

SOUTH STAFFORDSHIRE DISTRICT COUNCIL

LICENCE FOR THE USE OF LAND AS SITE FOR CARAVANS

CARAVAN SITES & CONTROL OF DEVELOPMENT ACT, 1960, Section 3

No. of Licence CS-76

WHEREAS application has been made to us, the South Staffordshire District Council

by **MRS H.A. HARTLEY**

of **C/O MRS PRICE, BROOKSIDE PARK CARAVAN SITE, LAWN LANE, COVEN**

for a Licence to authorise the use of a site for caravans of certain land in her occupation hereinafter described and situated in the Parish of Brewood in the South Staffordshire District that is to say

THE STAR MOBILE HOME PARK, LAWN LANE, COVEN, SOUTH STAFFORDSHIRE

Now we the said Council, in pursuance of the powers conferred upon us by Section 3 of the Caravan Sites and Control of Development Act 1960 **DO HEREBY LICENSE** the said

MRS H.A. HARTLEY

To use, or permit to be used the land hereinbefore described as a site for caravans, subject to the following conditions namely:-

- (1) **The total number of caravans so stationed at any one time not to exceed Forty-five (45)**
- (2) **The site to be laid out as per plan reference No. 670/2 dated June 1983, as attached.**
- (3) **Compliance with attached Schedule of Conditions for Permanent Residential Caravan Sites – reference F/C5 – CS/76/2001**

GIVEN under the authority of the Council this **13th Day of August 1991**
AS AMENDED 31st January 2002


.....
Head of Environmental Health (Commercial) Services

Note: An appeal may be made by the Licensee to a Magistrates' Court for the area within 28 days of the date of the issue of the licence against any condition imposed by the licence, other than a requirement to display the licence.

SOUTH STAFFORDSHIRE DISTRICT COUNCIL

LICENCE FOR THE USE OF LAND AS SITE FOR CARAVANS

CARAVAN SITES & CONTROL OF DEVELOPMENT ACT, 1960, Section 3

No. of Licence CS-76

WHEREAS application has been made to us, the South Staffordshire District Council

by **Mrs. Helen Ann Hartley**

of **35 Lawn Lane, Coven, Nr Wolverhampton, South Staffordshire, WV5 5AX**

for a Licence to authorise the use of a site for caravans of certain land in her occupation hereinafter described and situated in the Parish of **Brewood** in the South Staffordshire District
that is to say

THE STAR MOBILE HOMES PARK, LAWN LANE, COVEN

Now we the said Council, in pursuance of the powers conferred upon us by Section 3 of the Caravan Sites and Control of Development Act 1960 **DO HEREBY LICENSE** the said

Mrs. Helen Ann Hartley

To use, or permit to be used the land hereinbefore described as a site for caravans, subject to the following conditions namely:-

- (1) **The total number of caravans so stationed at any one time not to exceed 43**
- (2) **The site to be laid out as per plan reference [1207/06H dated February 2005] as attached.**
- (3) **Compliance with the attached Specific Conditions in respect of Star Mobile Home Park**
- (4) **Compliance with attached Schedule of Conditions for Permanent Residential Caravan Sites - reference [CS-67]**

GIVEN under the authority of the Council this **20th August 1991**
AS AMENDED 24th August 2007


.....
Environmental Health Manager (Commercial) Services

Note: An appeal may be made by the Licensee to a Magistrates' Court for the area within 28 days of the date of the issue of the licence against any condition imposed by the licence, other than a requirement to display the licence.

ENDORSEMENT AS TO TRANSFER OF LICENCE

The Council of
HEREBY CONSENT to the transfer of this Licence to
.....the new occupier of the land in question with effect
from theday of 20

Signed on behalf of the Council

Date

ENDORSEMENT AS TO TRANSFER OF LICENCE

The Council of
HEREBY CONSENT to the transfer of this Licence to
.....the new occupier of the land in question with effect
from theday of 20

Signed on behalf of the Council

Date

ENDORSEMENT AS TO TRANSFER OF LICENCE

The Council of
HEREBY CONSENT to the transfer of this Licence to
.....the new occupier of the land in question with effect
from theday of 20

Signed on behalf of the Council

Date

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

SITE LICENCE SPECIFIC CONDITIONS
IN RESPECT OF PROPOSED ALTERATIONS AT
STAR MOBILE HOME PARK, LAWN LANE, COVEN.

1. The minimum number of car parking spaces that must be made freely available to residents of the site and visitors shall equal one (1) per occupied unit plus an additional one (1) for every five (5) or part of five (5) units on site. (It will be acceptable for the following areas to be utilized for car parking, between units 36B and 7 and the area directly in front of the fire point by unit 42.)
2. The appropriate number of car parking spaces must be available before the new four (4) new units next to bungalow are occupied.
3. Where the road width is being altered in front of the new units, the width must be no less than 3.0 metres wide if it forms part of a one-way system or 3.7 metres wide otherwise.
4. The drainage cover and chamber by unit 35 must be repaired so that the road is suitable for all types of vehicle likely to use the site including fire appliances and refuse vehicles. This must be completed before the new units are occupied.
5. Proposed unit 10A must not be located until sufficient alternative car parking bays have been provided to meet specific condition 1 above.

