerous to negotiate in wet weather, each caravan standing shall be connected to a carriageway by a suitably surfaced footpath.

Each toilet block shall be connected to a carriageway by a suitably surfaced footpath.

Footpaths should be not less than 0.75 metres wide.

Roads and footpaths shall be suitably lit.

Emergency vehicle routes within the site shall be kept clear of obstruction at all times.
Condition 5. **Fire Fighting Appliances**

Facilities shall be provided and maintained on the site for fire fighting purposes in accordance with Appendix A to these Conditions.

Condition 6. **Electrical Installations**

All electrical installations shall satisfy the requirements of Appendix D of these Conditions.

Condition 7. **Storage of Liquefied Petroleum Gas (LPG)**

Storage of petroleum gas and supplies from the mains shall be in compliance with the provisions of Appendix E of these conditions.

Condition 8. **Water Supply**

Each serviced caravan shall be provided with an internal piped water supply, which shall be from a mains supply where reasonably practical.

Condition 9. **Drainage, Sanitation and Washing Facilities**

Provision shall be made for foul drainage on the site and such drainage shall be connected to a public sewer where such is available and the connection is physically possible or by discharge to a properly constructed septic tank or cesspool approved by the Local Authority.

Every drainage manhole, connection and inlet shall be properly designed, constructed and maintained in good repair as:

(i) to prevent any extraneous matter gaining access to the drainage system or the Council's sewer;

(ii) not to admit subsoil water.

Adequate surface water drainage to footpaths and other paved areas for the site generally shall be provided and properly maintained.

Each caravan shall have its own water closet where reasonably practical and the standing for each caravan shall be provided with a connection to the foul drainage system, the connection being capable of being made airtight when not in use.

Each caravan without its own water supply and toilet and washing facilities shall be provided with the use of a communal toilet block which shall have adequate supplies of hot and cold water on the following minimum scale:

*For males - 1 water closet and 1 urinal per 15 caravans*
*For females - 2 water closets per 15 caravans*
For each water closet or group of not more than 6 water closets - 1 wash-hand basin with hot and cold water.

Wash basins must be provided on a scale of not less than 1 for men and 1 for women per 15 caravans.

For every 20 caravans - 1 shower or bath for each sex with hot and cold water.

Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.

Suitable and sufficient means of internal and external artificial lighting shall be provided and maintained for all communal facilities.

All fixtures and fittings provided for communal use shall at all times be maintained in proper working order and clean condition.

The use of chemical closets shall be permitted only where express approval in writing has been given by the Council. The design and positioning of chemical closet disposal points must be approved by the Council.

**Condition 10. Refuse Disposal**

Every caravan shall be provided with a refuse bin with a close fitting lid or other such facilities as the Council shall approve in writing. Suitable arrangements shall be made for the siting and regular emptying of such refuse bins.

Where communal refuse bins are also provided these should be of similar construction and housed within a properly constructed bin store.

**Condition 11. Vehicle Parking**

Parking spaces properly surfaced to the satisfaction of the Council shall be provided on the site to meet the additional requirements of occupants and their visitors.

The siting and layout of such parking spaces shall be approved by the Council in writing.

Vehicles shall not be parked on the site other than on approved parking places suitably surfaced to the Council's satisfaction.

One car only may be parked between adjacent caravans provided that the door to the caravan is not obstructed.

Plastic or wooden boats shall not be parked between units.
Condition 12. **Maintenance**

Each caravan, building, hut, shed, porch, verandah or any other structure, together with hardstandings, roads and footpaths, on the site shall be maintained in good repair and condition at all times.

Condition 13. **General Layout and Amenity of Site**

The site shall be so laid out, managed and maintained as to enhance and preserve the amenities hereof.

Condition 14. **Recreational Space**

Where children live on the site space equivalent to at least one-tenth (or such smaller proportion as the Council may approve) of the total site area shall be provided and allocated for children’s games and other recreational purposes.

Condition 15. **Storage Space**

There shall be provided for each residential caravan a store or suitable storage space, unless the Council waive this condition in writing. The design, construction and siting of each such store shall be approved in writing by the Council prior to its erection.

