



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960

SITE LICENCE – TOURING CARAVAN SITE

To: **Site Licence ref no. BTW/ /2016**

Of

ON an application was made for a site licence in respect of the land known as:
(hereinafter called "the said land")

AND WHEREAS you are entitled to the benefit of planning permission (ref. no: TWC) for the use of the said land as a caravan site granted under Part III of the Town and Country Planning Act, 1990, otherwise than by a development order

The BOROUGH OF TELFORD & WREKIN 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 attached conditions.

COMMENCEMENT DATE

These conditions supersede all previous conditions and come into operation on the:

day of 2016

Signed.....
Public Protection Manager (Authorised Officer)

Please direct any correspondence regarding this licence and conditions to
Telford & Wrekin Council
Public Protection
Darby House
Telford
TF3 4JA

THE ATTACHED PAGES OF CONDITIONS AND NOTES FORM PART OF THIS SITE LICENCE

SITE LICENCE CONDITIONS

For the purpose of these Licence Conditions the expression "Mobile Home" shall include Caravans and Twin-Unit Caravans.

1. The Boundaries and Plan of the Site

1. The boundaries of the site with any adjoining land or any other caravan, camping or mobile home park of a differing category or under separate management shall be clearly marked by a man made or natural feature.
2. No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
3. A plan of the site shall be supplied without cost to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the reasonable demand of the local authority.
The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

2. Density / Numbers of caravans or tents

1. This site license permits the use of the site for no more than:-

Touring caravans / Motorised caravans or Camper vans / Chalets and

Tents or "Glamping" pods all being for temporary / holiday / recreational use only.

2. In any event, Site density must not exceed 75 units (caravans, tents or motor caravans) per hectare (30 units per acre) calculated on the basis of the useable area rather than the total site area (i.e. excluding lakes, roads, communal services etc.)
3. In addition to the Recreational units one unit is authorised for use as the Managers accommodation whilst the site is in operation and a further unit is authorised for use as a reception and security office these must meet the separation distance requirements applied to all other caravans, chalets and/or tents located at the site. These management units are not to be used as year round residential units and must be included within the calculated density of no more than 75 units per hectare, as above
4. Boundaries between individual pitches / plots should be clearly delineated.
5. A 3 metre wide area should be kept clear within the inside of all plot boundaries in the instances where plots that are occupied by separate persons / family groups are adjacent to each other.

3. Spacing

1. Every unit should be not less than 6 metres away from any other unit in separate family occupation; therefore plot spacing should be sufficient to allow for such separation
2. Vehicles, awnings and other ancillary equipment should be permitted within the 6 metres between units in separate family occupation but, in order to restrict the spread of fire, there must always be 3 metres clear space within the 6 metres separation where adjacent to another plot or pitch in separate family occupation.
3. Please Note. Permanent structures of any kind fixed to touring caravans or motorised units will not be classed as "awnings" and must not protrude into the "6 metres between units in separate family occupation" mentioned above
4. Emergency vehicles must be able to secure access at all times to within 90 metres of any unit on the site.

4. Access roads and Pathways & Gates

1. Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.
2. New roads shall be constructed and laid of suitable bitumen macadam or concrete with a suitable compacted base.
3. All roads shall have adequate surface water/storm drainage or suitable run off into soakways.
4. New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.
5. One-way systems shall be clearly signposted.
6. Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
7. Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
8. Roads shall be maintained in a good condition.
9. Any Cable overhangs must meet the relevant industry codes of practice & all statutory requirements.

5. Footpaths and Pavements

1. Every caravan / tent plot or pitch shall be connected to a road by a footpath with a hard surface, which shall be maintained in good condition.
2. Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide and in any event shall not be less than 0.75metres wide.

6. Drinking water supply and waste water disposal

1. There must be an adequate supply of drinking water which meets statutory quality standards.
2. Each pitch on a site must be no further than 90 metres from a water tap.
3. At each tap there must be a soakaway or gully.
4. Waste water disposal points, ideally located separate to the drinking water point, must be provided so that each pitch is no further than 90 metres from a waste water disposal point.
5. The appropriate Water Authority must be consulted about the arrangements for disposal of water likely to be contaminated.

