

A.

VALE ROYAL BOROUGH COUNCIL

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

**STANDARD SITE LICENCE CONDITIONS FOR PERMANENT RESIDENTIAL
MOBILE HOMES**

LICENCE NO: H20/C3690/9970/99

DATED: 24 th September 1999

AUTHORISING THE USE OF THE LAND KNOWN AS : **HELSBY PARK HOMES**

CHESTER ROAD HELSBY

NUMBER OF CARAVANS AND/OR UNITS PERMITTED: **50**

No. H20/C3690/9970/99
VALE ROYAL BOROUGH COUNCIL

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960
Section 3

SITE LICENCE

To Mr Gilbert Miller
of 1 West Park, Great North Road, Darrington, Pontefract, West Yorkshire, WF8 3HY

WHEREAS on the 13th day of September 1999 you made application for a site licence in respect of land situate at
Helsby Park Homes, Chester Road, Helsby, Cheshire
(herein after called "the said land")

AND WHEREAS you are entitled to the benefit of permission(s) ref no(s)
3/6/4636 3/6/5206 3/6/5400
for the use of the said land as a caravan site granted under Part III of the Town and Country Planning Act 1971, otherwise than by a development order

NOW THEREFORE the VALE ROYAL BOROUGH COUNCIL HEREBY GRANT a site licence in respect of the said land pursuant to Section 3 of the Caravan Sites and Control of Development Act 1960, subject to the following conditions, that is to say

1. The Site Licence conditions as set out in the attached Schedule.
2. The Site shall only be occupied from _____ in any one year.
3. The maximum number of caravans permitted on the Site shall be:
(a) 50 Residential Units: 0 Non-Residential Units,
or (b) such number as will ensure compliance with all relevant spacing and facility standards referred to in the Site Licence conditions,
or (c) such number as laid down in the conditions of any relevant planning permission in respect of the site,
or (d) such number, as modified under the terms of condition 2.1.1;
whichever is the lesser.

The conditions specified in this Site Licence shall apply in place of any conditions imposed on the grant of any previous licence in respect of the site or any part thereof.

THIS LICENCE shall expire at the end of _____ [months][years]
from the _____ day of _____ 19____

DATED this 24th day of September 1999

Signed _____

Director of Community Services
(the officer appointed for this purpose)

NOTES

It is provided by the Caravans Sites and Control of Development Act 1960, as follows:

Appeal to magistrates' court against conditions attached to a site licence.

7.(1) Any person aggrieved by any condition (other than the condition referred to in subsection (3) of section five of this Act) 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 five) that the condition is unduly burdensome, may vary or cancel the condition.

(2) In so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition nor, thereafter, whilst an appeal against the condition 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, in the case of the first offence to a fine not exceeding £100, and, in the case of a second or subsequent offence, to a fine not exceeding £250.

(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 after the end of the period of fourteen days mentioned in subsection (1) of section eighty-four and subsection (2) of section eighty-seven of the Magistrates' Courts Act, 1952, as the period within which the person convicted may bring an appeal, whether by case stated or otherwise; 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 reasonably incurred by them in that behalf.

Transfer of site licences 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.

(3) If an application is made under subsection (1) of this section for consent to the transfer of a site licence to a person who is to become the occupier of the land, that person may apply for a site licence under section three of this Act as if he were the occupier of the land, and if the local authority at any time before issuing a site licence in compliance with that application give their consent to the transfer they need not proceed with the application for the site licence.

1.0 **SITE BOUNDARIES**

- 1.1 The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, the site owner shall give the local authority a plan of its layout and caravans sited must be in accordance with the plan. No alteration may be made to the site layout without approval of the Council who require to be notified by the licence holder where replacement vans of a larger size are sited. Caravans shall not be sited within 3 metres of the boundary except in the case of the following pitches:-
NUMBERS _____

2.0 **TYPES OF CARAVANS PERMITTED ON SITE**

- 2.1 Only units which have been specifically designed and built for use as residential caravans/mobile homes shall be stationed on the site.
- 2.1.1 Where the site licence holder applies to the Local Authority, and receives approval in writing, non-residential units (for rent) may be sited on identified plots and occupied between 1 March and 14 February.
- 2.2 Site Licence holders are **RECOMMENDED** to seek compliance with British Standard 3632:1995 in relation to Residential Park Homes.
- 2.3 "Caravan" has the meaning assigned to it under the terms of The Caravan Sites and Control of Development Act 1960 Section 29(1).
- 2.4 "Twin Unit" has the meaning assigned to it under the terms of the Caravan Sites Act 1968 Section 13(1).
- 2.5 All caravans/mobile homes on the site shall be maintained in good repair and in a sound, safe and weather proof condition.
- 2.6 All units shall be clearly numbered.