The provision of separate storage space for each caravan is not necessary on this site.

Condition 16. **Display of Licence and Notices**

At all times when caravans are stationed or kept on the site for the purposes of human habitation, a copy of the Licence and of these Conditions shall be displayed in a conspicuous position.

Notices and a plan will be displayed on the site setting out the action to be taken in the event of an emergency. The notice will display where the Police, Fire Brigade, Ambulance and local doctors can be contacted and the location of the nearest public telephones.

The notices will show the name and location/telephone number of the site licence holder or his/her accredited representative.

All notices shall be protected from the weather and, where possible, the direct rays of the sun, preferably in areas lit by artificial lighting.

All applications for approval under the terms of this licence shall be made by the site licensee, and such approval by the Council is subject to the necessary consents under the Town and Country Planning Acts and the Building Regulations.
CHURCH FARM CARAVAN SITE

EXEMPTIONS AND RELAXATIONS

Condition 1

Condition 1 shall remain in force as far as it relates to spacing between caravans with the exception of existing caravans which shall be sited not less than 15 feet from any other caravan in separate occupation.

This exemption will cease to be effective in respect of caravans positioned on new hardstandings or on hardstandings which are altered in such a way that the exempted minimum spacing between the caravan and any adjacent caravans and/or boundaries is reduced.

Condition 2

On existing hardstandings, paving slabs or similar material placed at each entrance of the caravan and projecting at least 1 metre outwards will be accepted as complying with Condition 2.

Condition 3

Existing wooden sheds and verandahs are accepted as complying with Condition 3. Those timber sheds which prejudice the means of escape from fire, impede fire fighting access or contribute to possible fire spread, must be repositioned or removed from site, e.g. sheds which breach the space between caravan and boundary fences/bushes or sheds in space between caravans leaving less than 4.5 metres clear space.

The existing spacing between such sheds and verandahs and the roads are accepted providing vehicles are not parked opposite these existing structures.

Condition 4

The construction of the existing roads subject to maintenance is accepted as complying with Condition 4.

Alternative methods of road construction to that in Appendix C must be agreed by the Council, in writing, prior to construction commencing.

Condition 9

Where caravans have all the basic amenities within the caravan, communal facilities are not required. However, communal facilities will be provided and maintained in proper working order in the proportions prescribed in Condition 9 for the use of those caravans without the full basic amenities.

Facilities for touring caravans will be as per the conditions following this exemption.
CHURCH FARM CARAVAN SITE

TOURING CARAVANS - MOAT FIELD

The numbers of touring caravans on the site shall not at any time exceed 50.

Spacing

Every unit shall be not less than 6 metres from any other unit in separate family accommodation and not less than 3 metres from any other unit in any circumstances.

Vehicles and other ancillary equipment may be stationed in the 6 metre space between units in separate family occupation but, in order to restrict the spread of fire, there must always be 3 metres clear space within the 6 metre separation.

Emergency vehicles must be able to secure access at all times to within 90 metres of any unit on the site.

Drinking Water Supply and Waste Water Disposal

An adequate supply of wholesome drinking water must be maintained on the site. No pitch must be further than 90 metres from a water tap. At each tap there should be a soakaway or gulley.

Waste water disposal points must be provided so that no pitch is further than 90 metres from a disposal point.

Contaminated waste water must be disposed of in accordance with Addendum 1 attached to these conditions.

Toilets: WCs and Chemical Closets

The minimum provision of toilets on the site is 2 WCs and 2 urinals for men, 4 WCs for women and 1 WC for each sex equipped for disabled persons.

Disposal Point For Chemical Closets

A properly designed disposal point for the contents of chemical closets must be provided together with an adequate supply of water for cleansing containers. Where appropriate the water supply must be clearly labelled as non-drinkable.

The method of disposal on this site must be in accordance with Addendum 2 attached to the conditions which takes into account the particular circumstances prevailing on the site.

