

Runnymede Borough Council  
-----

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**  
Section 3  
-----

**SITE LICENCE**

To (1) Mr Edward Cash

**WHEREAS** on the 29<sup>th</sup> day of August 2000, you made application for a site licence in respect of land situate at

(2) Little Almnors Caravan Site, Almnors Road, Lyne, Chertsey, Surrey, KT16 0BH.

(hereinafter called " the said land ")

**AND WHEREAS** you are entitled to the benefit of permission (Ref.No. PL/RU.89/0942/JR) for the use of the said land as a caravan site granted under Part III of the Town and Country Planning Act, 1947, otherwise than by a development order

**NOW THEREFORE** the (3) Runnymede Borough Council

**HEREBY GRANT** a site licence in respect of the said land pursuant to Section 3 of the Caravan Sites and Control of Development Act, 1960, subject to the following condition, that is to say

**As set out in the Schedule attached to this Licence No. CS69**

**DATED** this 4<sup>th</sup> day of March, 2003

**Signed**  .....  
Head of Environmental Protection

**Notes**

- (1) Name and address of applicant, occupier of the land.
- (2) Full description of the land to which the licence relates.
- (3) Name of local authority.

---

**IT IS IMPORTANT THAT YOU SHOULD READ THE NOTES ATTACHED TO THIS FORM**



# RUNNYMEDE BOROUGH COUNCIL

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

Schedule of conditions to be attached to licence No: CS 69

Site: Little Almnors Caravan Park

Licence Granted to Mr Edward Cash

At: Little Almnors Caravan Park  
Almnors Road  
Lyne  
Chertsey  
Surrey  
KT16 0BH

## DEFINITION

1. "Caravan" shall have the meaning attributed to it in Part 1 of the Caravan Sites and Control of Development Act 1960.
2. "Borough Officer" shall mean the Head of Environmental Protection for the Runnymede Borough Council, whose address is Civic Offices, Station Road, Addlestone, Surrey. KT15 2AH.

## BOUNDARIES

3. The boundaries of the site shall be clearly marked by a permanent fence, hedge or wall not more than 2 metres in height which shall be properly maintained at all times.
4. No caravan, store, building, car parking space or other construction shall be situated within 3 metres of the site boundary provided that, on receipt of written request from the licence holder, the Borough Officer, may at his discretion grant exemption from or vary this condition as far as he thinks fit.
5. The site owner shall provide the Borough 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 layout are undertaken. The cost of such plans shall be met by the licence holder. The plan shall indicate the useable area of the site (as defined by condition 8) and shall show the position of:
  - a) All caravans including their enclosure boundaries and all garages, sheds, covered stores, car ports, covered walkways and car parking spaces associated with them.
  - b) All site buildings and other permanent structures.
  - c) All roads and paths and their associated lighting.
  - d) All fire points and fire hydrants.

- e) All public telephones.
- f) All electrical distribution points.
- g) All compounds for the storage of liquefied petroleum gas.
- h) All cesspits, septic tanks and connections to the public sewerage system.
- i) All drainage runs and inspection chambers.
- j) All communal refuse stores.

### **DENSITY AND SPACE BETWEEN CARAVANS**

6. The layout of the site shall not be varied without the prior written consent of the Borough Officer, which consent shall not be unreasonably withheld.
7. Subject to the following variations, every caravan shall be not less than 6 metres from any other caravan 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 caravans.
  - Porches must be of the open type and may protrude a maximum of 1 metre into the 6 metres separation distance. All new porches constructed after the date of this licence shall be made of non-combustible material (including a non-combustible roof).
  - Sufficient space shall be maintained around each porch so as not to prejudice means of escape in case of fire.
  - Where awnings are used, the distance between any part of the awning and any adjoining caravan shall be not less than 3 metres. Awnings shall not be used for sleeping or cooking and shall neither face each other nor touch.
  - Eaves, drainpipes and bay windows may extend into the 6 metre space provided that the total distance between the extremities of 2 adjacent units shall not be less than 5.25 metres.
  - Where there are ramps for wheelchair users, verandas or stairs extending from the unit, 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 unit and, as such, shall not extend into the 6 metre space.
  - A garage, shed or covered storage space shall be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the units on either side. Car ports and covered walkways shall in no circumstances be allowed within the 6 metre space.
  - Fences between site plots should not be more than 1 metre in height and such fences or associated gates should not extend into the separation distance between residential caravans.
  - Care must be taken not to allow vegetation to build up to a significant degree within the separation area between mobile homes so that fire might be transferred from one unit to another by such a route.
  - The standards relating to porches, garages, sheds or covered storage spaces, will only apply where a new or a replacement caravan is brought onto the site or a new or replacement porch, garage, shed or covered storage space is provided to an existing caravan.
8. The density of caravans shall be consistent with safety standards and health and safety requirements. The gross density shall not exceed 50 caravans to the hectare, calculated on the basis of the useable area (excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than total site area.

