



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

**Site Licence**

**Site:** Duffins Orchard Mobile Home Park, Ottershaw, Surrey, KT16 OLP

**Granted to:** Mr John and William Crittenden  
Central Caravans  
Glebe Way  
West Wickham  
Kent, BR4 0SH

Whereas you have made an application received by Runnymede Borough Council (hereinafter called "the Council") on the 21 May 2009 for the reissue under Section 3 of the Caravan Sites and Control of Development Act 1960 (hereinafter called "the Act" of a site licence in respect of land at Duffins Orchard Mobile Home Park, Ottershaw, Surrey, KT16 OLP.

And whereas the Council, as local planning authority, have by a notice dated 20 April 1961 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 Duffins Orchard Mobile Home Park, Ottershaw, Surrey, KT16 OLP as shown on the plan attached to the above mentioned application.

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

Date: 26 June 2009

**Dennis Speight**  
Director of Technical Services

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

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**Site:** Duffins Orchard Mobile Home Park, Ottershaw, Surrey, KT16 0LP

**Licence granted to:** Mr John and Mr William Crittenden  
**At:** Central Caravans, Glebe Way, West Wickham, Kent, BR4 0SH

(Signature) ..... (Date) 26 June 2009

Dennis Speight  
**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 Centre, 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 Centre, Station Road, Addlestone, Surrey. KT15 2AH.
1. (4) "Park 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 from any adjoining land shall be clearly marked by a man made or natural feature.
2. (2) No new caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
2. (3) A plan of the site shall be supplied 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 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.

### 3. DENSITY AND SPACE BETWEEN PARK HOMES

3. (1) The layout of the site nor the caravan shall be varied, changed or altered without the prior written consent of the Director, which consent shall not be unreasonably withheld.

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- (ii) No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
- (iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- (iv) In any case mentioned in subparagraph (i) or (iii):

- (a) *It shall be at the discretion of the site owner as to whether or not to allow porches to be attached to caravans, however, in any case porches may protrude only to a maximum of 1 metre into the 6 metres separation zone and shall not exceed 2 metres in length and 1 metre in width. Two porches shall not face each other in any separation space. Where a 6 metre separation zone between caravans is not present, no porch shall be permitted. The porch must not exceed the height of the caravan. The porch should be of an open type. This condition only applies to new caravans brought on site and new or replacement porches to existing caravans.*
- (b) *Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.*
- (c) *Any steps, ramps, etc., which extend more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such items and any adjacent caravan. If such items are enclosed, they shall be considered as part of the caravan and, as such, shall not extend into the 6 metre space.*
- (d) *A structure (whether temporary or permanent) may only be permitted within the separation distance if it is entirely of non-combustible construction. Structures shall not be used for sleeping or cooking and shall neither face each other nor touch any other structure or awning. This only applies to new or replacement structures.*
- (e) *Windows in structures within the separation distance shall not face towards the caravan on either side.*
- (f) *Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.*
- (g) *Private cars or motorcycles may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.*
- (v) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

3.(2) Specific Requirements for 27 Duffins Orchard

- (i) The new unit shall be clad externally with Class 0 fire rated materials;
- (ii) The spacing between the unit and number 20 must not be less than 4 metres;
- (iii) The separation space between the unit and any other units must not be less than 6 metres;
- (iv) Any porch erected should not protrude into the 4 metre separation space between number 27 and number 20. The porch may protrude 1m into the separation space between number 27 and number 19 with maximum dimensions of 2 metres length by 1 metre in depth. Any porch must be clad in a Class O material;
- (v) No structure shall be permitted to be erected in the separation space between units 27 and 20;
- (vi) Vegetation between units 27 and 20 should be kept to a minimum;
- (vii) Any fences erected between 27 and 20 must be less than 1 metres high;
- (viii) Permanent fixed steps must be constructed from a non combustible material.

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#### **4. Roads, Gateways and Overhead Cables**

4. (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.
4. (2) New roads shall be constructed and laid of suitable bitumen, macadam or concrete with a suitable compacted base.
4. (3) All roads shall have adequate surface water/storm drainage.
4. (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.
4. (5) One-way systems shall be clearly signposted.
4. (6) Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
4. (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.
4. (8) Roads shall be maintained in a good condition.
4. (9) Cable overhangs must meet the statutory requirements.

#### **5. Footpaths and Pavements**

5. (1) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
5. (2) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

#### **6. Lighting**

6. (1) Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

#### **7. Bases**

- 7.(1) Every unit must stand on a concrete base or hard-standing.
- 7.(2) The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

#### **8. Maintenance of Common Areas, including Grass, Vegetation and Trees**

- 8.(1) Every part of the site to which the public have access shall be kept in a reasonably clean and tidy condition.
- 8.(2) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of accumulations of rubbish.
- 8.(3) Grass and vegetation shall be cut and removed at frequent and regular intervals.
- 8.(4) Trees within the site shall (subject to the necessary consents) be maintained.
- 8.(5) Any cuttings and accumulations of litter or waste shall be removed from the immediate surrounds of a pitch.

