Licence Authorising Land to Be Used As a Caravan Site

Number: 7088

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

Ms L M Smith
Of
Brackenfield
Glen Mobile Home Park
Main Road
Colden Common
Winchester
Hants. SO21 1TE

to allow the land situate at

Kandy Park
Rope Walk
Littlehampton
BN17 5DE

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

Signed.................................................. Dated 12 January 2007

Head of Environmental Health

CUSTOMER SERVICE EXCELLENCE

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Schedule of Specific Licence Conditions

This licence issued by Arun District Council is subject to the following specific conditions. These are in addition to any general conditions applied to this type of licence.

To be used as a caravan site subject to the attached schedule of conditions.

Number of Permanent Residential Caravans Permitted

Eight (8)
CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

KANDY PARK, ROPE WALK, LITTLEHAMPTON

SITE LICENCE CONDITIONS

Condition 1. Types of Caravan

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

Condition 2. Layout of Caravans

No caravan shall be brought onto the land in respect of which this licence is issued, for the purposes of human habitation, other than those caravans stationed thereon on the 29th of September 1980 until the Council have certified in writing that the requirements of parts (a)(i) and (ii) below have been met to their satisfaction.

(a) No caravan shall be less than 6 metres from:

(i) Any other caravan in a separate occupation; and

(ii) Any building other than a building required to be provided in accordance with Condition 17 (Regarding Storage Space) hereof.

(b) Without prejudice to the above the number of caravans on the site shall not at any time exceed 8.

(c) The reference to 6 metres in paragraph (a) of this condition shall not apply to any caravan ("exempt caravan") in position on the site on the 29th September 1980 ("original position") where on that date there existed between such exempt caravan and any other caravan or building to which paragraph (a) of this condition applies or would apply but for the provisions of this paragraph a distance of less than 6 metres provided that:

this paragraph shall cease to apply to such exempt caravan upon its removal from the original position other than temporary removal where the exempt caravan is subsequently replaced in the original position.

(ii) In any case to which paragraph (c)(i) above applies the relevant distance for the purposes of paragraph (a) of this condition shall be the distance applicable to the site by reason of conditions in force immediately prior to the application of these conditions.
No caravan shall be less than 2 metres from a carriageway or 3 metres from the site boundary, unless approval in writing is obtained from the Council.

Condition 3. **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.

Condition 4. **Site Buildings, Structures, Etc.**

No huts, sheds, tents, porches, verandahs, 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 unless prior approval in writing is obtained from the Council.

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.

Carports and covered walkways are not permitted within the 6 metre space between units.

Approved porches may protrude 1 metre into the 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.

Haves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.

Where there are ramps for the disabled, verandahs and stairs extending from the unit, there should be 4.5 metres clear space between them 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 6 metre space.

Condition 5. **Roads and Footpaths**

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

Emergency vehicle routes within the site shall be kept clear of obstruction at all times.

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.

Each standing 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.

**Condition 6. 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 7. Electrical Installations**

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

**Condition 8. 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 9. Safety of Liquid Petroleum Gas (LPG) Appliances**

All liquefied petroleum gas appliances shall satisfy the requirements of Appendix F of these Conditions.

**Condition 10. Water Supply**

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

An adequate supply of water must be maintained at all times.

The provision of these facilities shall comply with appropriate water byelaws and statutory quality standards.

**Condition 11. 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.

Each drainage manhole, connection and inlet shall be so 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.

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.

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

Condition 12. 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 13. Vehicle Parking

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 14. 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 15. 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 16. 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 17. 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.
Condition 18. **Display Licence**

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 telephone.

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.

**N.B.** 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.

**Relaxations**

**Condition 2**

The need for caravans to be not less than 2 metres from a carriageway or 3 metres from the site boundary is suspended until there is a substantial alteration or re-development of the site.

**Condition 16**

The need for designated recreational space is waived for so long as the occupancy of each caravan includes no children.

This is a relaxation of the Council's approved standards and takes into account the character of the site and other local conditions.
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 of small diameter 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 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

4) 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.

Maintenance

5) All alarm and fire fighting equipment shall be maintained in working order and available for inspection by or on behalf of the licensing authority.

6) All equipment susceptible to damage by frost shall be suitably protected.

Fire Notices

7) 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.

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."
Fire Hazards

8) Long grass and vegetation should be cut at frequent and regular intervals to prevent it becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans.

9) 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.

Telephones

10) A telephone shall be available on the site for calling the police, fire brigade, ambulance or other services in an emergency.

Note on Fire Hydrants

Where there is a water supply of sufficient pressure and flow, there may be a requirement to install a fire hydrant to conform with BSS 750 within 100 metres of every caravan standing.

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 60 of the Electricity Act 1947, shall be installed and maintained in accordance with the requirements of the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (the IEE Wiring Regulations) 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 1970, SI 1970 No. 1355.

3) The installation shall be inspected not less than once in every 12 months (in the case of underground installations 3 years) or in such longer period as may be recommended by a person who shall be one of the following:-

- A professionally qualified electrical engineer;
- A member of the Electrical Contractors' Association;
- A member of the Electrical Contractors' Association of Scotland;
- A certificate holder of 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).

Such person shall within 1 month of such an 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.
ROAD CONSTRUCTION

1.0 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.

1.1 Site of road to be excavated below level of any turf or vegetation and a sub-base of 75mm 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 75mm as is necessary.

1.2 A base of 150mm 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 75mm 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.

1.3 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 460mm diameter x 920mm 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 store 12mm of rain over the area discharging to each soakaway. The base of the soakaway should be carried down to a pervious stratum.
HARDDANDING CONSTRUCTION

1.0 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 Council in writing.

1.1 The site of the standing shall be cleared of any turf or vegetable growth and a 150mm consolidated thickness of hardcore shall be laid thereon, suitably blinded to receive P.C. concrete (1 to 2 to 6) 100mm 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 50mm thickness of 6mm shingle laid to a level and even surface.

1.2 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.