7. Toilets: WC's and chemical closets

1. The scale of provision should be 1 W.C. and 1 urinal for men and 2 W.C.'s for women per 30 pitches and their location should be to the satisfaction of the local authority.
2. The pro rata scale can be reduced where sites have over 120 pitches (see next point below).Toilets may not be justified where sites have less than 10 pitches but on sites with between 10 and 30 pitches at least 1 W.C. and 1 urinal for men and 2 WC's for women must be provided.
3. Where the provision of WC's is not feasible or justified, entry must be confined to units with their own toilets, or chemical closets to the above scale should be provided.

8. Disposal point for chemical closets

1. Whether or not W.C.'s are provided, a properly designed disposal point for the contents of chemical closets must be provided together with an adjacent adequate supply of water for cleansing containers.
2. The method of disposal will need to be considered in the light of the particular circumstances and must be to the satisfaction of the local authority and the appropriate Water Authority.
3. Where appropriate, the water supply must be clearly labelled as non-potable.

9. Washing points

1. There must be a minimum of 4 wash hand basins supplied with hot and cold water per 30 units; 2 each for men and women. They must be immediately adjacent to or within the building / facility containing the toilets.

10. Hot water: showers

1. Showers are not obligatory on sites with less than 70 pitches, however should the owner / operator of the site so wish suitable provision should be on the basis of 1 shower per 25 pitches. In this case adequate supplies of hot water must be available.

11. Disabled persons

1. Particular consideration must be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers.
2. Access pathways, roads and gateways must be designed with the use of disabled persons taken into consideration
3. Consultation with Building regulations is recommended with particular reference to Document "M".

12. Electrical Installations

1. The site should be provided with an electricity supply sufficient in all respects to meet the reasonable demands of the site, the facilities and, where applicable, individual pitches.
2. Such electrical installations must be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers Regulations for electrical installations and where appropriate to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations, 1988.
3. Any and all work on electrical installations and appliances must only be carried out by competent persons i.e. a contractor approved by the National Inspection Council for Electrical Installation Contracting or Electrical Contractors Association.
4. The installations must be inspected regularly under the I.E.E. Wiring Regulations every year, or such longer period (not exceeding 3 years) as is considered appropriate in each case. The inspection report must be retained by the site operator and a copy of the certificate shall be forwarded to the licensing authority within 28 days of the inspection being carried out.
5. If an inspection reveals that an installation no longer complies with the regulations, any deficiencies which applied at the time of the installation must be rectified; any major alterations and extensions to the installation must comply with the current version of the I.E.E. Wiring Regulations.

13. Refuse disposal

1. Adequate provision must be made for the storage, collection and disposal of refuse. (It is expected that site operators will normally be able to meet their requirements by making arrangements with the local authority or other licensed waste carrier).

14. Compliance with the Regulatory Reform (Fire Safety) Order 2005.

1. The site owner shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

15. Fire precautions (subject to a valid Fire Risk Assessment if required)

2. No unit shall be further than 90 metres from a suitable fire point.
3. Fire points must be clearly marked and easily accessible.
4. At each fire point there must be either two water (gas expelled) extinguishers each of 10 litres capacity complying with the appropriate British Standard, or a fire hose reel supplied with adequate supplies of water under a pressure sufficient to propel a jet from the end of each hose at least 5 metres, together with a means of raising the alarm in the event of fire (e.g. manually operated sounder, gong or hand operated siren).
5. All fire fighting equipment susceptible to damage by frost must be suitably protected.
6. Wherever there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, must also be provided at each fire point.
7. All fire-fighting equipment must be maintained in working order and kept available for use and for inspection by the licensing authority.
8. Each fire point must exhibit a conspicuous notice indicating the action to be taken in case of fire and the location of the nearest telephone. The notice must include the following:

On discovering fire;

- a) Raise the alarm
- b) Ensure the affected unit is evacuated
- c) Call the Fire Brigade (the nearest telephone is site...)
- d) If practicable, attack the fire using the fire fighting equipment provided.

