

RUNNYMEDE BOROUGH COUNCIL
Caravan Sites and Control of Development Act 1960 (as amended)
Site Licence

Licence reference number: **M/027836**

Name and correspondence address of Licence Holder:
Mr T Howard and Mrs P Howard, High Trees, Holloway Hill, Chertsey, KT16 0AE

Address of licensed site:
High Trees, Holloway Hill, Chertsey, KT16 0AE

Activity description

A plan showing the site boundaries and current layout of the site for which this licence is issued under Part 1 of the Caravan Sites and Control of Development Act 1960 (as amended) is attached to this licence.

Licence Conditions

This Site Licence is issued subject to the conditions set out in the schedule of conditions attached to this licence.

Licence History (As far as available from the records held at the time of this revision)

M/11163 – 25 June 2020 -New Licence

Signed: 

Dated 25 June 2020

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/027836

CONDITIONS

Boundaries	
1.	The boundaries of the site shall be clearly marked by a man-made or natural feature, from any adjoining land, and a clearly identifiable boundary shall be maintained.
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 other than those identified on the plan attached to this licence, shall not be varied changed or altered without 28 days prior notification being given in writing to the Corporate Head of Environmental Services.
4.	Caravans shall: <ul style="list-style-type: none"> A. Be stationed not less than 2 metres from any road or communal car parking space within the site; B. Be stationed not less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence, except when condition 6 applies; C. Be stationed not less than 3 metres from the site boundary;
5.	No caravan shall be stationed more than 50 metres from a road within the site.
6.	Where an existing caravan has been retrospectively fitted with Class 1 fire rated cladding 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.
7.	<ul style="list-style-type: none"> A. Any 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 separation distance. B. Two porches shall not face each other in any separation space. Where a 6 metre separation distance between caravans is not present, no porch shall be permitted. C. Any 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. D. Any 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 4.5 metre clear distance between any such items and any adjacent caravan.

	E. Any sheds or other covered storage in the separation space shall be of a non combustible construction.
8.	Any new or replacement fences and/or hedges, where allowed, and forming the boundary between adjacent caravans, should be no more than 2 metres high. Combustible fences and hedges must run parallel to homes and not extend across the separation space.
9.	Any fence or hedge forming the site boundary or the boundary between a caravan plot and a communal carpark area shall not exceed 2 metres in height.
Roads, Pavements, Gateways and Overhead Cables	
10.	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.
11.	New roads shall be constructed and laid of suitable bitumen macadam or concrete surface with a suitable compacted base.
12.	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. Existing two way roads that are not 3.7 metres wide, where practicable, shall be provided with suitable passing places.
13.	One-way systems shall be clearly signposted.
14.	All roads shall have adequate surface water/storm drainage.
15.	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.
16.	Roads and pavements shall be maintained in a good condition.
17.	Cable overhangs must meet the statutory requirements.
18.	Any new pavements shall not be less than 0.9 metres wide.
19.	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.
Bases	
20.	Every 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 concrete base or hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.
21.	Any new plot which does not have direct access to a site road must be connected to a site road by a footpath with a minimum width of 0.9 metres, suitably constructed and finished with a suitable hard surface.
Maintenance of Common Areas, including Grass, Vegetation and Trees	
22.	Every part of the site, to which the public have common access shall be kept in a good condition, good repair and clear of accumulations of litter or waste.
23.	Grass and vegetation shall be cut and removed at frequent and regular intervals.
24.	Trees within common areas of the site shall (subject to the necessary consents) be maintained.

Supply and Storage of Gas and heating fuel	
25.	Gas (including natural gas) and oil installations, and the storage of supplies shall meet all relevant current statutory requirements, relevant Standards and Codes of Practice.
26.	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	
27.	An electricity network of adequate capacity to safely meet all reasonable demands of the caravans, other facilities and services within the site must be installed.
28.	The electrical network installations shall be designed, installed, tested, inspected and maintained in accordance with the provisions of the relevant statutory requirements at the time of installation.
29.	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.
30.	Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.
Water Supply	
31.	All caravan 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.
32.	All new water supplies shall be in accordance with all current relevant legislation, regulations and British or European Standards.
33.	Repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
34.	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	
35.	A suitable surface water drainage system shall be provided where appropriate to avoid standing pools of water.
36.	There shall be satisfactory provision for the complete and hygienic disposal of foul water, from the site's buildings, caravans, roads and footpaths either by connection to a public sewer or by discharge to a properly constructed septic tank, cesspool or sewage treatment system approved by the relevant authorities.
37.	All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
38.	Work on drains and sewers shall be carried out only by persons who are competent in the particular type of work being undertaken and in accordance with current legislation and British or European standards.
Domestic Refuse Storage & Disposal	
39.	All refuse disposal shall be in accordance with all current legislation and regulations.
40.	All new caravans shall be provided with all the relevant Runnymede Borough Council domestic refuse receptacles.

Vehicular Parking	
41.	Suitably surfaced parking spaces shall be provided to meet the requirements of residents and visitors at a ratio of 1 space per home and an additional space for every 5 homes.
42.	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 a neighbouring caravan and any vehicle associated with a neighbouring caravan.
Notices and Information	
43.	The name of the site shall be displayed on a sign at the entrance to the site.
44.	<p>A noticeboard containing the following information shall be provided in a prominent position close to the entrance to the site:</p> <ul style="list-style-type: none"> • The name, address and telephone number of the licence holder and manager and an out of hours emergency contact; • A copy of the site licence or the front page of the said licence and details of where the full licence can be viewed; • A copy of the current plan of the site with roads and pitches marked on it; • A copy of the most recent electrical installation condition report or the front page of the report and details of where the full report can be viewed; • A copy of the site owner's certificate of public liability insurance. • A copy of the most recent fire risk assessment for the site or the front page of said risk assessment and details of where the full version can be viewed. <p>If the full version of any document that is required to be displayed cannot fit on the noticeboard residents should be informed of suitable times and locations to view these documents and copies shall be made available free of charge to residents on request.</p>
45.	All notices shall be suitably protected from the weather and from direct sunlight.
Flooding	
46.	<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>
Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005	
47.	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.
Fire Hazards	
48.	Bonfires shall not be permitted on the site.
Miscellaneous	
49.	Touring caravans shall not be brought onto the site except where they are owned by residents and are brought on site solely for the purpose of loading and unloading. They must not be parked between mobile homes or on site roads.
50.	No new caravan, after the date of issue of these conditions, may be brought

	onto the site unless it complies with the most recent relevant British Standard (British Standard 3632, 2015 relevant as of 2020). Any caravans on site prior to this condition may remain as long as they complied with the relevant BS3632 standard at the time of their manufacture.
51.	Services to the plot from which any caravan is removed must be made secure to the satisfaction of an Authorised Officer.
52.	Communal recreation space shall be maintained in a similar ratio as to that available at the time of issue of this licence. No change or reduction in recreation space may take place without the prior written consent of the Environmental Health and Licensing Manager, such consent shall not be unreasonably withheld when taking into account the guidance attached to the 2008 Model Standards. For the purpose of this condition the area of approximately 290m ² currently occupied by Fangrove Residents Club is considered to be communal recreation space.
Transitional Arrangements	
53.	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 caravan, the installation of sheds etc., or addition of new concrete bases to the park.

The attention of the site licensee 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

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