3.0 **DENSITY AND SPACE BETWEEN CARAVANS**

- 3.1 Subject to the following variations, every caravan shall be not less than 6 metres from any other caravan which is occupied separately and not less than 2 metres from a road. The point of measurement for porches, awnings, etc, is the exterior cladding of the caravan.
- 3.2 Porches may protrude 1 metre into the 6 metre separation distance and shall, preferably, be of the open type and be no more than 2.5 metres in length. For any deviation from this condition an application, in writing, shall be submitted to, for approval by, the Council.
- 3.3 Where both the site owner and resident agree to attach a porch of the closed type then the following conditions shall apply:-
- 3.3.1 The porch may protrude 1 metre into the 6 metre separation distance and shall be no more than 2.5 metres in length.

- 3.3.2 Porches must not be permanently affixed to but shall be supported by foundations. Porches must be capable of being removed from the unit.
- 3.3.3 The roof of any porch must not be permanently affixed to the main unit and must, therefore, be capable of being removed from the unit.
- 3.4 Where awnings are used, the distance between any part of the awning and an adjoining caravan shall be not less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they shall not face each other or touch.
- 3.5 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.
- 3.6 Where there are ramps for the disabled, verandahs and stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items shall not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, shall not intrude into the 6 metres space.
- 3.7 A garage, shed or a covered storage space shall be permitted within the six metre separation distance **only** if it is of a robust and non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the units on either side. Car ports and covered walkways shall in no circumstances be allowed within the 6 metres space.
- 3.7.1 Where a shed of wood or other combustible construction is sited between units, it must be at least six metres from any unit other than the one to which it belongs.
- 3.8 No structure other than those required for compliance with Licence Conditions shall be erected on site without the approval of the Local Authority, and in particular;
- 3.8.1 No extensions to caravans or twin units will be allowed which, if permitted, would take the unit outside the legal definition of a caravan or twin unit.
- 3.8.2 Conservatories, unless forming a manufacturers integral part of the original unit will not be allowed by the Council.
- 3.9 The density shall be consistent with safety standards and health and safety requirements. The gross density shall not exceed 50 caravans to the hectare, calculated on the basis of the usable area (ie excluding lakes and other areas unsuitable for the siting of caravans) rather than the total site area.
- 4.0 **SITE WARDEN**
- 4.1 The site licence holder must nominate a site warden, unless they themselves are living on the site and take responsibility upon themselves, or provide a manned 24 hour contact telephone number. The telephone number of the person responsible shall be displayed prominently on the site in accordance with condition number 22.

5.0 SITE RECORDS

5.1 The licence holder shall keep a suitable written record of all:-

5.1.1 Individual pitches including dimensions and locations.

5.1.2 Individual caravan/units occupying those pitches including any alterations or additions together with dates and details of any relevant permission where available.

5.2 This register shall be properly maintained and kept available for inspection by Council Officers, potential purchasers, residents or their agents upon request.

6.0 ROADS, GATEWAYS AND FOOTPATHS

6.1 Roads and footpaths shall be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc, is available from fire authorities). Roads of suitable material shall be provided so that no caravan is more than 50 metres from a road. Each standing shall be connected to a carriageway by a footpath with a hard surface. Roads shall not be less than 3.7 metres wide, or, if they form part of a clearly marked one-way traffic system, 3 metres wide. Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths shall not be less than 0.75 metres wide. Roads shall have no overhead cables less than 4.5 metres above the ground. Roads and footpaths shall be suitably lit. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.

7.0 HARDSTANDINGS

7.1 Every caravan shall stand on a concrete hardstanding which shall extend over the whole area occupied by the caravan placed upon it, and shall project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely.

8.0 FIRE FIGHTING APPLIANCES

FIRE POINTS

8.1 These shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be housed in a weatherproof structure, easily accessible and clearly and conspicuously marked "**FIRE POINT**".

9.0 FIRE FIGHTING EQUIPMENT

9.1 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. There shall also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked "**HOSE REEL**".

- 9.2 Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing. Hydrants shall conform to British Standard 750. Access to hydrants and other water supplies shall not be obstructed or obscured.
- 9.3 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.

10.0 **FIRE WARNING**

- 10.1 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. The advice of the fire authority should be sought on an appropriate system.

11.0 **MAINTENANCE**

- 11.1 All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority. A log book shall be kept to record all tests and any remedial action.
- 11.2 All equipment susceptible to damage by frost shall be suitably protected.

