

RUNNYMEDE BOROUGH COUNCIL

Caravan Sites and Control of Development Act 1960 (as amended)

Licence reference number: **M/22682**

Name and correspondence address of Licence Holder:

**J.O. Harris Holdings Limited, Roffe Swayne, Ashcombe Court, Woolsack Way,
Godalming, GU7 1LQ**

Registered number and office of Licence Holder:

**00845847, J.O. Harris Holdings Limited, Roffe Swayne, Ashcombe Court,
Woolsack Way, Godalming, GU7 1LQ**

Address of licensed site:

Tzanene, Laleham Reach, Chertsey, Surrey, KT16 8RP

Activity description

This licence is issued under Part 1 of the Caravan Sites and Control of Development Act 1960 (as amended) for the use of Park as a caravan site for the stationing of 1 caravan for permanent residential use.

A plan showing the site boundaries and current layout is attached to this licence.

The site has been issued with a Certificate of lawfulness of existing use or development (CLEUD) under the Town and Country Planning Act 1990 for the use as a caravan site.

Licence History:

11 September 2013 ref 2013/Tzanene and Fairview, 1st issue

August 2019 ref M/022682, varied to remove Fairview and conditions updated

Signed:



Dated: 20 August 2019

**Corporate Head of Environmental Services
An Authorised Officer of the Council**

Caravan Sites and Control of Development Act 1960 (as amended)
Schedule of conditions attached to Licence Ref: M/22682

CONDITIONS

Boundaries	
1.	The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
2.	A plan of the site shall be supplied to the Local Authority 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. Any new plan must clearly illustrate the layout of the site including all relevant structures (e.g. site office, garages, electrical distribution boards and bulk gas storage tanks) and should be of suitable quality.
Density and Spacing Between Park Homes	
3.	The layout of the site, including the addition of any new caravans, shall not be varied changed or altered without 28 days prior notification being given in writing to the Environmental Health Department.
4.	No new or replacement caravan shall be stationed within 3 metres of the site boundary.
5.	<p>A. Any new porch attached to a caravan must not be more than 2 metres in length and 1 metre in width and must not extend more than 1 metre into the 6 metre separation distance.</p> <p>B. Any new porch must not exceed the height of the caravan. And the porch should be of an open type i.e only one door is permitted either on the entrance to the porch or on the entrance to the home.</p> <p>C. Any new steps, ramps, raised patios, decking etc., which extend more than 1 metre into the separation distance shall be of non-combustible construction. There shall be a 0.85 metre clear distance between any such items and the site boundary</p> <p>D. Any sheds or other covered storage shall be of a non combustible construction.</p>
6.	Hedges, bushes and trees which are situated in the separation space between adjacent caravans or between a caravan and a boundary must be maintained and not allowed to grow excessively into the separation space.
Bases	
7.	Every new caravan must stand on a concrete base or hard-standing which must extend over the whole area occupied by the caravan, 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.	Every new caravan must be connected to a road by a footpath with a hard surface.

Supply and Storage of Gas	
9.	Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
10.	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.
Electrical Installations	
11.	The caravan shall be provided with an electricity supply of adequate capacity to meet safely all the reasonable demands of the caravan.
12.	The electrical installations to the caravan must comply with the relevant IEE Wiring Regulations.
Water Supply	
13.	The caravan shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravan.
14.	All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
15.	Repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
16.	Work on water supplies and installations shall be carried out only by persons who are competent in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.
Drainage and Sanitation	
17.	Provision shall be made for foul drainage, so that the foul drainage system transports foul waste away from the caravan 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 approved by the authorised officer.
18.	There shall be satisfactory provision for the complete and hygienic disposal of foul, rain and surface water from the site.
19.	All drainage and sanitation provision shall be installed and maintained in accordance with all current legislation and British or European Standards. Works shall only be carried out by competent persons.
Domestic Refuse Storage & Disposal	
20.	The caravan must have suitable refuse collection arrangements in place, taking into account the service provided by the local authority.
Vehicular Parking	
21.	No vehicle shall be parked in a manner which obstructs the door(s) of the caravan.
Flooding	
22.	<p>The site owner shall consult with 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 what appropriate measures should be taken.</p> <p>If the site is at risk of flooding a notice shall be displayed advising residents to register with the Environment Agency Floodline to receive automated flood warnings. Floodline: 0345 988 1188 (24-hour service)</p>

Fire-Fighting Equipment and Fire Alarms	
23.	The caravan shall be provided internally with at least one mains wired smoke alarm, with integral battery backup, at least one 2.0kg dry powder fire extinguisher and a fire blanket in the kitchen area. This equipment shall conform to the relevant British/European standard 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.
Fire Hazards	
24.	Bonfires shall not be permitted on the site.
Miscellaneous	
25.	Touring caravans, trailers, motorhomes or similar shall not be brought onto the site except where they are owned by residents and are brought on site for the purposes of storages when not in use. They must only be stored in a designated space approved by the Authorised Officer.
26.	No caravan, for residential purposes, may be brought onto the site unless it complies with the most recent relevant British Standard (British Standard 3632, 2015 relevant as of 2019).
27.	Sub-division of any caravan is not permitted.
28.	Services to the plot from which any caravan is removed must be made secure to the satisfaction of an Authorised Officer.
Transitional Arrangements	
29.	Any existing caravan, porch, shed, storage space or hard standing is only required to fully comply with these conditions once the caravan, porch, shed, storage space or hard standing has either been substantially altered, rebuilt or removed from its present position. In this event the caravan, porch, shed, storage space etc., shall fully comply with the current site licence conditions.

Runnymede Borough Council reserves the right to amend, add to or delete any of the above conditions in accordance with Section 8 of the aforementioned Caravan Sites and Control of Development Act 1960 (as amended).

Caravan Sites and Control of Development Act 1960

Site Licence Notes

DEFINITIONS

“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). The term caravan is the legal definition of Park Homes and Mobile Homes and these terms are interchangeable in this document.

“Local Authority” shall mean Runnymede Borough Council whose address is Runnymede Civic Centre, Station Road, Addlestone, Surrey. KT15 2AH.

“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.

“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.

GUIDANCE

The licence holder should be aware that the prior planning approval of the Runnymede Borough Council, must be gained before any development requiring planning permission takes place on the site. This may include the addition of any porch to a Park Home or addition of new concrete bases to the park.

The attention of site licensees is particularly drawn to the following provisions of the Caravan Sites and Control of Development Act 1960 (As Amended) namely:-

Section 7 – Appeal against conditions attached to site licence

Section 9 – Provisions as to breaches of condition

Section 10 – Transfer of site licences and transmission on death etc.

First-tier Tribunal (Property Chamber) contact details

First-tier Tribunal (Property Chamber) Residential Property

Havant Justice Centre

The Court House

Elmleigh Road

Havant

Hampshire

PO9 2AL

Tel: 01243 779394

Fax: 0870 7395 900

Email

rpsouthern@hmcts.gsi.gov.uk