#### **9. Supply & Storage of Gas etc**

- 9.(1) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- 9.(2) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

#### **10. Electrical Installations**

- 10.(1) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- 10.(2) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- 10.(3) Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- 10.(4) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

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## **11. Water Supply**

- 11.(1) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- 11.(2) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- 11.(3) Repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- 11.(4) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

## **12. Drainage and Sanitation**

- 12.(1) Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- 12.(2) There shall be satisfactory provision for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths 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.
- 12.(3) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- 12.(4) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

## **13. Domestic Refuse Storage & Disposal**

- 13.(1) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- 13.(2) All refuse disposal shall be in accordance with all current legislation and regulations.

## **14. Communal Vehicular Parking**

- 14.(1) Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors at a ratio of not less than one per caravan plus one further space for every five caravans.

## **15. Communal Recreation Space**

- 15.(1) On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the local authority's opinion there are adequate recreational facilities within close proximity to the site.

## **16. Notices and Information**

- 16.(1) The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).
- 16.(2) A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.
- 16.(3) A copy of the current site licence shall be available for inspection in a prominent place on the site.
- 16.(4) In addition at the prominent place the following information shall also be available for inspection at the prominent place:
  - (a) *A copy of the most recent periodic electrical inspection report.*
  - (b) *A copy of the site owner's certificate of public liability insurance.*
  - (c) *A copy of the local flood warning system and evacuation procedures, if appropriate.*
  - (d) *A copy of the fire risk assessment made for the site.*
- 16.(5) All notices shall be suitably protected from the weather and from direct sunlight.

## **17. Flooding**

- 17.(1) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.

- 17.(2) Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

## **18. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005**

- 18.(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.

### **18.(2) Fire Points**

These shall be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

### **18.(3) Fire Fighting Equipment**

Where water standpipes are provided:

(a) *The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.*

(b) *There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 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 nozzle.*

(c) *Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.*

Where hydrants are provided, hydrants shall conform to the current British or European standard. Access to hydrants and other water supplies shall not be obstructed or obscured.

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 current British or European Standard.

### **18.(4) Fire Warning**

A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

### **18.(5) Maintenance and Testing of Fire Fighting Equipment**

All alarm and fire fighting equipment shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.

A record shall be kept of all testing and remedial action taken.

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

### **18.(6) 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. This notice should include the following:

*"On discovering a fire:*

*I. Ensure the caravan or site building involved is evacuated.*

*II. Raise the alarm.*

*III. Call the fire brigade (the nearest phone is sited at .....)."*

### **18.(7) Fire Hazards**

The spaces beneath and between caravans shall not be used for the storage of combustible materials

Bonfires shall not be permitted on the site.

Plastic or wooden boats shall not be kept between caravans.

## **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.

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 or exceeds the edition of British Standard 3632 which was current at the time which the Park Home was brought onsite. No Park

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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) All derelict or abandoned Park Homes must be removed to outside the site boundary within 3 months of them being deemed as such in the opinion of the Authorised Officer. The plot which any unit is removed from must be left in a tidy condition and no waste may remain on the plot. Services must be disconnected and made secure to the satisfaction of the Authorised Officer.
19. (5) The site licence holder or a person acting on his/her behalf must notify the Director and the Authorised Officer 7 days in advance of any intended date for re-siting an existing Park Home or the positioning of a new Park Home onsite. Details of dimensions, proposed location and any other information required by the Director or the Authorised Officer must be provided upon request.
19. (6) The Park Homes allowed on site shall be of single storey, and of a type to the reasonable satisfaction of the Director.
19. (7) All means of escape i.e. exit doors leading from a Park Home, shall be kept clear of obstructions and kept in good working order.
19. (8) 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. (9) A suitable, securely fixed handrail shall be provided to each permanently fixed staircase.
- 19.(11) Sub-division of Park Homes is not permitted.
- 19.(12) 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 30

20. (2) The prior planning approval of the Runnymede Borough Council, Technical Services Department must be gained before **any development** 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 shall 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)

## 22. Transitional Arrangements

Existing caravan, porch, storage space, standing etc, which would otherwise contravene these conditions but which satisfied the conditions imposed with effect from 11 March 1996, **may remain** until the caravan, porch, storage space etc is substantially altered, rebuilt or removed from its present position. In this event the caravan, porch, storage space etc, or any of their replacements shall fully comply with these site licence conditions.

END

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**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.