### **HARD STANDINGS**

9. Every caravan shall stand on an approved hard standing which shall extend over the whole area occupied by the caravan placed upon it and project not less than 1 metre outwards from the entrance or entrances to the caravan, to enable occupants to enter and leave safely.

### **ROADS, GATEWAYS AND FOOTPATHS**

10. All roads and footpaths shall be designed so as to allow adequate access for fire appliances and other emergency vehicles. In particular all roads shall be not less than 3.7 metres wide with a height clearance of not less than 4.5 metres or if they form part of a clearly marked one-way traffic system, 3 metres wide. Gateways shall be not less than 3.1 metres wide and have a minimum height clearance of 3.7 metres. Roads shall allow for vehicles with a turning circle of 17 metres diameter and a sweep circle of 25 metres diameter.
11. All roads and footpaths shall be constructed of concrete or tarmacadam and shall be properly maintained at all times.
12. Every caravan standing or toilet block shall be not more than 50 metres from a road and shall be joined to the road by a footpath not less than 0.75 metres wide.
13. Emergency vehicle routes within a site shall be kept clear from obstruction **at all times**.
14. Turning facilities shall be provided on any cul-de-sac road exceeding 20 metres in length and shall be sufficient for vehicles having a turning circle of 17 metres.
15. Suitable speed humps shall be constructed within 10 metres of the site entrance and at intervals of not more than 100 metres on all site roads. A clear sign, warning of speed humps, shall be placed at the site entrance.
16. All site roads and paths shall be provided with artificial lighting sufficient to allow safe movement around the site during the hours of darkness.

### **FIRE POINTS**

17. Fire points should be established so that no caravan or site building is more than 30 metres from a fire point. They shall be housed in weatherproof structures, easily accessible and clearly and conspicuously marked "**FIRE POINT**". Access to fire points and hydrants shall not be obstructed or obscured at any time.

### **FIRE FIGHTING EQUIPMENT**

18. Where there is a water supply of sufficient pressure and flow to give a jet of at least 5 metres at 30 litres per minute from the hose nozzle, each fire point shall include a permanently connected hydraulic hose reel that complies with the appropriate sections of British Standard 5274 and British Standard 5306 Part 1. Hoses shall be not less than 30 metres long terminating in a small hand control nozzle and shall be housed in boxes painted red marked "**HOSE REEL**".
19. Where the water pressure or flow is insufficient for hose reels, each fire point shall be provided with not fewer than 2 water extinguishers of 9 litres capacity.
20. Where there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 30 metres of every caravan standing. Hydrants shall comply with British Standard 750 and be properly installed, protected and indicated.

### **FIRE WARNING**

21. A means of raising the alarm in the event of fire shall be provided at each fire point by way of manually operated rotating bells, other manually operated sounders or an electricity operated alarm bell or siren. The alarm sounders should be loud enough to be heard clearly inside all caravans within a 30 metre radius.

**MAINTENANCE**

- 22. All alarm and fire fighting equipment shall be maintained in working order at all times and shall be inspected and tested not less than once annually by a competent person. A log book shall be kept on the site to record all tests and remedial action and shall be available for inspection by the licensing authority at any time. The costs of all inspections and servicing shall be met by the licence holder.
- 23. All equipment susceptible to damage by frost shall be suitably protected. All water extinguishers shall contain anti-freeze as recommended by the manufacturers.

**FIRE NOTICES**

- 24. 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 and location of the nearest telephone. This notice should include the following:

**“On discovering a fire**

- i) **ensure that the caravan 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.”**

**FIRE HAZARDS**

- 25. Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it from becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the site as soon as is practicable.
- 26. The spaces beneath and between caravans shall not be used for the storage of combustible materials.
- 27. Bonfires shall not be permitted on the site.

**TELEPHONES**

- 28. An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

**STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)**

- 29. LPG storage supplied from tanks shall comply with Guidance Booklet HSG 34 “The Storage of LPG at Fixed Installations” or, where LPG is supplied from cylinders, with Guidance Note CS4 “The Keeping of LPG in Cylinders and Similar containers” as appropriate.

Where there are metered supplies from a common LPG storage tank, then Guidance Note CS11 “The Storage and Use of LPG at Metered Estates” provides further guidance.

