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*Licence Authorising Land to Be Used As a
Caravan Site*

Number: 135

Caravan Sites & Control of Development ACT 1960

THE COUNCIL, in pursuance of the powers conferred upon them by Sections 3 and 5 of the Caravan Sites & Control of Development Act 1960, **HEREBY LICENSE**

Zoe and Philip Steel

Of **Seafeld Lodge
2 Seafeld Road
East Preston,
Littlehampton
BN16 1NA**

to allow the land situate at

**43 London Road
Coastal Caravan Park
Sea Road
East Preston
Littlehampton
BN16 1PD**

to be used as a caravan site subject to the attached Schedule of Conditions.

This licence replaces Licence No. 050794-01.

Dated this 31/07/2012.

Signed..... Dated 31/07/2012.

for Chief Environmental Health Officer



The Government Standard

NOTES

Attention is drawn to the following extracts from Part 1 of the Caravan Sites & Control of Development Act 1960. The Act may be obtained from H.M. Stationery Office and should be consulted if further information is required.

Appeal to Magistrates' Court Against Conditions Attached to the Site Licence

- 7-(1) Any person aggrieved by any condition (other than the condition requiring a copy of this Licence to be displayed on the land in some conspicuous place) subject to which a Site Licence has been issued to him in respect of any land may, within twenty-eight days of the date on which the Licence was so issued, appeal to a Magistrates' Court acting for the Petty Sessions area in which the land is situated, and the Court, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister under subsection (6) of the said Section (5) that the condition is unduly burdensome, may vary or cancel the condition.

Power of Local Authority to alter conditions attached to Site Licences

- 8-(1) The conditions attached to a Site Licence may be altered at any time (whether by the variation or cancellation of existing conditions, or by the addition of new conditions, or by a combination of any such methods) by the Local Authority, but before exercising their powers under this subsection, the Local Authority shall afford to the holder of the Licence an opportunity of making representations.
- (2) Where the holder of a Site Licence is aggrieved by any alteration of the conditions attached thereto or by the refusal of the Local Authority of an application by him for the alteration of those conditions, he may, within twenty-eight days of the date of which written notification of the alteration or refusal is received by him, appeal to a Magistrates' Court acting for the Petty Sessions area in which the land to which the Site Licence relates is situated; and the Court may, if they allow the appeal, give to the Local Authority such directions as may be necessary to give effect to their decision.
- (3) The alteration by a Local Authority of the conditions attached to any Licence shall not have effect until written notification thereof has been received by the holder of the Licence, and in so far as any such alteration imposes a requirement on the holder of the Licence to carry out on the land to which the Licence relates, any work which he would not otherwise be required to carry out, the alteration shall not have effect during the period within which the said holder is entitled by virtue of the last foregoing subsection to appeal against the alteration nor, thereafter, whilst an appeal against the alteration is pending.

Provisions as to Breaches of Condition

- 9-(1) If an occupier of land fails to comply with any condition for the time being attached to a Site Licence held by him in respect of the land, he shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 4 on the Standard Scale .
- (2) Where a person convicted under this Section for failing to comply with a condition attached to a Site Licence has on two or more previous occasions been convicted thereunder for failing to comply with a condition attached to that Licence, the Court before whom he is convicted may, if an application in that behalf is made at the Hearing by the Local Authority in whose area the land is situated, make an Order for the revocation of the said Site Licence to come into force (on such date as the Court may specify in the Order, being a date not earlier than the expiration of any period within which Notice of an appeal (whether by case stated or otherwise) may be given against the conviction); and if before the date so specified an appeal is so brought, the Order shall be no effect pending the final determination or withdrawal of the appeal. The person convicted or the Local Authority who issued the Site Licence may apply to the Magistrates' Court which has made such an Order revoking a Site Licence for an Order extending the period at the end of which the revocation is to come into force, and the Magistrates' Court may, if satisfied that adequate Notice of the application has been given to the Local Authority or, as the case may be, the person convicted, make an Order extending that period.
- (3) Where an occupier of land fails within the time specified in a condition attached to a Site Licence held by him to complete to the satisfaction of the Local Authority in whose area the land is situated any works required by the condition to be so completed, the Local Authority may carry out those works, and may recover as a simple Contract debt in any Court of competent jurisdiction from that person any expenses reasonable incurred by them in that behalf.

Transfer of Site Licence and Transmission on Death, etc.

- 10-(1) When the holder of a Site Licence in respect of any land ceases to be the occupier of the land, he may, with the consent of the Local Authority in whose area the land is situated, transfer the Licence to the person who then becomes the occupier of the land.
- (2) Where a Local Authority give their consent to the transfer of a Site Licence, they shall endorse on the Licence the name of the person to whom it is to be transferred and the date agreed between the parties to the transfer as the date on which that person is, for the purposes of this part of this Act, to be treated as having become the holder of the Licence.
- (4) Where any person becomes, by operation of law, entitled to an estate or interest in land in respect of which a Site Licence is in force and is, by virtue of his holding that estate or interest, the occupier of the land within the meaning of this part of this Act he shall, for the purposes of this part of this Act, be treated as having become the holder of the Licence on the day on which he became the occupier of the land, and the Local Authority in whose area the land is situated shall, if an application in behalf is made to them, endorse his name and the said date on the Licence.