Washing Points

The minimum provision of wash basins on the site is 4 for men and 4 for women. These must be adjacent to the toilets. At least 1 wash basins should be adapted to meet the needs of disabled persons of both sexes.
Hot Water: Showers

The minimum provision of showers on the site is 2 for men and 2 for women. Hot water must be available. At least 1 showers should be adapted to meet the needs of disabled persons of both sexes.

Refuse Disposal

Adequate provision shall be made for the storage, collection and disposal of refuse.

Fire Precautions

Sufficient fire points shall be sited so that no unit is further than 90 metres from a fire point. At each fire point there shall be 2 water (gas expelled) extinguishers each of 10 litre capacity and complying with British Standard 5423:1980, together with a suitable means of raising the alarm in the event of fire (e.g. a manually operated sounder, gong or hand operated siren). All fire fighting equipment susceptible to damage by frost must be properly protected.

Suitable beaters, of the type used by the Forestry Commission, shall be provided at each fire point.

The fire points must be clearly marked and easily accessible. All fire fighting equipment must be maintained in working order and kept available for use and for inspection by authorised officers of the Council.

A conspicuous notice must be exhibited at each fire point indicating the action to be taken in case of fire and the location of the nearest telephone. The notice should include the following:

On discovering fire

1. Raise the alarm
2. Ensure the affected unit is evacuated
3. Call the Fire Brigade (the nearest telephone is sited ).
4. If practicable, attack the fire using the fire fighting equipment provided.

Liquefied Petroleum Gas (LPG)

Storage of liquefied petroleum gas and supplies from the mains shall be in compliance with the provisions of Appendix E of these conditions.

Addendum 1

Waste water must be disposed of at the waste water gullies provided and connected to main drainage.

Addendum 2

The method of disposal of the contents of chemical closets must be exclusively at the purpose designed point at the sanitary block connected to main drainage.
APPENDIX A

FIRE FIGHTING APPLIANCES

Fire Points

(1) These shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be easily accessible and clearly and conspicuously marked "FIRE POINT".

Fire Fighting Equipment

(2) Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point together with a reel that complies with BS 5106 Part 1 with a hose of not less than 30 metres in length, having a means of connection to a water standpipe (preferably a screw thread connection) and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked "HOSE REEL".

(3) Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing. Hydrants should conform to British Standard 750. Access to hydrants and other water supplies should not be obstructed or obscured.

(4) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

Fire Warning

(5) A means of raising the alarm in the event of a fire shall be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a striker, gong, or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

Maintenance

(6) All alarm and fire fighting equipment should be installed, tested and shall be maintained in working order by a competent person and be available for inspection by or on behalf of the licensing authority. A log book should be kept to record all tests and any remedial action.

(7) All equipment susceptible to damage by frost shall be suitably protected.
Fire Notices

(8) A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice shall include the following:

"On discovering a fire:

(i) ensure the caravan or site building involved is evacuated;

(ii) raise the alarm;

(iii) call the fire brigade (the nearest telephone is sited ..................)

(iv) attack the fire using the fire fighting equipment provided, if safe to do so.

It is in the interests of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment."

Fire Hazards

(9) Long grass and vegetation should be cut at frequent and regular intervals to prevent it becoming a fire hazard to caravans, buildings or other installations on site. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans should not be used for the storage of combustible materials.

(10) Provision shall be made for the storage of liquefied petroleum gas and regard shall be had to the Health and Safety Executive Code of Practice for the keeping of Liquefied Petroleum Gas in Cylinders and Similar Containers.

Telephone

(11) A telephone shall be available on the site for calling the police, fire brigade, ambulance or other services in an emergency. A notice by the telephone should include the address of the site.
APPENDIX B

HARDSTANDING CONSTRUCTION

(1) This Appendix specifies the standard for the construction of a strong durable hardstanding. Other forms of construction may be considered for approval by the Council in writing following the submission of a specification and calculation by a professional surveyor or architect.

(2) The site of the standing shall be cleared of any turf or vegetable growth and the top soil removed.