CS-76

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

THE STAR MOBILE HOMES PARK

SITE LICENCE STANDARD CONDITIONS

1. NUMBER AND SITING OF CARAVANS

- (a) At no time during the validity of this Site Licence shall the number of caravans exceed that specified in the Licence
- (b) The caravans shall only be sited on the approved positions shown on the plan attached to this Site Licence.
- (c) Applications for revision of site licence must be made to the Council, in writing and with suitable scale plans, in respect of proposals for any alterations. No alterations to site layout, including any increase in the number of units permitted, or, replacement of existing units with units of a larger size shall be made until a revised site licence has been issued by the Council.

2. SITE BOUNDARIES

Caravans must not be sited within 3 metres of the boundary.

The boundaries of the site must be clearly marked by fences, hedges or similar structures.

The site owner must give the local authority three copies of a plan of its layout.

3. SPACE BETWEEN CARAVANS

(a) Spacing

Subject to the following variations, every caravan shall be not less than 6 metres from any other caravan that 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.

(b) Porches

Porches may protrude 1 metre into the 6 metre separation distance but may only be of the open type.

(Fully closed-in porches are considered to be part of the mobile home and may not protrude into the 6 metre space)

(c) Awnings

Where awnings are used, the distance between any part of the awning and an adjoining caravan must be not less than 3 metres. They must not be of the type which incorporates sleeping accommodation and they must not face each other or touch.

(It is unusual to have an awning on a residential unit. An awning, by definition, is made of canvas.)

(d) Eaves, Drainpipes and Bay Windows

Eaves, drainpipes and bay windows may extend into the 6 metre separation distance, provided the total distance between the extremities of two adjacent units is not less than 5.25 metres.

(e) Ramps, Verandahs and Stairs

Where there are ramps for the disabled, verandahs and stairs extending from the unit, there must be 4.5 metres clear space between them. Any two such items should not face each other in any space. If they are enclosed, they may be considered as part of the unit and, as such, must not intrude into the 6 metre separation distance.

(f) Garage, Shed or Covered Storage

A garage, shed or covered storage space shall be permitted between units 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 to provide means of escape in case of fire. Windows in such structures must not face towards the units on either side. Car ports and covered walkways must in no circumstances be allowed within the 6 metres separation distance. For cars and boats between units, see Condition 19.

(The word "robust" has been added on the advice of the county fire officer to ensure a reasonable degree of fire resistance. Non-combustible would include sheds constructed from metal, brick, block, pre-cast concrete. Metal roofs are acceptable.

Wooden sheds may be placed on sides of the unit to which they belong providing that no other unit is within 6 metres. There is no restriction as to how close a wooden shed is to the unit it serves).

No structures other than those required for compliance with licence conditions shall be erected on site without approval of the Local Authority.

4. **DENSITY**

The density must be consistent with safety standards and health and safety requirements. The gross density must not exceed 50 caravans to the hectare, calculated on the basis of the usable area (i.e. excluding lakes and other areas unsuitable for the siting of caravans) rather than the total site area.

5. **ROADS, GATEWAYS AND FOOTPATHS**

Roads must be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles, etc. is available from the fire authority). Roads of suitable material must be provided so that no caravan is more than 50 metres from a road. Each standing must be connected to a carriageway by a footpath with a hard surface. Roads must 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 must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths must not be less than 0.75 metres wide. Roads must 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.

6. **HARD STANDINGS**

Every caravan shall stand on a concrete hard-standing which shall extend over the whole area occupied by the caravan placed upon it, and shall project at least one metre outwards from its entrance or entrances to enable occupants to enter and leave safely.

Bricking up from the slab to the underside of unit is allowable providing the space is not used for storage.

7. **FIRE FIGHTING APPLIANCES**

(a) **Fire Points**

These must 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".

(b) **Fire Fighting Equipment**

(i) **Hose Reels**

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 must also be a reel that complies with appropriate British Standards, 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 must be housed in a box painted red and marked "HOSE REEL".

(ii) Hydrants

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

(iii) Extinguishers

Where standpipes or hydrants are not provided, each fire point must be provided with 2 x 9 litre water type extinguishers.

(It is recommended that each individual caravan is provided with a dry powder fire extinguisher and fire blanket. A suitable smoke detector is also recommended).

(iv) Frost damage

All equipment susceptible to damage by frost must be suitably protected.

(Purpose made insulated boxes may be used. A minimum standard is 50 mm of polystyrene insulation in wooden boxes with lagging to pipes. It is recommended that trace heating for pipes should be provided, or, alternatively, a small electrical heater inside the box).