12.0 **FIRE NOTICES**

- 12.1 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

1. Ensure the caravan or site building involved is evacuated.
2. Raise the alarm.
3. Call the fire brigade (the nearest telephone is sited)
4. Attack the fire using the fire fighting equipment provided, if safe to do so.

It is in the interests of all occupiers of the site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment".

13.0 **FIRE HAZARDS**

- 13.1 Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of combustible materials.

14.0 **TELEPHONES**

- 14.1 An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

15.0 **STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)**

- 15.1 LPG storage supplied from tanks shall comply with Guidance Booklet HSG 34 "The Storage of LPG at Fixed Installations" or, where LPG is supplied from cylinders, with Guidance Note CS4 "The Keeping of LPG in Cylinders and Similar Containers" as appropriate.
- 15.2 Where there are metered supplies from a common LPG storage tank, then Guidance Note CS11 "The Storage and Use of LPG at Metered Estates" provides further guidance. In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipe-Lines Act, 1962 may also be applicable.
- 15.3 Exposed gas bottles or cylinders shall not be within the 3 metres separation boundary of an adjoining unit.
- 15.4 LPG installations shall conform to British Standard 5482: "Code of Practice for domestic butane and propane gas burning installations, Part 2: 1977 Installations in Caravans and non-permanent dwellings".
- 15.5 For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.
- 15.6 In cases where the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.
- 15.7 For any installation of LPG, a certificate must be obtained from the installer stating that it complies with the provisions of the relevant guidance.
- 15.8 Oil fired heating installations must comply and be installed in accordance with BS 799 Oil Burning Equipment and BS 5410 Code of Practice for Oil Burning Parts 1, 2 and 3. A certificate from an installer must be obtained to state that the installation is in accordance with the relevant British Standard.

16.0 **ELECTRICAL INSTALLATION**

- 16.1 Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

16.2 Any electrical installations which are not Electricity Board 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 the provisions of the Institution of Electrical Engineers' (IEE) Regulations 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 Supply Regulations 1988, Statutory Instrument 1988 No. 1057.

16.3 Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations shall be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. Where an installation is inspected, it shall be judged against the current regulations.

The Inspector shall, within 1 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, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.

16.4 If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.

16.5 If there are overhead electrical lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

17.0 **WATER SUPPLY**

17.1 The site shall be provided with a suitable and sufficient water supply in accordance with any appropriate Water Byelaws and statutory quality standards.

18.0 **DRAINAGE, SANITATION AND WASHING FACILITIES**

18.1 Satisfactory provision shall be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.

18.2 Each caravan shall have its own suitable and sufficient water supply and a suitable water closet which shall be provided internally. 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.

- 18.3 Each caravan shall have its own sink, bath or shower, and wash-hand basin, supplied with adequate hot and cold water and connected to the foul drainage system. These facilities are to be provided internally except in the case of existing caravans where inadequate room exists in which case they are to be provided in an adequately constructed building, which is properly lighted and ventilated.
- 18.4 Every site and every hardstanding 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.

19.0 **REFUSE DISPOSAL**

- 19.1 Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags kept in individual holders. Arrangements shall be made for the bins/bags to be emptied/disposed of regularly and appropriately. Where communal refuse bins are also provided, these shall be of similar construction and housed within a properly constructed bin store.

20.0 **PARKING**

- 20.1 One car only may be parked between adjoining caravans on a suitable surfaced base provided that the door to the caravan is not obstructed. A 3 metre clear space must be kept between the vehicle and any caravan not in the same ownership. Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats or other touring caravans shall not be parked between units.

21.0 **RECREATIONAL SPACE**

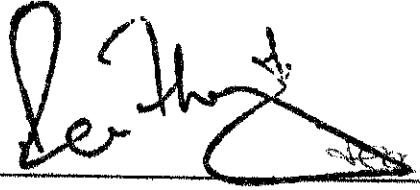
- 21.1 Space equivalent to about one-tenth of the total area shall be allocated for children's games and/or other recreational purposes and shall be kept tidy and well maintained.

22.0 **NOTICES**

- 22.1 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site and, the name and the telephone number of the Site Licence Holder/Site Warden or accredited representative.
- 22.2 Where 4 or more units are sited, a copy of the site licence with its conditions shall be displayed prominently on the site.
- 22.3 Except for individual caravans, notices and a layout plan shall be displayed on the site setting out the action to be taken in the event of an emergency. These shall show where the Police, Fire Brigade, ambulance and local doctors can be contacted and also the location of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.

- 22.4 All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.
- 22.5 The use of the site is restricted to purposes for which current planning consent exists.

Date 24 SEP 1999

A handwritten signature in black ink, appearing to read 'Leith', is written over a horizontal line.

Director of Community Services