Lay 150mm of compacted limestone scalpings covered by 150mm of C30P (30 newtons 1:3:6 mix) concrete incorporating A194 reinforced mesh.

Hardcore or bricks broken small and compacted may be used in lieu of limestone scalpings.

(3) Each caravan standing which incorporates a connection to the foul drainage system shall comply with the following minimum standard:

Where the foul drainage connections are external to the caravan standing the drainage connection shall be provided with dishing and kerbing in accordance with good drainage practice.
(1) This Appendix specifies a minimum acceptable standard for the construction of roads. Other forms of construction to an equivalent or better standard may be used subject to approval by the Council in writing.

(2) The site of the road to be excavated below level of any turf or vegetation and a sub-base of 75 mm consolidated thickness of clinker should be laid thereon and thoroughly compacted. Where the natural soil provides a hard granular formation the clinker may be dispensed with but where the soil is soft or clay the clinker shall be laid to such greater thickness than 75 mm as is necessary.

(3) A base of 150 mm consolidated thickness of wall ballast shall be laid on the clinker, consolidated by a roller weighing at least 6 tonnes. The wall ballast should be surfaced with an approved hoggin on DoE type 2 filling material of 75 mm thickness. Surface dressing to be tar spray and pea shingle or chips. This surface dressing shall be repeated as necessary to maintain a well sealed impervious surface. As an alternative to tar, suitable bituminous emulsion may be used.

(4) Road to be cambered on the crossfall, depending on the terrain, to a gradient of 1 in 36, with longitudinal falls of at least 1 in 200. Adequate provision shall be made for surface water drainage by means of 450 mm diameter x 920 mm road gullies (one gully to every 160 sq. metres of road surface) discharging into surface water drains with all necessary manholes and made to connect to the Council's surface water sewer where practicable. If there is no suitable outfall, other means of disposal shall be provided. If soakaways are provided for road drainage they shall be of permanent construction, capable of being cleansed and wherever practicable should be of such capacity as to tore 12 mm of rain over the area discharging to each soakaway. The base of the soakaway should be carried down to a pervious stratum.
ELECTRICAL INSTALLATIONS

(1) Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.

(2) Such electrical installation other than Electricity Board works and circuits subject to regulations made by the Secretary of State for Energy, under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947 shall be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers (IEE) Regulations for Electrical Installations for the time being in force, and where appropriate to the standard which would be acceptable for the purposes of the Electricity Supply Regulations 1988, SI 1988 No. 1057.

(3) The installation shall be inspected periodically under IEE Wiring Regulations every 12 months (in the case of underground installations, 3 years) or such longer period not exceeding 3 years as may be recommended by a person who shall be one of the following:-

- The manufacturer's appointed agent;
- The electricity supplier (Southern Electricity Board);
- A professionally qualified electrical engineer;
- A member of the Electrical Contractors' Association;
- A contractor approved by the National Inspection Council for Electrical Installation Contracting; or
- A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).

When an installation is inspected, it should be judged against the current regulations.

Such person shall, within 1 month of such inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed with the site licence. The cost of the inspection and report shall be met by the site operator.

Work on electrical installation and appliances shall be carried out only by competent persons such as those listed above.

Where there are overhead electric lines on the site, suitable warning notices should be displayed at the entrance to the site and on supports for the line. Where appropriate particular attention shall be drawn to the danger of masts of yachts or dinghies or carbon fishing rods contacting the line.
APPENDIX E

STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

LPG storage supplied from tanks should comply with Guidance Booklet HSG 34 "The Storage of LPG at Fixed Installations" or, where LPG is supplied from cylinders, with Guidance Note CS4 "The Keeping of LPG in Cylinders and Similar Containers" as appropriate.

Where there are metered supplies from a common LPG storage tank, then Guidance Note SC11 "The Storage and Use of LPG at Metered Estates" provides further guidance. In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipelines Act 1962 may also be applicable.

Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.

LPG installations should conform to British Standard 5482, "Code of Practice for domestic butane and propane gas burning installations, Part 2: 1977 Installations in Caravans and non-permanent dwellings".

For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

In cases where the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.