



**Caravan Sites and Control of Development Act 1960**

**Site Licence**

**Site:** Kavana, Ferry Avenue, Chertsey Lane, Staines, Middlesex TW18 3LP

Granted to: Pineview Parks Ltd  
Kavana  
Ferry Avenue  
Chertsey Lane  
Staines, Middlesex  
TW18 3LP

Whereas Runnymede Borough Council (hereinafter called "the Council") on the 18 September 2009 decided to issue a replacement to your licence CS35/96 dated 26 February 1997 in respect of land at Kavana, Ferry Avenue, Chertsey Lane, Staines, Middlesex, TW18 3LP and has consulted with you on this matter.

And whereas the Council, as local planning authority, have granted permission under the Town and Country Planning Act 1947 for the use as a caravan site of the said land as more as more particularly described in the First Schedule hereto subject to the conditions set out in the said notice.

Now the Council hereby issue this licence under Part 1 of the Act authorising the use as a caravan site of the land described in the First Schedule hereto upon and subject to the conditions set out in the Schedule of conditions attached to the licence hereto.

**First Schedule**

The caravan site known as Kavana, Ferry Avenue, Chertsey Lane, Staines, Middlesex, TW18 3LP.

Signature: \_\_\_\_\_

Date: October 2009

**Peter Sims**  
Director of Technical Services



**Caravan Sites and Control of Development Act 1960 (as amended)**  
**Schedule of conditions attached to Licence Ref: 2009/KAVANA**

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**Site:** Kavana, Ferry Avenue, Chertsey Lane, Staines, TW18 3LP

**Licence granted to:** Pine View Parks Ltd

**At:** Kavana, Ferry Avenue, Chertsey Lane, Staines, TW18 3LP

(Signature) ..... (Date) 14 October 2009

Peter Sims

**Director of Technical Services.**

Authorised by Runnymede Borough Council

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## **1. DEFINITIONS**

1. (1) "Caravan" shall have the meaning attributed to it in the Caravan Sites and Control of Development Act 1960, Section 29 (1) and the Caravan Sites Act 1968, Section 13 (1).
1. (2) "Director" shall mean the Director of Technical Services for the Runnymede Borough Council whose address is Civic Offices, Station Road, Addlestone, Surrey. KT15 2AH.
1. (3) "Authorised Officer" shall mean any Officer authorised under the Caravan Sites and Control of Development Act, 1960 in writing by the Runnymede Borough Council whose address is Civic Offices, Station Road, Addlestone, Surrey. KT15 2AH.
1. (4) "Park Home" and "Mobile Home" shall mean "caravan" as defined above.
1. (5) "Structure" shall mean any construction, shed, garden shed, hut, summerhouse, gazebo, tent, marquee, shack, cabin, dugout, greenhouse, shelter, sun shelter, lean-to, trellising, bunker, covered storage space, den or similar.

## **2. BOUNDARIES**

2. (1) The boundaries of the site shall be clearly marked.
2. (2) The following shall not be situated within 1.2 metres of the site boundary, unless the authorised officer has given written permission to vary this condition:
  - Any new, replacement or relocated Park Home.
  - Any combustible replacement structure.

2. (3) The site owner shall provide the Director or the Authorised Officer with a scale plan of the layout of the site within 21 days from the date of any written request and at any time when significant alterations to the site are undertaken. The cost of such plans shall be met by the licence holder. The plan shall indicate the position of (If applicable):
- (a) Site Boundary.
  - (b) All Park Homes including the pitch number, enclosure boundaries and all garages, sheds, covered stores, car ports, covered walkways and car parking spaces associated with them.
  - (c) All site buildings and other permanent structures.
  - (d) All roads and paths.
  - (e) All fire points and fire hydrants.
  - (f) All electrical distribution points which are part of a private network.
  - (g) All drainage runs, sewerage systems and inspection chambers.
  - (h) Any communal refuse bins.
  - (i) All gas meter points.
  - (j) Car parking spaces for visitors.

