



Environmental Health

UPR 839509

Arun District Council
Arun Civic Centre
1 Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: (01903) 737500
Fax: (01903) 723936

Caravan Sites & Control of Development ACT 1960

***Licence Authorising Land To Be
Used As A Caravan Site***

Number: 3134

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**

of: **MRS J MORRELL**
23 PAMPISFORD ROAD
PURLEY
SURREY
CR8 2NG

to allow the land situate at

**13 DINSDALE FIELD
NEW ROAD
RUSTINGTON LITTLEHAMPTON
BN16 4JB**

in accordance with Planning Permission (holiday caravan) See attached conditions

PLANNING PERMISSION R/202/98

Dated this 05 May 2000

Signed *[Signature]*
Head of Environmental Health

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.



DINSDALE FIELDS, NEW ROAD, RUSTINGTON

SITE LICENCE CONDITIONS FOR HOLIDAY USE

CARAVAN SITES & CONTROL OF DEVELOPMENT ACT 1960

1. **Use of Caravan**

The planning application to which this Licence relates states "seasonal/holiday use", i.e. 1st March to 31st October in each year. The caravan may only be used for this purpose.

2. **Types of Caravan**

No caravans other than caravans complying with Section 29(1) of the Caravan Sites & 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.

3. **Structures**

No huts, sheds, tents, porches, verandas, fences or other structures or buildings or vehicles (other than privately licensed vehicles which shall be parked within the parking places provided in accordance with these conditions) shall be erected, placed or kept on the site or shall be permitted to remain on the site unless prior written approval has been obtained from the Licensing Officer of the Environmental Health Department. Any structures which are considered to compromise the fire safety of the site must be removed if so instructed by the Licensing Officer.

4. **Layout of Caravans**

- ❖ Caravans must not abut directly on to the site boundary. The space between the caravan and the boundary must be kept clear of combustible items and/or structures. The caravan should be no less than 3 metres from the site boundary and must, under no circumstances, be less than 1 metre from the site boundary. If the use of the adjoining land changes significantly, the caravan must not be less than 3 metres from the site boundary.

- ❖ If the caravan is replaced with another caravan, caravans must be not less than 6 metres apart.
- ❖ Caravans must not be less than 2 metres from the site road.
- ❖ All caravans are to be not less than 6 metres apart and must, under no circumstances, be not less than 5 metres apart.
- ❖ Fencing, sheds, vegetation and/or any other items between adjoining caravans must be removed if so instructed by the Licensing Officer of the Environmental Health Department.
- ❖ No caravan shall be less than 6 metres from any other building.

5. **Hardstandings**

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

6. **Access, Egress and Site Roads**

- ❖ The site road must be of a suitable material and allow adequate access for fire appliances and other emergency service vehicles. Emergency vehicle routes must be kept clear at all times.
- ❖ Each caravan is to be connected to the site road by a footpath of minimum width of 0.75 metres. Footpaths are to be of a suitable material (gravel is not to be used).
- ❖ Where entrance steps are used, these must be maintained and be in a stable and safe condition at all times.

7. **Refuse Disposal**

The site shall be provided with adequate facilities for the temporary storage of refuse. Refuse must be regularly removed from the site. All bins for the storage of refuse are to be non-combustible and have close fitting lids. All such bins are to be kept in good repair and condition at all times.

8. **Rodent Control**

All plots are to be kept free from open refuse and accumulations that might assist or permit harbourage of rodents.

9. **Electrical Installation**

Please refer to Appendix B.

10. **Fire Fighting Equipment, Fire Hazards and Liquefied Petroleum Gas**

- ❖ The Fire Officer's report dated 26th July 1999 must be fully complied with. Please refer to Appendix C of these conditions.
- ❖ All equipment must be maintained in good working order at all times.
- ❖ Fire extinguishers must be inspected and tested by a competent person on at least an annual basis. A written entry must be made on the inspection record on the extinguishers by the competent person. Alternative records may be kept if agreed with the Licensing Officer of the Environmental Health Department.
- ❖ 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:

1. Ensure the caravan or site building involved is evacuated
2. Raise the alarm
3. Call the Fire Brigade. (The nearest telephone is sited)
4. Attack the fire using the fire fighting equipment provided, but only 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"

- ❖ Where liquefied petroleum gas is supplied to the caravan from cylinders, compliance with Health & Safety Executive Guidance shall be met.
- ❖ Once a liquefied petroleum gas cylinder is empty, it shall be removed from the site as soon as possible.

