



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

**Site Licence**

**Site:** Harris Estate Residential Mobile Home Site, Laleham Reach, Chertsey, Surrey, KT16 8RP

Granted to: J.O. Harris Holdings Limited  
Roffe Swayne  
Ashcombe Court  
Woolsack Way  
Godalming  
GU7 1LQ

Whereas you have made an application received by Runnymede Borough Council (hereinafter called "the Council") on the 20 May 2013 for the replacement of your site licence in respect of land at The Harris Estate Home Site, Laleham Reach, Chertsey, Surrey, KT16 8RP Surrey, KT16 8RP, as shown in red on the plan attached to this licence.

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 Harris Estate Residential Mobile Home Site, Laleham Reach, Chertsey, Surrey, KT16 8RP, shown in red on the plan attached to this licence

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

Date: 11 September 2013

**Steve Fuggles**  
Head of Environmental Services



**Caravan Sites and Control of Development Act 1960 (as amended)  
Schedule of conditions attached to Licence Ref: 2013/Harris Residential**

**Site:** Harris Estate Residential Mobile Home Site, Laleham Reach, Chertsey, Surrey, KT16 8RP

**Licence granted to:** J.O. Harris Holdings Limited

**At:** Roffe Swayne, Ashcombe Court, Woolsack Way, Godalming, GU7 1LQ

(Signature) ..... (Date) 11 September 2013

Steve Fuggles  
**Head of Environmental Services**  
Authorised by Runnymede Borough Council

**These licence conditions are for a site consisting of 7 Mobile Homes each currently on clearly defined individual parcels of land.**

## **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) "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. (3) "Park Home" and "Mobile Home" shall mean "caravan" as defined above.
1. (4) "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 by either a natural or manmade feature.
2. (2) The site owner shall provide 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:
  - (a) Site Boundary.
  - (b) The Park Home, enclosure boundaries and all garages, sheds, covered stores, car ports, covered walkways and car parking spaces associated with it.
  - (c) All driveways and paths and their associated lighting.
  - (d) All cesspits, septic tanks, sewage treatment plant and connections to the sewerage systems.

### **3. DENSITY AND SPACE**

3. (1) The layout of the site shall not be varied without the prior written consent of the Authorised Officer, which consent shall not be unreasonably withheld.
3. (2) No new or replacement caravan shall be positioned within 3 metres of the boundary of the plot on which it is being sited.
3. (4) In addition to the above:
  - (a) Where there are ramps for wheelchair users, verandas or stairs extending from the Park Home, there shall be at least 0.85m clear space between these and the site boundary.
  - (b) A minimum of 0.85 metres clear space shall be maintained around the mobile home so as not to prejudice means of escape in the event of fire. A clear path of escape shall be maintained from the mobile home to the road.
  - (c) Vegetation must not be allowed to build up to a significant degree within the site.

### **4. FOOTPATHS**

4. (1) The 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 the Park Home.

### **5. HARD STANDINGS**

5. (1) The 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 construction.

### **6. FIRE-FIGHTING EQUIPMENT AND FIRE ALARMS**

6. (1) The Park Home shall be provided internally with at least one mains wired smoke alarm, with integral battery backup, at least one 2.0 kg dry powder fire extinguisher and a fire blanket in the kitchen area. In. This equipment shall conform to the relevant British/European Standard (BS 5446, BS 7944 & BS 5306 relevant as of 2013) and be checked by a competent person at least once every 12 months, and a record kept. This record must be kept available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service at any time.
6. (2) All equipment susceptible to damage by frost shall be suitably protected.

### **7. FIRE HAZARDS**

7. (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 the Park Home, buildings or other installations on the site. Any such cuttings shall be removed from the site as soon as is practicable.
7. (2) The spaces beneath the Park Home shall not be used for the storage of combustible materials.
7. (3) Bonfires shall not be permitted on the site.

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

8. (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 2009).
8. (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.
8. (3) Gas bottles, cylinders or vessels must be sited on a level surface.
8. (4) The prior planning approval of the Runnymede Borough Council, Technical Services Department must be gained before the installation of any fixed storage tank.

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

## **9. ELECTRICAL INSTALLATIONS**

9. (1) The Park Home shall be provided with an electricity supply of adequate capacity to meet safely all reasonable demands of the Park Home.
9. (2) The electrical installations to the Park Home must comply with the IEE Wiring Regulations current at the date of issue of this licence.

## **10. WATER SUPPLY**

10. (1) The Park Home 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 Home.
10. (2) All new water supplies shall be in accordance with all current legislation, regulations, local bye-laws and British/European standards.
10. (3) All water installation repairs shall be carried out to the relevant Standards that were appropriate at their time of installation.
10. (4) Work on water supplies and appliances shall be carried out only by competent persons.

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

11. (1) Provision shall be made for foul drainage, so that the foul drainage system transports foul waste away from the 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. The 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.
11. (2) The site and the 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, the Park Home, roads and footpaths.
11. (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 2009). Work on drains and sewers shall be carried out only by competent persons.

## **12. REFUSE DISPOSAL**

12. (1) The Park Home must have suitable refuse collection arrangements in place, taking into account the service provided by the Local Authority.

## **13. VEHICLE PARKING**

13. (1) No vehicles should be parked in a way which obstructs the door of the mobile home.

## **14. MISCELLANEOUS**

14. (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.
14. (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.
14. (3) The 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 2009).

14. (4) The site licence holder or a person acting on his/her behalf must notify the Authorised Officer 7 days in advance of any intended date for re-siting the existing Park Home or the positioning of a new Park Home onsite. Details of dimensions, proposed location and any other information required by the Authorised Officer must be provided upon request.
14. (5) Any replacement Park Homes allowed on site shall be of single storey, and of a type which has the prior written consent of the Authorised Officer, consent shall not be unreasonably withheld.
14. (6) All means of escape i.e. exit doors leading from the Park Home, shall be kept clear of obstructions and kept in good working order.
14. (7) Permanent, fixed steps of suitable construction with non slip surfaces shall be provided to at least one exit on the Park Home.
14. (8) A suitable, securely fixed handrail shall be provided to each permanently fixed staircase.
- 14.(9) Sub-division of the Park Home is not permitted.
- 14.(10) Should a fire break out within the Park Homes to which the Fire and Rescue Service Attend, 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.

#### **15. Planning & Highways Considerations**

15. (1) 

The number of Park Homes stationed on this site shall not exceed 7
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15. (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.
15. (3) Any main access to the site at its junction with the highway shall be properly constructed with sight lines to the reasonable satisfaction of the Authorised Officer.
15. (4) Care shall be taken when redeveloping or rearranging the site, that as many trees, bushes and other natural features as possible are retained.

#### **16. GENERAL**

16. (1) The Licensing Authority 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