### **3. DENSITY AND SPACE BETWEEN PARK HOMES**

3. (1) The layout of the site shall not be varied without the prior written consent of the Director, which consent shall not be unreasonably withheld.
3. (2) Subject to the following variations, every new or replacement Park Home shall be not less than 6 metres from any other Park Home 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 Park Homes.
- (a) Porches may protrude a maximum of 1 metre into the 6 metres separation zone and shall not exceed 2 metres in length and 1 metre in width and shall provide a minimum of one external door as a means of access to and escape from the Park Home. Two porches shall not face each other in any separation space. Where a 6 metre separation zone between Park Homes is not present, no porch shall be permitted.
  - (b) At least 1.2 metres of clear space shall be maintained around each porch so as not to prejudice means of escape in case of fire.
  - (c) Where cars are parked between Park Homes, or may be parked between Park Homes, awnings shall not be permitted. Approval of the Authorised Officer must be gained before the erection of an awning.
  - (d) Where awnings are used, the distance between any part of the awning and any adjoining Park Home shall be not less than 3 metres. Awnings shall not be used for sleeping or cooking and shall neither face each other nor touch. If an awning is capable of being extended it shall be considered to be extended for the purposes of assessing compliance.
  - (e) Where there are ramps for wheelchair users, verandas or stairs extending from the Park Home, there shall be 4.5 metres clear space between such structures and two such structures shall not face each other in any separation space. If such items are enclosed, they shall be considered as part of the Park Home and, as such, shall not extend into the 6 metre space.
  - (f) Eaves, drainpipes and bay windows may extend into the 6 metre space provided that the total distance between the extremities of 2 adjacent Park Homes is not less than 5.25 metres at any point.

**Our primary aim:** to enhance the quality of life for Runnymede residents

- (g) A minimum of 1.2 metres clear space shall be maintained around any structure so as not to prejudice means of escape in the event of fire.
  - (h) Windows in structures shall not face towards the Park Homes on either side.
  - (i) Car ports, covered walkways or a lean-to shall in no circumstances be allowed within the 6 metre separation space between Park Homes.
  - (j) Fences, hedges, trellising or similar between site plots shall not be more than 2 metres in height and such fences, hedges, trellising or associated gates shall not extend into the separation distance between Park Homes.
  - (k) Any structure shall be permitted between Park Homes only if it is of non-combustible construction (including non-combustible roof).
  - (l) The standards relating to porches will only apply where a new or a replacement Park Home is brought onto the site, a new or replacement porch is provided to an existing Park Home or a Park Home is moved to a different location on the site.
3. (3) The density of Park Homes shall be consistent with safety standards and health and safety requirements. The gross density shall not exceed 50 Park Homes to the hectare, calculated on the basis of the useable area (excluding lakes, roads, communal services and other areas unsuitable for the siting of Park Homes) rather than total site area.

#### **4. FOOTPATHS**

- 4. (1) Each Park Home shall be connected to a carriageway by a footpath with a hard and even surface. Footpaths shall not be less than 0.75 metres wide.
- 4. (2) Footpaths shall be kept clear of all items in order to achieve an uninterrupted 0.75 metres wide pathway from the road to the doorway of each Park Home.

#### **5. HARD STANDINGS**

- 5. (1) Every Park Home shall stand on a concrete base or hard standing which shall extend over the whole area occupied by the Park Home placed upon it, and project not less than 1 metre outwards from the entrance or entrances to the Park Home, to enable occupants to enter and leave safely. Hard standings shall be constructed to the industry code of practice relevant at the time of installation.

#### **6. FIRE**

- 6. (1) The site owner must ensure that a suitable and sufficient risk assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions is carried out. A copy of the relevant guidance can be found at: [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)

#### **7. FIRE POINTS AND NOTICES**

- 7. (1) Fire Points shall be established so that no Park Home or site building is more than 30 metres from a fire point. They shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".
- 7. (2) Access to fire points and hydrants shall not be obstructed or obscured at any time.
- 7. (3) 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. This notice shall include the following wording:

*"On discovering a fire*

- i) *Ensure that the Park Home or site building involved is evacuated*
- ii) *Raise the alarm*
- iii) *Call the Fire Brigade (nearest telephone is sited.....)*
- iv) *Attack the fire using the fire fighting equipment provided, **IF IT IS SAFE TO DO SO.***

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

## **8. FIRE-FIGHTING EQUIPMENT**

- 8. (1) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water extinguishers (2 X 9 litres) which comply with the relevant British/European Standard (BS 5306 relevant as of 2008).

## **9. FIRE WARNING**

- 9. (1) A suitable means of raising the alarm in the event of fire shall be provided at each fire point so that the alarm is clearly audible inside each Park Home located within 30 metres of the Fire Point when sounding.