11. **Maintenance**

The caravan and any other structures, e.g. sheds, verandas, porches and buildings, along with the hardstanding, footpaths and site road, must be maintained in good repair and safe condition at all times.

12. **Water Supply**

- ❖ The water supply to the caravan is to be provided in accordance with the relevant Statutory Instruments and statutory quality standards. Each caravan should be provided with an adequate piped water supply and a continuous supply of hot and cold water serving a bath or shower, a wash hand basin and a sink. Alternatively, water standpipes with an adequate supply of water are to be situated so that no unit is more than 18 metres from a standpipe.

13. **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. Foul drainage may be by discharge to a properly constructed tank or cesspool approved by the Licensing Officer of the Environmental Health Department. Cesspools must be regularly emptied so as to ensure that they do not cause a nuisance.
- ❖ All drainage, manholes, connections and inlets shall be so constructed and maintained as (i) to prevent any extraneous matter gaining access to the drainage system or the Council's sewer; (ii) not to admit subsoil water. Any connection to the foul drainage system must be capable of being sealed when it is not in use.
- ❖ Holiday units without their own separate 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:

Males: 1 water closet and 1 urinal per 15 caravans
Females: 2 water closets per 15 caravans

Wash hand basins must be provided on a scale of not less than 1 for men and 1 for women per 15 caravans. One shower or bath (with an adequate supply of hot and cold water) shall be provided for each sex per 20 caravans.
- ❖ Suitable and sufficient means of internal and external artificial lighting shall be provided and maintained for all communal facilities.
- ❖ The walls, floors and ceilings of the communal facilities must be maintained in a clean, sound and safe condition at all times. Fixtures and fittings are to be kept clean, safe and in proper working order at all times.

- ❖ The use of chemical closets shall be permitted only where express approval in writing has been given by the District Council.
- ❖ Adequate drainage of rain and surface water from the caravans, site buildings, footpaths and site road shall be provided and maintained to the satisfaction of Arun District Council.

14. **Carparking**

- ❖ A maximum of one vehicle may be parked on a suitably surfaced space between adjoining units, providing that the vehicle does not obstruct the door to either caravan. Plastic or wooden boats must not be parked between units.
- ❖ Parked vehicles must not obstruct the site road as access is required for emergency vehicles at all times.

15. **Notices**

A sign is to be displayed at the main entrance to Dinsdale Fields indicating the name of the site. This sign is to be clearly legible at all times.

APPENDIX A

HARDSTANDING CONSTRUCTION

This Appendix specifies a minimum acceptable standard for the construction of hardstandings. Other forms of construction to an equivalent or better standard may be used, subject to approval by the Licensing Officer of the Environmental Health Department.

The site of the standing shall be cleared of any turf or vegetable growth and 150 mm consolidated thickness of hardcore shall be laid thereon, suitably blinded to receive PC concrete (1:2:6), 100 mm thick, spread over site and properly levelled; or suitably blinded to receive a covering of heavy 1000 gauge polythene sheeting properly lapped and finally graded with a covering of at least 50 mm thickness of 6 mm pea shingle laid to a level and even surface.

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.

APPENDIX B

ELECTRICAL INSTALLATION

The site shall be provided with an electricity supply, sufficient in all respects to meet all reasonable demands of the caravan situated thereon.

Such electrical installation, other than Electricity Board works on 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 Institute of Electrical Engineers' Regulations for electrical installations for the time being in force and, where appropriate, the standards which would be acceptable for the purposes of the Electricity Supply Regulations 1988.

The installation shall be inspected periodically under the IEE Wiring Regulations every 12 months (in the case of underground installations, 3 years) or such longer periods 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
- ❖ A professionally qualified Electrical Engineer
- ❖ A member of the Electrical Contractors' Association
- ❖ A Contractor approved by the National Inspection Council for Electrical Installation Contracting
- ❖ A qualified person acting on behalf of one of these

When an installation is inspected, it should be judged against the current Regulations. Such a person shall, within one month of such inspection, issue an Inspection Certificate in the form prescribed in the IEE Wiring Regulations, which shall be retained by the site owner. The cost of the Inspection and Report shall be met by the site owner. Work on electrical installations and appliances shall be carried out only by persons competent as those listed above.

