

**RUNNYMEDE BOROUGH COUNCIL**  
**Caravan Sites and Control of Development Act 1960 (As Amended)**

Licence reference number: **023531**

Name of Licence Holder:

**Sines Park Holdings Limited, Pilgrims Retreat, Hogbarn Lane, Harrietsham, Kent, ME17 1NZ**

Registered number and office of company: (if appropriate)

**08320138, Sines Park Holdings Limited, 88-98 College Road, Harrow, HA1 1RA**

Address of licensed site:

**Riverside Caravan Park, Wey Meadows, Weybridge, Surrey, KT13 8XY**

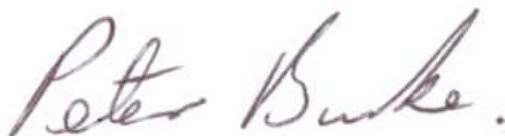
**Activity description**

This licence is granted under Part 1 of the Caravan Sites and Control of Development Act 1960 (As Amended) for as a caravan site for the stationing of 48 caravans for permanent residential use.

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

The site has planning permission for use as a caravan site under planning reference CHE.23210.

Signed:



Dated: 30 December 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: 023531**

**CONDITIONS**

<b>Boundaries</b>	
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. 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 and to a minimum scale of 1:500.
<b>Density and Spacing Between Park Homes</b>	
3.	The layout of the site in so far as the re-siting an existing Park Home or the positioning of a new Park Home onsite shall not be varied, changed or altered without the prior written consent of the Council.
4.	All
5.	No caravans shall: <ul style="list-style-type: none"> <li>A. Be stationed within 2 metres of any road or communal car parking space within the site;</li> <li>B. Be stationed within 6 metres (the separation distance) from any other caravan which is occupied as a separate residence</li> <li>C. Be stationed within 3 metres from the site boundary;</li> <li>D. Be stationed more than 50 metres from a road within the site.</li> </ul>
6.	If any existing caravan is 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.
7.	<ul style="list-style-type: none"> <li>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 6 metre separation distance.</li> <li>B. Any steps, ramps, 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.</li> <li>C. 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. The porch must not exceed the height of the caravan. The porch should be of an open type</li> </ul>

8.	Any new fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
9.	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.
<b>Roads, Pavements, Gateways and Overhead Cables</b>	
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 are not 3.7 metres wide, where practicable, shall be provided with 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
<b>Bases</b>	
20.	Every caravan must stand on a concrete base or hard-standing which 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.
<b>Maintenance of Common Areas, including Grass, Vegetation and Trees</b>	
21.	Every part of the site, including roads and communal footpaths, to which the public have access shall be kept in a good condition, good repair and clear of accumulations of litter or waste.
22.	Grass and vegetation shall be cut and removed at frequent and regular intervals.
23.	Trees within the site shall (subject to the necessary consents) be maintained.
<b>Supply and Storage of Gas</b>	
24.	Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
25.	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.
<b>Electrical Installations</b>	
26.	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.
27.	The electrical network installations shall be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
28.	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.
29.	Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.
<b>Water Supply</b>	
30.	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.
31.	All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
32.	Repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
33.	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.
<b>Drainage and Sanitation</b>	
34.	Surface water drainage shall be provided where appropriate to avoid standing pools of water.
35.	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.
36.	All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
37.	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.
<b>Domestic Refuse Storage &amp; Disposal</b>	
38.	All refuse disposal shall be in accordance with all current legislation and regulations.
39.	All new caravans shall be provided with the relevant Runnymede Borough Council domestic refuse receptacles.
<b>Communal Vehicular Parking</b>	
40.	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.
<b>Notices and Information</b>	
41.	The name of the site shall be displayed on a sign at the entrances to the site.
42.	A noticeboard containing the following information shall be provided in a prominent position close to the entrance to the site:

	<ul style="list-style-type: none"> <li>• The name, address and telephone number of the licence holder and manager and emergency</li> <li>• A copy of the site licence or the front page of the said licence and details of where the full licence can be viewed;</li> <li>• A copy of the current plan of the site with roads and pitches marked on it;</li> <li>• A copy of the most recent periodic electrical inspection report or the front page of the report and details of where the full report can be viewed;</li> <li>• A copy of the site owner's certificate of public liability insurance.</li> </ul>
43.	If the full version of any document required to be displayed under condition 42 above cannot fit on the noticeboard residents should be informed of suitable times and locations to view these documents or copies shall be made available free of charge to residents on request.
44.	All notices shall be suitably protected from the weather and from direct sunlight.
45.	The site is at risk from flooding and a notice with the following information shall be displayed on the noticeboard: <b>This site is at risk from flooding: All residents are advised to register with the Environment Agency Floodline to receive automated flood warnings. Floodline: 0345 988 1188 (24-hour service)</b>
<b>Flooding</b>	
46.	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.
<b>Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005</b>	
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.
<b>Fire Warning and Notices</b>	
48.	A suitable means of raising the alarm in the event of a fire shall be provided so that no caravan is more than 30 metres from a warning device. The warning device should be regularly tested and maintained and records kept for inspection by the council
49.	Adjacent to each fire warning device there shall be a clearly written and conspicuous notice to indicate the action to be taken in case of fire. This notice should include the following: <i>"On discovering a fire: I. Ensure the caravan or site building involved is evacuated. II. Raise the alarm. III. Call the fire brigade</i>
<b>Fire Hazards</b>	
50.	The spaces beneath and between caravans shall not be used for the storage of combustible materials including plastic or wooden boats.
51.	Bonfires shall not be permitted on the site.

<b>Miscellaneous</b>	
52.	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 loading and unloading. They must not be parked between mobile homes or on site roads.
53.	No caravan, 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 2015).
54.	Each caravan must be maintained so that it complies with or exceeds the edition of British Standard 3632 which was current at the time which the caravan was brought onsite.
55.	Permanent, fixed steps of suitable non combustible construction with non slip surfaces and suitable hand rail shall be provided to at least one exit on each Park Home.
56.	Sub-division of caravans is not permitted.
57.	Should a fire break out within a Park Home on the site, the Council 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.
<b>Transitional Arrangements</b>	
58.	Any caravan, porch, storage space or hard standing which was on site before 23 May 1996 is only required to fully comply with these conditions once the caravan, porch, storage space or hard standing has either been substantially altered, rebuilt or removed from its present position. In this event the caravan, porch, storage space etc, shall fully comply with the current site licence conditions.
59.	No modification shall be permitted to any caravan, porch, storage space or hard standing which was on site before 23 May 1996 and contravenes any of the above licence conditions unless that contravention is also rectified as part of the works.

The 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.

“Council” shall mean Runnymede Borough Council whose address is 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 Act namely:-

#### Section 7 – Appeal 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 First-tier Tribunal (Property Chamber), 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

Ensure mentions compliance notices etc.

(1) 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.

### **First-tier Tribunal (Property Chamber) contact details**

Southern Region- HM Courts & Tribunals Service  
First-tier Tribunal (Property Chamber) Residential Property  
Magistrates Court and Tribunal Centre  
Ground Floor  
6 Market Avenue, Chichester, West Sussex PO19 1YE

Tel: 01243 779394

Fax: 0870 7395 900