(v) Beaters

Beaters shall be provided, where appropriate and maintained to the satisfaction of the licensing authority.

8. **FIRE WARNING**

A means of raising the alarm in the event of a fire must 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.

9. **MAINTENANCE**

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 must be kept to record all tests and any remedial action.

10. **FIRE NOTICES**

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:-

- (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, if safe to do so.

It is in the interests 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.

11. **FIRE HAZARDS**

Long grass and vegetation must 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 the above areas. The space beneath and between caravans must not be used for the storage of combustible materials.

12. **TELEPHONES**

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

(Phone may be behind "break glass" or an available extension to a warden's phone)

13. **STORAGE OF LIQUIFIED PETROLEUM GAS (LPG)**

- (a) For any installation of LPG, a certificate must be obtained from the installer stating that it complies with the provisions of the relevant guidance. No LPG tank of any size may be installed without the benefit of current planning permission and prior approval of the Licensing Authority.

- (b) LPG storage and supplies from cylinders and tanks must comply with current codes of practice issued by the LP Gas Association
- (c) Exposed gas bottles or cylinders shall not be within the 6 metre separation distance from adjoining units, unless they are kept in a suitable enclosure approved by the Licensing Authority.

(To allow LPG bottles or cylinders within the 6 metre separation distance, enclosure in a brick or block ventilated cupboard with closing doors will be necessary).

- (d) LPG installations in caravans must conform to current British Standards
Under no circumstances may LPG cylinders be kept or used inside caravans.
- (e) Mains gas supplies on site must comply with current gas safety legislation and authorisation obtained from OFGAS if so required.

14. **OIL FIRED HEATING INSTALLATIONS**

Oil fired heating installations must comply and be installed in accordance with current British Standards. A certificate from an installer must be obtained to state that the installation is in accordance with those Standards.

15. **ELECTRICAL INSTALLATION**

(a) Electrical Supply

The Site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on it.

(b) Electrical Installations

Any electrical installations 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 current Electricity Supply Regulations

(c) Electrical Certification

Work on electrical installations and appliances must 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 Installations Contracting, or a qualified person acting on behalf of one of the above.

The installations shall be inspected periodically: under current IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate by the competent person. Where an installation is inspected, it must be judged against the current regulations.

The inspector shall, within one month of such an inspection, issue an inspection certificate in the form prescribed in the current IEE Wiring Regulations. This must 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.

(d) Alterations and Deficiencies

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 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.

(e) Overhead Cables

If there are overhead electrical lines on the site, suitable warning notices must 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.

16. **WATER SUPPLY**

The site shall be provided with a water supply suitable and sufficient to meet the reasonable needs of the homes on site and in accordance with appropriate water authority requirements and statutory quality standards.

17. **DRAINAGE, SANITATION AND WASHING FACILITIES**

- (a) 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.
- (b) Each caravan shall have its own water supply and water closet, which shall be provided internally. Each caravan standing shall be provided with a connection to the foul drainage system; the connection must be sealed off and made air-tight when the caravan is not in use.
- (c) Each caravan shall have its own sink, bath or shower and wash hand basin, with piped hot and cold water supplies and connected to the foul drainage system.

- (d) 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.

18. **REFUSE DISPOSAL**

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

Refuse receptacles shall be so situated that the refuse operatives do not have to carry refuse more than 25 metres to the refuse vehicle.

19. **PARKING**

One car only may be parked within the 6 metre separation distance between adjoining caravans on a suitably surfaced base, provided that the door to the caravan is not obstructed. A clear space of at least 3 metres must be kept between a vehicle and any caravan not in the same ownership and a 1 metre clear space between the car and the unit it serves. Plastic or wooden boats must not be parked between units.

A minimum of one car parking space per caravan must be provided for occupants.

Suitably surfaced parking spaces must be provided where necessary to meet the additional requirements of residents and their visitors.

(Space for additional parking should normally be on the ratio of one per caravan, making two spaces per caravan total. A lesser number may actually be surfaced depending on demand).

20. **PLANNING PERMISSION**

The use of the site is restricted to purposes for which current planning consent exists.

21. **NOTICES**

- (a) Site name

A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.

- (b) Site Conditions

A copy of the site licence with its conditions shall be readily available to residents of the site.

If it is not possible to display the full set of conditions attached to the licence, it is acceptable to place a notice on the display board, specifying where a copy can be seen. It would also be good practice to send a copy of the conditions to each resident on site.

(c) Action in an Emergency

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 must 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.

(d) Protection

All notices shall be suitably protected from the weather and displayed, where possible out of the direct rays of the sun, in areas provided with artificial lighting.

22. GENERAL

(a) Every caravan shall be in sound structural condition, wind and weatherproof, and be maintained in good repair.

(b) The general amenity of the site shall be maintained in a safe, clean and tidy condition.