## **10. MAINTENANCE AND TESTING OF FIRE FIGHTING EQUIPMENT**

- 10. (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 or the Fire and Rescue Service.
- 10. (2) A record of all testing and remedial action taken shall be kept and shall be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service at any time.
- 10. (3) All equipment susceptible to damage by frost shall be suitably protected.

## **11. FIRE HAZARDS**

- 11. (1) Long grass and vegetation shall be cut back at frequent and regular intervals as deemed appropriate by the Authorised Officer in order to prevent it from becoming a fire hazard to Park Homes, buildings or other installations on the site. Any such cuttings shall be removed from the site as soon as is practicable.
- 11. (2) The spaces beneath and between Park Homes shall not be used for the storage of combustible materials.
- 11. (3) Bonfires shall not be permitted on the site.

## **12. SUPPLY AND STORAGE OF GAS**

- 12. (1) Gas installations, supplies and storage shall meet statutory requirements, relevant Standards and Codes of Practice (BS 5482, HS(G)34 & Guidance note CS4 relevant as of 2008).
- 12. (2) Gas bottles, cylinders or vessels shall not be positioned or secured in such a way as to impede access or removal in the event of an emergency.
- 12. (3) Gas bottles, cylinders or vessels shall not be kept within the 6 metre separation boundary between adjoining Park Homes unless they are housed within a suitable structure with a 30 minute fire rating and with both high level and low level ventilation.
- 12. (4) Gas bottles, cylinders or vessels must be sited on a level surface.
- 12. (5) The prior planning approval of the Runnymede Borough Council, Technical Services Department must be gained before the installation of any fixed storage tank.

### **13. ELECTRICAL INSTALLATIONS**

13. (1) The site shall be provided with an electricity network of adequate capacity to meet safely all reasonable demands of the Park Homes situated on the park. Where residents do not purchase their electricity directly from the electricity supplier, the park owner shall undertake reviews of the total park demand in line with the electrical inspections to ensure there is adequate capacity on the network to meet park electrical demand and that sections are not overloading.
13. (2) The electrical installations on the park, which are not distributor's works, but are a private network's subject to regulation under relevant legislation, shall be designed, installed, tested, inspected and maintained in accordance with the provisions of the latest regulations (IEE Regulations for Electrical Installations relevant as of 2008). Work on electrical installations and appliances shall be carried out only by persons who are competent in the particular type of work being undertaken. These installations shall be inspected and tested periodically, as appropriate and a minimum of every three years. When an installation is inspected, it shall be judged against the current regulations.
13. (3) The inspector should, within one month of an inspection, issue an inspection certificate in the form prescribed in regulations which shall be retained by the park operator and displayed, supplemented or replaced by subsequent reports, with the site licence. 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 regulations.
13. (4) If there are overhead electric lines on the park, suitable warning notices shall be displayed at the entrance to the park and on supports for the line in accordance with the relevant regulations.

### **14. WATER SUPPLY**

14. (1) All pitches on the park shall be provided with an adequate piped supply of wholesome and potable water sufficient in all respects to meet all reasonable demands of the Park Homes situated on it.
14. (2) All new water supplies shall be in accordance with all current legislation, regulations, local bye-laws and British/European standards.
14. (3) All water installation repairs shall be carried out to the relevant Standards that were appropriate at their time of installation.
14. (4) Work on water supplies and appliances shall be carried out only by competent persons.

### **15. DRAINAGE, SANITATION AND WASHING FACILITIES**

15. (1) Provision shall be made for foul drainage. So that the foul drainage system transports foul waste away from every Park Home effectively at all times without blocking or leaking. The foul waste system may discharge to a public sewer, a sewage treatment works or discharge to a properly constructed septic tank, cesspool or other suitable system which is approved by the Authorised Officer. Each Park Home 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.
15. (2) The 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, Park Homes, road and footpaths.
15. (3) All drainage and sanitation provision shall be installed and maintained to the satisfaction of the Authorised Officer and in accordance with all current legislation, regulations and British/European Standards (BS EN 752 relevant as of 2008). Work on drains and sewers shall be carried out only by competent persons.

### **16. REFUSE DISPOSAL**

16. (1) Where communal refuse bins are provided these shall have close fitting lids and be housed within a properly constructed bin store. Arrangements shall be made for the bins to be emptied regularly as deemed appropriate by the Authorised Officer.