Duty of Licence Holder to Surrender Licence for Alteration

- 11-(1) A Local Authority who have issued a Site Licence may, at any time, require the holder to deliver it up so as to enable them to enter in it any alteration of the conditions or other terms of the Licence in pursuance of the provisions of this part of this Act.
- (2) If the holder of a Site Licence fails without reasonable excuse to comply with a requirement duly made under this Section, he shall be liable, on summary conviction, to a fine not exceeding Level 1 on the Standard Scale .

Power of Entry of Officers of Local Authorities

- 26-(1) Subject to the provisions of this Section, any authorised Officer of a Local Authority shall, on producing, if so required, some duly authenticated document showing his authority, have a right at all reasonable hours to enter any land which is used as a caravan site or in respect of which an application for a Site Licence has been made:
- (a) for the purpose of enabling the Local Authority to determine what conditions should be attached to a Site Licence or whether conditions attached to a Site Licence should be altered;
- (b) for the purpose of ascertaining whether there is, or has been, on or in connection with the land any contravention of the provisions of this part of this Act;
- (c) for the purpose of ascertaining whether or not circumstances exist which would authorise the Local Authority to take any action, or execute any work, under this part of this Act;
- (d) for the purpose of taking any action, or executing any work, authorised by this part of this Act to be taken or executed by the Local Authority;
- provided that admission to any land shall not be demanded as of right unless twenty-four hours' notice of the intended entry has been given to the occupier.



ARUN DISTRICT COUNCIL

TOURING CARAVAN & TENTED SITE LICENCE CONDITIONS CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

Coastal Caravan Park, 129 Sea Road, East Preston, Littlehampton BN16 1PD

Schedule of Licence Conditions (Licence No: 135)

1. Site Boundaries

The boundaries of the site shall be clearly marked, for example by fences or hedges. The site owner shall give the local authority a plan of its layout upon application for a licence, transfer of a licence or when requested to do so by the licensing authority.

2. Period of Occupation

No tents, caravans or motor-homes may be occupied on the site between 31st October and 31st March each year.

3. Density

The density should be consistent with safety standards and health and amenity requirements. The gross density shall not exceed 75 units (caravans or motor homes) to the hectare, calculated on the usable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans), rather than the total area.

The maximum number of touring caravans for which the site is licensed is 12.

4. Spacing

There must be a minimum of 6 metres between units in separate family occupation.

There must be a minimum of 3 metres between units in any circumstances.

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

Caravans must be not less than 2 metres from a road, if roads are provided.

Emergency vehicles shall have access at all times to within 90 metres of any unit.

5. Roads, Gateways, Footpaths

Access roads and waiting areas to the site shall:

- i. be designed to provide adequate access for fire appliances and emergency vehicles such that no touring pitch is more than 90 metres from such a road or area;
- ii. be provided of suitable materials to support such emergency vehicles, be of sufficient width for emergency vehicles and allow for turning¹;
- iii. be suitably lit at night as necessary, taking into account the needs and characteristics of the site;
- iv. have no overhead cables less than 4.5 metres above the ground;
- v. be kept clear for emergency vehicles at all times.

Vehicle Gateways shall:

- vi. be a minimum of 3.1 metres wide;
- vii. have a minimum height clearance of 3.7m.

Footpaths shall:

- viii. be suitably lit at night as necessary.

General:

- ix. There shall be adequate surface water drainage for roads, footpaths, paving and for the site generally.

6. Water Supply

There should be an adequate supply of drinking water. Each pitch on a site should be no further than 90 metres from a water tap. At each tap there should be a soakaway or gully.

There shall be an adequate, constant and wholesome supply of water in accordance with statutory quality standards.

At each tap there shall be a trapped gully connected to a soakaway or, if the gully is used for waste water disposal, drained to the recommendations of the Council and connected to the foul drainage system.

7. Refuse Disposal

Suitable provision shall be made for the hygienic storage, collection and disposal of refuse from the touring pitches. Where communal refuse bins are provided, these shall be of non-combustible construction with close fitting lids and preferably housed within a properly constructed bin store. Bins shall be emptied as often as necessary and bin stores kept clean.

8. Electrical Installations

Sites shall have an electricity supply sufficient to meet all reasonable demands of the users of pitches to which electrical supplies are supplied and to the residential caravan.

Installations, other than Electricity Company works and circuits subject to regulations made by the Secretary of State 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 British Standard 7671:1992 "The Requirements 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 (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No. 1057.

Supplies to sites shall be inspected in accordance with the frequency set out below under IEE Wiring Regulations and a certificate in the form required by BS 7671:1992 shall be provided.

Fixed buildings shall be inspected every 3 years.

Residential caravan shall be inspected every 3 years if used to accommodate a manager. If occupied by the owner the three year check is recommended.

