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

Number: 8962

**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**

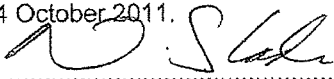
Of **Mr George Rickard**  
**Orchard Caravan Park**  
**Loats Lane**  
**North Bersted**  
**Bognor Regis**  
**PO21 3ED**

to allow the land situate at

**Orchard Caravan Park**  
**Loats Lane**  
**North Bersted**  
**Bognor Regis**  
**PO21 3ED**

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

Dated this 24 October 2011.

Signed.......... Dated 24 October 2011

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 : 8962  
Valid From : 24/10/2011  
Valid Until : 07/05/2019  
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.*

The licence in favour of George Rickard is for the period 24 October 2011 to 7 May 2019.

The site shall not be used as a caravan site between 1st February and the last day of February (inclusive) in any one year, with the exception of the three wardens caravans which may remain occupied throughout the year.

Number of Permanent Residential Caravans Permitted	3 (THREE).
Number of Static Holiday Caravans Permitted	175 (ONE HUNDRED AND SEVENTY FIVE).





## **Arun District Council**

### **Residential Site Licence Conditions**

#### **Caravan Sites and Control of Development Act 1960**

#### **Orchard Caravan Park, Loats Lane, North Bersted, Bognor Regis**

##### **1: Site Boundaries**

The boundaries of the site shall be clearly marked, for example by fences or hedges<sup>1</sup>. 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 **175 (one hundred and seventy-five)** holiday caravans and **3 (three)** residential caravans which may be occupied all year (total 178 caravans). The holiday caravans must not be occupied between 1<sup>st</sup> February and the last day of February (inclusive).

##### **3: Space Between Caravans**

The minimum distance between caravans which are separately occupied shall be 6 metres, measured from the exterior cladding of the caravan, and not less than 2 metres from a road. Some intrusions into the 6 metre space are permissible:-

- porches by up to one metre if they are of the open type;
- an awning may intrude provided there is a clear space of 3 metres, the awning is not opposite another awning and it is not used for sleeping accommodation.
- Eaves, 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;
- ramps for the disabled and stairs to the caravan provided there is a clear space of 4.5 metres from another unit, they are not opposite other ramps or stairs, and they are not enclosed;
- in the case of static caravans, a low level storage unit of and placed so as not to impede means of escape in case of fire from the caravan. Subject to approval by the council a larger storage unit constructed of non-combustible materials (including non-combustible roofs) to accommodate a motorised mobility scooter or wheelchair may be permitted for use by a disabled occupier.
- Each Residential unit is permitted a storage unit not exceeding 4 sq metres in floor area constructed of non-combustible materials (including non-combustible roofs) and placed so as not to impede means of escape in case of fire from the caravan.
- Car ports and covered walkways are not permissible even if non-combustible;
- a car may be parked between units provided the door to the caravan is not obstructed and there is a clear space of 3 metres from an adjoining unit.

##### **4: 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 50 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;
- roadways are to be suitably maintained;
- 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.

### **5: Hardstandings**

Every caravan shall be stationed on 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 caravan.<sup>ii</sup>

### **6: 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. The private water supply to the site is to suitably protected from contamination or damage to include all pumps and installations and subject to regular testing for quality. Alternative provision shall be made in the event of contamination or failure of supply.

### **7: Requirements 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 assessments shall be made available to the local authority.

### **8: Liquefied Petroleum 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. LPG storage facilities shall be securely maintained and clearly labelled in accordance with Health & Safety Executive guidance and conform to LPG Association Code of Practice 7.

### **9: Gas Installations**

Gas installations and appliances to hire fleet caravan holiday homes (park owned) and residential caravans (park owned) shall be inspected annually by a CORGI registered gas contractor and gas safety records shall be made available on request. It is recommended that gas installations and appliances to owner-occupier caravan holiday homes shall be inspected annually by a CORGI registered gas contractor.

### **10: Electrical Installations**

Sites shall have an electricity supply sufficient to meet all reasonable demands of the caravans. Installations, other than Electricity Company works and circuits subject to regulations made by the Secretary of State under Section 16 of the Electricity Act 1983 and Section 64 of the Electricity Act 1947,

shall be installed, tested and maintained in accordance with British Standard 7671, "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 shall be provided.

- Fixed buildings shall be inspected every 3 years.
- Hire fleet caravan holiday homes (park owned) shall be inspected every 3 years.
- Hire fleet caravan holiday homes (owner/occupier but sub-let to park) – operator to ensure the owner provides the park operator with a current, satisfactory electrical safety certificate every 3 years.
- Street lighting 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.

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 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.

### **11: Drainage, Sanitation and Washing Facilities**

Satisfactory provision shall be made for foul drainage by connection to a public sewer.

Each caravan to have its own water supply, water closet, shower or bathing facilities.

Every site and every hard standing shall be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.

### **12: Refuse Disposal**

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

### **13: Storage Space**

A storage unit with floor area not exceeding 4 sq metres shall be provided by the site operator for each residential caravan. The structure shall be separate from the caravan capable of being locked and, shall be non-combustible (including a non-combustible roof). The structure may not be used for the storage of fuel or lubricating oils, spirit based materials, varnish or oil based paints, marine flares or similar materials. Wooden sheds, garages or other stores not constructed of non-combustible materials are not permitted within 6 metres of any caravan. Storage sheds for static caravans are not a requirement.

### **14: Parking**

There shall be car parking of at least one space per caravan and suitable surfaced parking spaces to meet the additional requirements of the occupants and their visitors should be provided on site. Parked vehicles must not obstruct a carriageway, a footpath or a door to a caravan. Vehicles may be parked between units provided that doors to the caravans are not obstructed and there is a clear space of 3 metres from an

adjoining unit. Plastic, rubber or wooden boats, touring caravans or campervans may not be parked between units.

### **15: Notices**

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

- a sign at the site entrance indicating the name of the site;
- a copy of the site licence and licence conditions
- 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;
- the name and location/telephone number of the site licence holder or his/her accredited representative.
- if the site has a risk of flooding, advice about the operation of the flood warning system;
- the location of the site emergency telephone.
- a notice beside the emergency telephone showing the location and grid reference of the site.
- 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.

### **16: Recreational Space**

Where children stay on the site, space equivalent to one-tenth of the total area is to be allocated for children's games or other recreational purposes.

### **17: General**

The caravans, services, amenities and other buildings and structures on the site, the telephone, 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.

Notes:

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<sup>i</sup> It is recommended that a 3 metre wide area should be kept clear within the inside of all boundaries.

<sup>ii</sup> 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.