

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

Number: 9541

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**

Of **Langmead Farm Ltd**
Ham Farm
Main Road
Bosham
Chichester
PO18 8EH

to allow the land situate at

Manor Farm
Shripney Lane
Bognor Regis
PO22 9UR

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

Dated this 14 October 2010.

Signed.......... Dated 14 October 2010

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.



Environmental Health
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Licence No : 9541
Valid From : 14/10/2010
Valid Until :
Type : Caravans

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.*

Number of Static Holiday Caravans Permitted

41 (Forty one) static holiday caravans for use by agricultural workers which may be occupied from March 1st to October 31st in any year.



Arun District Council

Static Caravan Site Licence Conditions

Caravan Sites and Control of Development Act 1960

Manor Farm, Shripney Lane, Bognor Regis PO22 9UR

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: Density

The density should be consistent with safety standards and health and amenity requirements. The gross density shall not exceed 60 caravans to the hectare, calculated on the usable area (i.e. excluding roads, communal services and other areas unsuitable for the siting of caravans), rather than the total area. The gross density shall be reduced where double or residential units are provided. The maximum number of caravans for which the site is licensed is **41 (forty-one)** static holiday caravans for use by agricultural workers which may be occupied from March 1st to October 31st in any year.

3: Types of Caravan

No caravan other than a 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. No huts, sheds, tents, porches, verandahs, fences or other structures shall be erected, placed or kept on the site except as agreed and approved by the Council.

4: Space Between Caravans

The minimum distance between static holiday caravans shall be 5 metres. The point of measurement for porches etc. is the exterior cladding of the caravan. No caravan shall be less than 2 metres from a road or 3 metres from the site boundary.

Some intrusions into the 5 metre separation space are permissible:-

- porches by up to one metre if they are of the open type;
- eaves, drainpipes and bay windows provided the distance between the extremities of two adjacent units is not less than 4.5 metres;
- ramps for the disabled, verandahs and stairs provided there is a clear space of 3.5 metres between them and an adjoining unit and they are not opposite other ramps, verandahs or stairs and they are not enclosed;
- Car ports and covered walkways are not permissible even if non-combustible;

5: Roads, Gateways, Footpaths

Roads shall:

- be designed to provide adequate access for fire appliances and emergency vehicles;

- be provided of suitable materials so that no caravan standing is more than 45 metres from a road;
- be not less than 3.7 metres wide if a two-way system or 3 metres wide if part of a clearly marked one-way system;
- be provided with an adequate turning head for emergency vehicles where it would be necessary for an emergency appliance to reverse 20 metres or more along a cul-de-sac;
- be suitably lit at night as necessary, taking into account the needs and characteristics of a particular site;
- have no overhead cables less than 4.5 metres above the ground;
- be kept clear for emergency vehicles at all times.

Vehicle Gateways shall:

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

Footpaths shall:

- be provided where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather and be laid between caravans and roads;
- be not less than 0.75 metres wide and with a hard surface;
- be suitably lit at night as necessary.

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

6: Hardstandings/ bases

Every caravan shall be stationed on either:

- (i) a concrete hardstanding, which shall extend over the whole base area of the caravan and a hard surface shall project a sufficient distance outward from the entrance or entrances of the caravan¹ or,
- (ii) a base of suitably consolidated and levelled self draining material (hoggin, gravel or similar)

7: Water Supply

All sites shall be provided with a constant, adequate and wholesome water supply in accordance with appropriate Water Bylaws and statutory quality standards.

8: 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.

There shall be a telephone on the site, available at all times, for calling the emergency services.

9: Supply & Storage of Gas etc

- (i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- (ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.
- (iii) The requirements of the Gas Safety (Installation & Use) Regulations 1998 shall apply to any caravan owned or retained by the site owner and available for occupation by agricultural workers or staff.

10: Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the park home and other facilities and services within it.

(ii) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspectedⁱⁱ and maintained in accordance with the provisions of the current relevant statutory requirements.

(iii) Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.

11: Drainage and Sanitation

(i) Each static to have its own water supply, water closet, shower or bathing facilities.

(ii) Each static standing shall be provided with a connection to the foul drainage system; the connection shall be capable of being made air-tight when not in use.

(iii) Surface water drainage shall be provided where appropriate to avoid standing pools of water.

(iv) There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works.

(v) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.

(vi) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

12: Refuse Disposal

(i) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.

(ii) All refuse disposal shall be in accordance with all current legislation and regulations.

13: Parking

There shall be adequate car parking provision on a suitably surfaced parking area proximate to the site. Parked vehicles must not obstruct the entrance to the site, a carriageway, a footpath or a door to a caravan.

14: Notices and Information

(i) The name of the site shall be displayed on a sign in a prominent position at the entrance to the site together with a current plan of the site with roads and pitches clearly marked.

(ii) Notices are to be displayed in a prominent position on the site giving

- the name and full address of the site
- name and contact details of the licence holder and/or manager/representative
- details of action to be taken in an emergency
- contact information for police, fire brigade, ambulance, local doctors and the nearest accident and emergency centre
- a copy of the site licence or the front page of the said licence
- details of where the full licence and other information required can be viewed and between which times (if not displayed on a notice board).

(iii) A copy of the current site licence (if not displayed on a notice board) shall be available for inspection in a prominent place on the site together with:

- A copy of the most recent periodic electrical inspection report.
- A copy of the site owner's certificate of public liability insurance.
- A copy of the fire risk assessment made for the site.

(iv) All notices shall be suitably protected from the weather and from direct sunlight.

15: Recreational Space

Space equivalent to one-tenth of the total area is to be allocated for children's games or other recreational purposes. Play areas are to be set out in accordance with good and safe practice and to follow BS EN 1176 (Playground equipment) and BS EN 1177 (Impact absorbing playground surfacing – safety requirements and test methods) and any subsequent amendments or reviews of existing standards. **This condition will only be applicable if caravans on the site are used and occupied by families with children.**

16: General

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

A mains powered smoke alarm, fire blanket and domestic fire extinguisher of the carbon dioxide type is recommended to be provided to each caravan

Notes:

ⁱ The hard standing is to extend by a minimum of 1 metre on the sides where openings occur. Concrete hardstandings to be laid with a good hardcore base to a minimum depth of 150mm, well compacted. Concrete overlay to be minimum 100mm in depth and mixed according to BS 5328 (1991), Parts 1 and 2. The finished raft shall be generally level in all directions with due allowance for surface drainage. Particular attention shall be paid to the terrain of the site, the presence of trees etc. which may necessitate a thicker base and reinforcement.

ⁱⁱ The installations shall be inspected periodically under IEE Wiring Regulations, every year or such longer period (not exceeding three years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current edition of the IEE Regulations. For the avoidance of doubt the following time scales for inspection shall apply:

- Fixed buildings shall be inspected every 3 years.
- Street lighting and installations shall be inspected every 3 years (or every 12 months if cables are overhead).
- Fire alarms and emergency lighting systems 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.

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.

The inspecting contractor shall issue a certificate to BS 7671: 2008 (periodic certificate for existing installations) within one month of an inspection taking place and this is to be displayed by the site owner together with the site licence. The cost of the inspection and report shall be met by the site owner or licence holder. An extract of the certificate is to be supplied to the Licensing Officer to include contact details and registration number for the competent contractor.

Electrical inspection certification of caravans not under the control or ownership of the site owner or licence holder is not required.