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

Number: 9179

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**

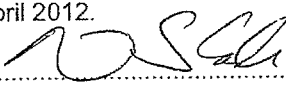
Of **Turners (Britannia Parks) Ltd**
Fordham Road
Newmarket
Suffolk
CB8 7NR

to allow the land situate at

Poplars Caravan Park
Shripney Road
Bognor Regis
PO22 9NL

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

Dated this 20 April 2012.

Signed.......... Dated 20 April 2012

for Chief Environmental Health Officer



The Government Standard



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

Licence No : 9179
Valid From : 24/04/2009
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.*

This licence replaces that issued on 24/04/09.

Number of Permanent Residential Caravans Permitted	110 (One hundred and ten).
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Arun District Council

Residential Site Licence Conditions

Caravan Sites and Control of Development Act 1960

Poplars Park, Shripney Road, Bognor Regis PO22 9NL

1. The Boundaries and Plan of the Site

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No park home or combustible structure shall be positioned within 3 metres of the boundary of the site.
- (iii) (a) A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.
(b) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

2. Types of Park Home

Only park homes 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 park home intended for residential purposes shall be brought onto the park unless it complies with British Standard 3632: 2005 or any replacement standard.

3. Bases

- (i) Every unit must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.
- (iii) Bases are to be maintained in a sound and satisfactory condition.

4. Density, Spacing and Parking Between Park Homes

The density of homes on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments. The maximum number of park homes for which the site is licensed is **110 (one hundred & ten)**.

- (i) Every park home must be spaced at a distance of no less than 6 metres (the separation distance) from any other park home which is occupied as a separate residence. The following exemptions apply:

- (a) A porch attached to the caravan may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch shall not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.
- (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres.
- (c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
- (d) Windows in structures within the separation distance shall not face towards the caravan on either side.
- (e) Fences, where allowed and forming the boundary between adjacent park homes, should be a maximum of 1 metre high.

(ii) No park home shall be stationed within 2 metres of any road or communal car park within the site or more than 45 metres from such a road within the site.

(iii) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.

(iv) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction and is not used for the storage of flammable substances.

5. Site buildings and Structures ¹

No hut, shed, storage facility, veranda, raised patio or decking, ramp, greenhouse, conservatory, garage, carport or other structure or building may be erected, placed or kept on the site unless prior written approval of the Licensing Officer of Arun District Council has been obtained.

6. Roads, Gateways and Overhead Cables

- (i) Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.
- (ii) New roads shall be constructed and laid of suitable bitumen macadem concrete or other approved block or similar paving with a suitable compacted base.
- (iii) All roads shall have adequate surface water/storm drainage.
- (iv) New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.
- (v) One-way systems shall be clearly signposted.
- (vi) Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
- (vii) Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- (viii) Roads shall be maintained in a good condition.
- (ix) Cable overhangs must meet the statutory requirements and be clearly labelled.

7. Footpaths and Pavements

- (i) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- (ii) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

8. Lighting

Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

9. Maintenance of Common Areas, including Grass, Vegetation and Trees

- (i) Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- (ii) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- (iii) Long grass, vegetation and trees (subject to the necessary consents) shall be cut or pruned at frequent and regular intervals to prevent them becoming a fire hazard. If cuttings are removed they shall not be deposited within 6 metres of any unit, whether or not occupied. Hedges and conifers on the park shall not exceed 1.5m in height. Other trees on the park shall not exceed 1.8m in height.
- (iv) The space beneath and between homes, beneath ramps, verandas and raised patios shall not be used for the storage of combustible materials.

10. Water Supply

- (i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- (ii) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- (iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- (iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

11. 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.

12. 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 park home owned or retained by the site owner for use by a warden or site staff.

13. 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.

14. Drainage and Sanitation

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

(ii) Each park home 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.

15: 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.

16: Parking

There shall be car parking of minimum one space dedicated per home and suitable additional surfaced parking spaces should be provided to meet the additional requirements of residents and their visitors. Parked vehicles must not obstruct a carriageway, a footpath or a door to a caravan. Privately registered vehicles may be parked between units provided that doors to the park homes are not obstructed and there is a clear space of 3 metres from an adjoining unit. Plastic, rubber or wooden boats, touring caravans, commercial vehicles or campervans may not be parked between units.

17. 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.

18:General

The park homes, services, amenities and other buildings and structures on the site, public telephone (if provided), 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.

The requirement for recreational spaceⁱⁱⁱ is relaxed for as long as the site is restricted to occupation by older persons and those without children. This condition will be reviewed if circumstances change.

Residents are recommended to obtain and maintain a mains powered smoke alarm, fire blanket and domestic fire extinguisher of the carbon dioxide type to each park home.

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

ⁱ Consent by the licensing officer is without prejudice to requirements made by the site operator under the site rules (prior approval of which should be provided) or to planning or building consent as appropriate.

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.

ⁱⁱⁱ Should children live on the site, an area equivalent to one-tenth of the total area of the site should be allocated for children's games and/or recreational purposes.

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 of 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