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

Number: 8113

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	Silk Tree Properties Ltd 4-2 The Barn Oldwick West Lavant Chichester West Sussex	Marigolds Management Ltd 166 College Road Harrow Middlesex HA1 1RA
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to allow the land situate at

**Marigolds Caravan Park
Shripney Road
Bognor Regis
PO22 9NZ**

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

Dated this 03 October 2007.

With effect from 11 January 2016

Signed.......... Dated 09 August 2018

Group Head of Technical Services

NOTES

Attention is drawn to the following extracts from Part 1 of the Caravan Sites & Control of Development Act 1968. 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 (5) 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, hereafter, 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 hereunder 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.



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

Licence No : 8113
Valid From : 07/11/2007
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.*

With effect from 11 January 2016

Number of Permanent Residential Caravans Permitted 60 (Sixty).



Arun District Council

Residential Site Licence Conditions

Caravan Sites and Control of Development Act 1960

Marigolds Caravan Park, Shripney Road, Bognor Regis PO22 9NZ

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 50 caravans to the hectare, calculated on the usable area (i.e. excluding lakes, 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 units are provided. The maximum number of caravans for which the site is licensed is 60 (sixty).

3: Types of Caravan

No caravan other than caravans 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 other structure, extension, conservatory, porch or storage unit may be erected, placed or kept on the site without prior approval in writing from the Council¹.

4: Space Between Caravans

The minimum distance between caravans shall be 6 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 6 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 5.5 metres;
- ramps for the disabled, verandahs and stairs extending from the unit, provided there is a clear space of 4.5 metres between them and adjoining units and they are not opposite other ramps, verandahs or stairs and they are not enclosed and are constructed of non-combustible materials;
- sheds or covered storage spaces if of non-combustible materials (including non-combustible roofs) and there is sufficient space around them for means of escape in case of fire. Windows in these structures shall not face towards the unit on either side. 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 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;
- 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

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.

7: Water Supply

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

8: Fire Precautions

There shall be a fire point housed in a weather-proof structure within 30 metres of every caravan standing and site building, clearly and conspicuously marked "FIRE POINT" and comprising:

1) Fire Fighting Equipment:

Two 9 litre water extinguishersⁱⁱ protected from frost in a suitable housing.

2) An alarm sander:

An approved audible alarm that operates as the fire extinguisher housing is opened or such other manual method of sounding an alarm as is approved by the council.

3) A Notice:

A clearly written and conspicuous notice, protected from the weather and to include the following wording:

"On discovering a fire:-

- Ensure that the caravan or site building is evacuated;*
- Raise the alarm;*
- Call the Fire Brigade (the nearest telephone is sited at);*
- Attack the fire using the fire fighting equipment, 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. "

Fire Hazards:

Long grass, vegetation and trees 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 between caravans shall be restricted to a height of 1 metre.

The space beneath and between caravans shall not be used for the storage of combustible materials.

All alarm and fire fighting equipment must be installed, tested and maintained by a competent person. A logbook shall be kept to record tests, remedial action and dates.
For alternative systems the advice of the Fire Authority should be sought and the system agreed by the Council.
There shall be a telephone on the site, available at all times, for calling the emergency services.

9: Liquefied Petroleum Gas (LPG)

Where the site owner supplies LPG to residents, installations shall 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.

Gas bottles or cylinders shall not be installed within the separation boundary of an adjoining caravan except where immediately adjacent to the caravan that they serve.

Where mains gas is supplied to plots, the requirements of the current Gas Safety statutes will be met; the site owner/licence holder is to mark the caravans with connections to mains gas on the site plan.

10: Electrical Installations

The site 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 Energy Act 1983 and Section 64 of the Electricity Act 1947, shall be installed, tested and maintained in accordance with British Standard 7671:1992 "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.

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. 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 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.

The inspecting contractor shall issue a certificate 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.

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

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 7671:1992 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 or sewage treatment works.

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

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 preferably housed within a properly constructed bin store. Bins shall be emptied as often as necessary and bin stores kept clean.

13: Storage Space

A storage unit with floor area not exceeding 4 sq metres may be provided by the site operator for each 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.

14: Parking

There shall be car parking of one space dedicated per caravan 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. One vehicle 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 of the site 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 showing availability during working days between 09.00 and 17.00 hours Monday to Friday excluding statutory and bank holidays.
- if the site has a risk of flooding, advice about the operation of the flood warning system;
- the location of the site emergency telephone or proximate public telephone box.

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: General

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

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 caravan.

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

ⁱ Planning approval may be required for certain structures and the advice of Arun DC Planning Services should be sought on 01903 737500.

ⁱⁱ It is recommended that a carbon dioxide fire extinguisher be provided in addition to water extinguishers.

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.

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