

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

Number: 9377

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 ~~Mrs D A Newman~~ **Mrs G Neve**
Roundstone House
Old Worthing Road
Angmering
West Sussex
BN16 1DH

to allow the land situate at

Roundstone House Caravan Park
Old Worthing Road
Angmering
West Sussex
BN16 1DH

to be used as a caravan site subject to the attached Schedules of Conditions and planning consent A/126/91. This is a replacement for licence 1411.

Dated this 02 December 2009

Signed .....
Head of Environmental Health

Dated 02 December 2009



CUSTOMER SERVICE EXCELLENCE

Signed .....
Senior Environmental Health Officer

Dated 03 January 2019

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 : 9377
Valid From : ~~12/02/1992~~
~~Valid Until~~ : 17/12/2017
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	20 (Twenty).
Special Conditions	Period of use - from 1st March to 3rd January (inclusive).



ARUN DISTRICT COUNCIL
SITE LICENCE CONDITIONS
ROUNDSTONE HOLIDAY CARAVAN PARK
OLD WORTHING ROAD, EAST PRESTON

1. **Types of Caravan**

No caravan other than caravans complying with Section 29(1), Caravan Sites & 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.

2. 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.

3. **Layout of Caravans**

No caravan shall be brought on to the land in respect of which this Licence is issued, for the purposes of human habitation, other than those caravans stationed thereon on the site 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 5 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 15 hereof.
- (b) Without prejudice to the above, the number of caravans on the site shall not at any time exceed 20.

No caravan shall be less than 3 metres from a carriageway or from the site boundary, unless approval in writing is obtained from the Council.

4. **Hardstandings**

Each hardstanding shall be of suitable material (see Appendix B) and should extend over the whole area occupied by the caravan placed upon it. It should project not less than 1 metre outwards from the entrance or entrances of the caravan.

5. **Roads and Footpaths**

Roads of suitable material (see Appendix C) shall be provided so that no caravan standing or toilet block is more than 45 metres from a road.

Carriageways shall be not less than 4 metres wide, or if they form part of a one-way traffic system, 2.75 metres wide.

Each standing and toilet block shall be connected to a carriageway by a suitably surfaced footpath.

Footpaths should be not less than 0.75 metres wide.

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.

7. **Electrical Installations**

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

8. **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 shall be maintained at all times.

The provision of these facilities shall comply with British Standard Code of Practice C.P. 310 (1965).

9. **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.

All drainage manholes, connections and inlets shall be so constructed and maintained 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 without its own separate toilet and washing facilities shall be provided with the use of a communal toilet block which shall have adequate supplies of hot and cold water on the following minimum scale:

For males: 1 water closet and 1 urinal per 15 caravans
For Females: 2 water closets per 15 caravans

For each water closet or group of not more than 6 water closets, 1 wash hand basin with hot and cold water.

Wash basins must be provided on a scale of not less than 1 for men and 1 for women per 15 caravans.

For every 20 caravans, 1 shower or bath for each sex with hot and cold water.

Laundry facilities must be provided on a scale of not less than 1 deep sink with running hot and cold water per 30 caravans.

Suitable and sufficient means of internal and external artificial lighting shall be provided and maintained for all communal facilities.

All fixtures and fittings provided for communal use shall at all times be maintained in proper working order and a clean condition.

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

The use of chemical closets shall be permitted only where express approval in writing has been given by the Council. The design and positioning of chemical closet disposal points must be approved by the Council.

10. **Refusal 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 also be made for the siting and regular emptying of such refuse bins.

11. **Vehicle Parking**

Parking spaces properly surfaced to the satisfaction of the Council shall be provided on the site for at least one vehicle for every caravan standing.

The siting and layout of such parking spaces shall be approved by the Council in writing.

Vehicles shall not be parked on the site other than on approved parking places.

12. **Maintenance**

Each caravan, building, hut, shed, porch, verandah or other structure, together with hardstandings, roads and footpaths, on the site shall be maintained in good repair and condition at all times.

13. **General Layout and Amenity of Site**

The site shall be so laid out, managed and maintained as to enhance and preserve the amenities hereof.

14. **Recreational Space**

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.

15. **Display of 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.

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 any necessary consents under the Town & Country Planning acts and the Building Regulations.

APPENDIX A

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 the caravans.
9. Provision shall be made for the storage of liquefied petroleum gas and regard shall be had to the Health & 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 one 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.

APPENDIX B

HARDSTANDING CONSTRUCTION

1. 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.
2. The site of the standing shall be cleared of any turf or vegetable growth and a 150 mm consolidated thickness of hardcore shall be laid thereon, suitably blinded to receive P.C. concrete (1 to 2 to 6), 100 mm 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 50 mm thickness of 6 mm shingle laid to a level and even surface.
3. 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.

APPENDIX C

ROAD CONSTRUCTION

1. 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.
2. Site of road to be excavated below level of any turf or vegetation and sub-base of 75 mm 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 75 mm as is necessary.
3. A base of 150 mm 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 75 mm 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.
4. 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 460 mm diameter x 920 mm road gullies (one gully to every 160 m² 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 12 mm of rain over the area, discharging to each soakaway. The base of the soakaway should be carried down to a pervious stratum.