9. All alarms and fire fighting equipment must be tested and maintained in working order by a competent person. A log book must be kept to record all service details, tests and remedial action

16. Liquefied petroleum gas

Arrangements for the storage of Liquefied Petroleum Gas (LPG) on the site must be in accordance with:

1. The Liquefied Petroleum Gas Association (LPGA) Code of Practice 7 "Storage of full and empty LPG cylinders and cartridges"
and (where applicable),
2. Code of Practice 1 Part 1 "Bulk storage at fixed installations" and "Installation and operation of vessels located above ground".
3. Exposed gas bottles or cylinders must not be within the separation boundary of an adjoining unit, no more than 2 cylinders – regardless of size, capacity or fill status – may be at any pitch at any one time.

Site Licence Ref

4. Additional LPG bottles or cylinders within 5.5 metres of a site building, mobile home or within three metres of a boundary, must be protected by a fire resisting, ventilated, non-combustible housing, labelled "Liquefied Petroleum Gas Store"

17. Site notices

1. A sign indicating the name of the site must be displayed at the site entrance.
2. Notices must be displayed prominently on the site indicating the action to be taken in the event of an emergency and show where the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone.
3. Where practicable a telephone should be provided on the site and the full address of the site must be displayed near the telephone.
4. At sites subject to flood risk, warning notices must be displayed giving advice about the operation of the flood warning system.
5. At sites with overhead electric lines, warning notices must be displayed on the supports for the lines 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 etc.

18. Site operation and management

1. No touring caravan or tent shall be occupied on the site for more than 28 days in a two month period other than seasonal tourers - where relevant planning conditions apply.
2. The licensee shall at all times keep the site in a clean condition and free from foul water, any offensive matter or any waste or unwanted materials.
3. The licensee shall keep grassed areas of the caravan site adequately cut and ensure that the spaces beneath the caravans are kept clear and unobstructed and that all parts of the site are kept in such a condition as not to harbour vermin or refuse.
4. The licensee must not use the caravan site nor allow it to be used for any purpose other than stationing or storage of caravans except that the land may be used for the grazing of sheep or cattle when none of the caravans on the site are in use for human habitation.
5. Tents may be stationed on the site provided that if each tent were counted as though it were a caravan, the total number of caravans permitted under the terms of this licence would not be exceeded. In all other respects these conditions shall be complied with as though any such tent were a caravan.
6. The licensee or such person or persons appointed for that purpose shall maintain adequate supervision over the site so as to ensure the observance of these conditions, the good conduct of the site as a caravan site, and, as appropriate, compliance with the Health and Safety at Work etc. Act 1974 and Regulations made thereunder.
7. A copy of the site licence and its conditions must be displayed prominently on the site.
8. All signs and notices must be legible at all times.
9. The site proprietor's normal trading records shall reflect the number of caravans/tents on the site and shall be made available to a suitably authorised officer of the council, upon request.

COMPLIANCE WITH SITE CONDITIONS

Telford Borough Council reserve the right to prosecute for failing to comply with Site Licence Conditions, and to carry out works required by the Breached Condition recovering any and all expenses of doing so via county court and subsequent bailiff action.

NOTES

The Caravan Sites and Control of Development Act, 1960, makes the following provisions:-

7- Appeal to magistrates' court against conditions attached to site licence

(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 conditions shall not have effect during the period within which the person to whom the site 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.

9- Provisions as to breaches of condition

(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 level 4 on the Standard Scale of fines*

(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 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 of 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 a simple contract debt in any court of competent Jurisdiction from that person any expenses reasonably incurred by them in that behalf.

10- Transfer of site licensee and transmission on death, etc.

(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 insofar as the proposed new occupier is seen to have a sufficient interest in the land to hold a Site Licence.

(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 (3) of this Act if he were the occupier of the land. If the local authority at any time before issuing a site licence (in compliance with that application) gives their consent to the transfer they need not proceed with the application for the site 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 the Part of this Act he shall, for the purposes of this Part of the Act be treated as having become the holder of the licence on the day on which he became the occupier of the land. The local authority in whose area the land is situated shall, if applications in that behalf is made to them, endorse his name and the said date on the licence.

*(currently £2500. subject to alteration by Order).

The issue of this licence & acceptance by the Licence holder revokes all previous licences issued in respect of this land