Site lighting shall be inspected every 3 years (or every 12 months if cables are overhead).

Fire alarms and emergency lighting systems, as appropriate, shall be inspected every 12 months with a documented quarterly check (not a certificate to BS7671) to ensure they are in working order.

Park operators must check and document (not a certificate to BS 7671) that all residual current devices are working properly every 3 months.

Work on electrical supplies and installations shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier or a qualified electrical engineer member of the Electrical Contractor's Association or a contractor approved by the National Inspection Council for Electrical Installation Contracting. If an installation does not comply with Regulations applicable at the time that it was first installed, it shall be rectified. Any major alterations and extensions to an installation shall comply with BS 7671:1992 and the current edition of the IEE Regulations.

All electrical installations shall be maintained to prevent danger as far as is practicable.

Where overhead electric lines are on or adjacent to the site suitable warning notices shall be displayed at the entrance to the site and on supports for the line.

9. Drainage, Sanitation, And Washing Facilities

- i. The minimum provision of toilets on the site shall be 2 WCs for women, 2 WCs (or 1 WC and 1 urinal) for men. There shall be 2 wash hand basins for women and 2 for men provided with a constant supply of water and sited adjacent to toilets.
- ii. The minimum provision of showers with hot and cold water at a suitably controlled temperature shall be 1 shower for men and 1 shower for women.
- iii. A separate facility comprising WC, shower and wash hand basin shall be available for the use of disabled persons.
- iv. Properly designed chemical closet disposal point(s) shall be provided, with an adequate supply of water for cleaning the containers. Water supply points by these facilities shall be marked "Not Drinking Water".
- v. Two deep sinks with running hot and cold water shall be provided.
- vi. Foul drainage shall be discharged to a private sewage treatment works or to a septic tank approved by the Council.

10. Fire Precautions ²

Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005

The site owner shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

11. Fire Hazards:

Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard. If cuttings are removed they shall not be deposited within 6 metres of any unit, whether or not occupied. The space beneath and between caravans shall not be used for the storage of combustible materials. Hedges, shrubs and trees between pitches, if planted, shall be restricted to a height of 1 metre.

All alarm and fire fighting equipment must be installed, tested and maintained by a competent person. A logbook shall be kept to record tests, remedial action and dates. There shall be a telephone on the site, available at all times, for calling the emergency services.³

12. Liquefied Petroleum Gas/Mains piped Gas

Gas supplies and installations should comply with the relevant and applicable parts of any legislation, British Standards and LP Gas Association Codes of Practice in force at any time. Any relevant certificates shall be provided to the Council at their request. An annual gas safety record is required for gas installations to any communal facility and residential unit is rented or tied accommodation.

13. Notices

The following signs/notices must be displayed in a conspicuous place:

- i. a sign at the site entrance indicating the name of the site;
- ii. a copy of the site licence and licence conditions
- iii. a plan and notice setting out action to be taken in an emergency and showing where the police, fire brigade, ambulance and local doctors can be contacted;
- iv. the name and location/telephone number of the site licence holder or his/her accredited representative.
- v. if the site has a risk of flooding, advice about the operation of the flood warning system;
- vi. the location of the site emergency telephone.
- vii. a notice beside the emergency telephone showing the location and grid reference of the site.
- viii. if the site has overhead electric lines, warning notices must be displayed on the supports and at the site entrance. Where appropriate, these must warn against the danger of contact between the lines and the masts of yachts or dinghies.

All notices shall be suitably protected from the weather and maintained in a legible condition and preferably in an area lit by artificial lighting.

14. General

Services, amenities, other buildings and structures on the site, play or other equipment, telephones if provided, and the site itself shall be maintained in good repair, in good order in a clean, safe, sanitary, tidy condition and free from accumulations at all times.

15. Notes to be read as part of the Site Licence Conditions:

¹ Turning circles etc. to be in accordance with the requirements of West Sussex Fire & Emergency Services

² Guidance to the site owner in regard to fire precautions to be provided on site:
There shall be a fire point housed in a weather-proof structure within 90 metres of every touring pitch and site building clearly and conspicuously marked "FIRE POINT" and comprising:

1) Fire Fighting Equipment:

Each fire point shall have two 9 litre water extinguishers, and preferably one carbon dioxide extinguisher, all protected from frost in a suitable housing.

2) An alarm sounder:

A metal triangle with striker, a gong, hand operated siren or such other approved method of raising an alarm.

3) A Notice:

A clearly written and conspicuous notice, protected from the weather and to include the following wording:

"On discovering a fire:-

- i) Ensure that the caravan, tent, motorhome or site building is evacuated;*
- ii) Raise the alarm;*
- iii) Call the Fire Brigade (the nearest telephone is sited at);*
- iv) Attack the fire using the fire fighting equipment, if it is safe to do so.*

It is in the interest 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."

³ An emergency telephone is to be accessible to users of the site at all times. Where the owner/manager lives on site, this requirement will be met by site users having access to a telephone within the office or residential accommodation on the site.

12/03/2010. tws