Exposed gas bottles or cylinders shall not be within the 6 metre separation boundary between adjoining units.

LPG installations shall conform to British Standard 5482, “Code of Practice for domestic butane and propane gas burning installations, Part 2: 1977 Installations in Caravans and non-permanent dwellings”.

For mains gas supply, the 1984 Regulations shall be complied with for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes shall comply with Gas Safety Regulations 1972.

The installation of a fixed storage tank requires the prior planning approval of the Runnymede Borough Council, Technical Services Department and also the Environmental Services Department.

### **ELECTRICAL INSTALLATIONS**

30. The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on it.
31. Any electricity installations, which are not Electricity supplier works and circuits subject to regulations made by the Secretary of State under section 16 of the Energy Act 1983 and section 64 of the Electricity Act 1947, shall be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical Installations for the time being in force and where appropriate, to the standard which would be acceptable for the purposes of the Electricity Supply Regulations 1988, Statutory Instrument 1988 No.1057.
32. The electrical installation shall be inspected within 3 months of the issue of the site licence and thereafter not less than once in every 12 months (in the case of underground installations 3 years) or such longer periods as may be recommended by a person who should be one of the following:

A professionally qualified electrical engineer.

A member of the Electrical Contractors' Association.

A member of the Electrical Contractors' Association of Scotland.

A certificate holder of the National Inspection Council for Electrical Installation Contracting, or

A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).

Such person shall within one month of such an inspection issue an inspection certificate in the form prescribed in the IEE Wiring Regulations, which shall be retained by the site operator **and displayed with the site licence**. The cost of the inspection and report shall be met by the site operator and a copy of the report shall be submitted to the Borough Officer.

33. If an inspection reveals that an installation no longer complies with the regulations, which were 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 version of the IEE Wiring Regulations.
34. If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

### **WATER SUPPLY**

35. The site shall be provided with an adequate water supply in accordance with appropriate Water By-laws and statutory quality standards.
36. Each caravan must be provided with an adequate piped supply of wholesome water. All reasonably practicable steps shall be taken to protect water supply pipes from risk of frost or damage however caused.

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

37. Satisfactory provision shall be made for foul drainage, 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.
38. The site and every hard standing shall be provided with an adequate drainage system for the complete and hygienic disposal of rain and surface water from the site, buildings, caravans, road and footpaths.
39. For caravans without their own supply of water and/or water closets, communal toilet blocks should be provided, with adequate supplies of water, on at least the following scales:

Men: 1 WC and 1 urinal per 15 caravans.

Women : 1 WC's per 15 caravans.

1 Washbasin for each WC or Group of WC's.

1 shower or bath (with hot and cold water) for each sex per 20 caravans.

Properly designed disposal points for the contents of chemical closets should be provided, with an adequate supply of water for cleaning the containers.

### REFUSE DISPOSAL

41. The communal bin storage facility shall be maintained in good repair and the bins therein regularly emptied and cleaned, so as to prevent nuisance.

### PARKING

42. One vehicle only may be parked between adjoining caravans, provided that the door to neither caravan is obstructed. Plastic or wooden boats shall not be parked between caravans.
43. Suitably surfaced parking spaces shall be provided on the site at a ratio of not less than one per caravan plus one further space for every five caravans.

### RECREATION SPACE

44. Where children live on the site, space equivalent to about one-tenth of total area shall be allocated for children's games and/or other recreational purposes.

### MISCELLANEOUS

45. A suitable sign shall be displayed prominently at the site entrance indicating the name of the site and the name, address and telephone number of the site manager.
46. Notices and a plan shall be prominently displayed on the site, setting out the action to be taken in the event of an emergency. They shall show where the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative. Ideally such a notice board should be located close to the site entrance or outside the site office.
47. A copy of the site licence with its conditions shall be displayed prominently on the site.
48. If the site is subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.
49. All notices shall be suitably protected from the weather and displayed out of the direct rays of the sun, preferably in areas lit by artificial lighting.
50. All means of escape i.e. exit doors leading from a residential caravan, should be kept clear of obstructions and kept in good working order.
51. Should a fire break out within a caravan on this site, the Borough Environmental Services Department shall be advised of the incident by the licence holder and the matter must be fully investigated by the licensing Officer in association with the local fire authority.

### Planning & Highways Considerations

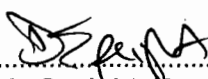
52. The number of caravans site shall not exceed 20.

53. 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 Council.

### GENERAL

The Council 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)

(Signature) .....



(Date) .....

4th March 2003

**Dennis Speight, Head of Environmental Protection,  
Authorised by Runnymede Borough Council**