16. (2) Where communal refuse bins are not provided every Park Home standing shall have an adequate number of suitable refuse bins with close fitting lids. Arrangements shall be made for the bins to be emptied regularly as deemed appropriate by the Authorised Officer.

### **17. VEHICLE PARKING**

17. (1) Suitably surfaced parking spaces shall be provided on the site at a ratio of not less than one per Park Home plus one further space for every five Park Homes.

### **18. NOTICES**

18. (1) The name of the park shall be displayed on a sign in a prominent position at the entrance to the park.  
18. (2) A copy of the site licence shall be made readily available for viewing at the site office.

### **19. MISCELLANEOUS**

19. (1) Touring caravans shall not be brought onto the site except where they are owned by residents and are brought on site for the purpose of storage when not in use. They must only be stored in a designated space approved by the Authorised Officer. Storage of such touring caravans must be such as to maintain the separation standards set out in condition 7.
19. (2) No railway stock (whether on rails or not) nor any tent may be stationed on the site for the purpose of use as residential accommodation.
19. (3) Each Park Home must be maintained so that it complies with the edition of British Standard 3632 which was current at the time which the Park Home was brought onsite. No Park Home for residential purposes may be brought onto the site unless it complies with the most recent relevant standard (British Standard 3632, 2005 relevant as of 2008).
19. (4) The site owner must notify the director and the authorised officer 7 days in advance of any intended date for re-siting an existing Park Home onsite or the positioning of a new Park Home onsite and also provide details of the dimensions of the proposed Park Home and proposed location.
19. (5) The Park Homes allowed on site shall be of single storey, and of a type to the reasonable satisfaction of the Director.
19. (6) All means of escape i.e. exit doors leading from a residential Park Home, shall be kept clear of obstructions and kept in good working order.
19. (7) Permanent, fixed steps of suitable non combustible construction with non slip surfaces shall be provided to at least one exit on each Park Home.
19. (8) A suitable, securely fixed handrail shall be provided to each permanently fixed staircase.
19. (9) Plastic or wooden boats shall not be kept between Park Homes.
- 19.(10) Sub-division of Park Homes is not permitted unless this was carried out by the manufacturers of the Park Home at the time that the Park Home was manufactured.
- 19.(11) Should a fire break out within a Park Home on the site, the Director and the Authorised Officer shall be advised of the incident by the licence holder and the matter must be fully investigated by the Authorised Officer in association with the Fire and Rescue Service.

### **20. PLANNING & HIGHWAYS CONSIDERATIONS**

20. (1)

The number of Park Homes stationed on this site shall not exceed 2

20. (2) The prior planning approval of the Runnymede Borough Council, Technical Services Department must be gained before **any development requiring planning permission** takes place on the site. This includes the addition of any porch to a Park Home.
20. (3) Any main access to the site at its junction with the highway shall be properly constructed with site lines to the reasonable satisfaction of the Director.
20. (4) Care should be taken when redeveloping or rearranging the site, that as many trees, bushes and other natural features as possible are retained.

## **21. GENERAL**

21. (1) The Director reserves the right to amend, add to or delete any of the conditions in accordance with Section 8 of the aforementioned Caravan Sites and Control of Development Act 1960, (as amended)

**END**





## Caravan Sites and Control of Development Act 1960

### Site Licence

#### Notes

The attention of site licensees is particularly drawn to the following provisions of the Act namely:-

#### **Section 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 condition 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.

#### **Section 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](#) and in the case of a second or subsequent offence 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 appeal (whether by case stated or otherwise) may be given against the conviction and if before the date so specified an appeal is so brought the order shall be of no effect pending the final determination or withdrawal of the appeal.

The person convicted or the local authority who issued the site licence may apply to the magistrates’ court which has made such an order revoking a site licence for an order extending the period at the end of which the revocation is to come into force, and the magistrates’ court may, if satisfied that adequate notice of the application has been given to the local authority or, as the case may be, the person convicted, make an order extending that period.

- (3) Where an occupier of land fails within the time specified in a condition attached to a site licence held by him to complete to the satisfaction of the local authority in whose area the land is situated any works required by the condition to be so completed, the local authority may carry out those works, and may recover as a simple contract debt in any court of competent jurisdiction from that person any expenses reasonably incurred by them in that behalf.

#### **Section 10 – Transfer of site licences, 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.
- (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 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.
- (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 that behalf is made to them, endorse his name and the said date on the licence.