



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

**Site Licence**

**Site:** Silver Birch, Stonehill Road, Ottershaw, Surrey, KT16 0EW

Granted to: Mr P J Parker  
Silver Birch  
Stonehill Road  
Ottershaw  
Surrey, KT16 0EW

Whereas Runnymede Borough Council (hereinafter called "the Council") on the 14 August 2009 decided to issue a replacement to your licence CS15/96 in respect of land at Silver Birch, Ottershaw, Surrey, KT16 0EW and has consulted with you on this matter.

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 Silver Birch, Stonehill Road, Ottershaw, Surrey, KT16 0EW.

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

Date: 6 October 2009

**Peter Sims**  
Director of Technical Services



**Caravan Sites and Control of Development Act 1960 (as amended)  
Schedule of conditions attached to Licence Ref: 2009/SILVER BIRCH**

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**Site:** Silverbirch, Stonehill Road, Ottershaw, Surrey, KT16 0EW.

**Licence granted to:** Mr P J Parker  
**At:** Silverbirch, Stonehill Road, Ottershaw, Surrey, KT16 0EW

(Signature) ..... (Date) 6 October 2009

Peter Sims  
**Director of Technical Services.**  
Authorised by Runnymede Borough Council

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## **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) "Director" shall mean the Director of Technical Services for the Runnymede Borough Council whose address is Civic Centre, Station Road, Addlestone, Surrey. KT15 2AH.

1. (3) "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. (4) "Park Home" and "Mobile Home" shall mean "caravan" as defined above.

1. (5) "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 Director or 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 Director, 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 site. The authorised officer may vary this condition as far as he thinks fit.
- 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 Homes 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 addition a 9 litre water extinguisher or an alternative fire extinguisher with a 13A fire rating shall be provided within the dwelling. This equipment shall conform to the relevant British/European Standard (BS 5446, BS 7944 & BS 5306 relevant as of 2009) 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 Homes shall not be used for the storage of combustible materials.

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7. (3) Bonfires shall only be permitted in designated areas of 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.

## **9. ELECTRICAL INSTALLATIONS**

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

## **10. WATER SUPPLY**

10. (1) The Park Homes 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 Homes.
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 Homes 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 doors of the mobile homes.

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#### **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 Homes 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) If a Park Home is deemed to be derelict or abandoned by the Authorised Officer it must be removed to outside the site boundary within 3 months of receiving this notification in writing. The plot from which the unit is removed from must be left in a tidy condition and no waste may remain on the plot. Services must be disconnected and made secure to the satisfaction of the Authorised Officer.
14. (5) The site licence holder or a person acting on his/her behalf must notify the Director and the Authorised Officer 7 days in advance of any intended date for re-siting an existing Park Home or the positioning of a new Park Home onsite. Details of dimensions, proposed location and any other information required by the Director or the Authorised Officer must be provided upon request.
14. (6) The Park Homes allowed on site shall be of single storey, and of a type to the reasonable satisfaction of the Director.
14. (7) All means of escape i.e. exit doors leading from the Park Homes, shall be kept clear of obstructions and kept in good working order.
14. (8) Permanent, fixed steps of suitable non combustible construction with non slip surfaces shall be provided to at least one exit on each Park Home.
14. (9) A suitable, securely fixed handrail shall be provided to each permanently fixed staircase.
- 14.(10) Sub-division of the Park Homes is not permitted.
- 14.(11) Should a fire break out within a Park Home, the Director and 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 3
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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 site lines to the reasonable satisfaction of the Director.
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



## Caravan Sites and Control of Development Act 1960

### Site Licence

#### Notes

The attention of site licensees is particularly drawn to the following provisions of the Act namely:-

#### **Section 7 – Appeal to magistrates’ court 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 a magistrates’ court acting for the petty sessions area in which the land is situated and the court, 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**

- (1) If an occupier of land fails to comply with any condition for the time being attached to a site licence held by him in respect of the land, he shall be guilty of an offence and liable on summary conviction, in the case of the first offence to a fine not exceeding level 4 on the standard scale and in the case of a second or subsequent offence to a fine not exceeding level 4 on the standard scale.
- (2) Where a person convicted under this section for failing to comply with a condition attached to a site licence has on two or more previous occasions been convicted thereunder for failing to comply with a condition attached to that licence, the court before whom he is convicted may, if an application in that behalf is made at the hearing by the local authority in whose area the land is situated, make an order for the revocation of the said site licence to come into force on such date as the court may specify in the order, being a date not earlier than the expiration of any period within which notice of appeal (whether by case stated or otherwise) may be given against the conviction and if before the date so specified an appeal is so brought the order shall be of no effect pending the final determination or withdrawal of the appeal.

The person convicted or the local authority who issued the site licence may apply to the magistrates’ court which has made such an order revoking a site licence for an order extending the period at the end of which the revocation is to come into force, and the magistrates’ court may, if satisfied that adequate notice of the application has been given to the local authority or, as the case may be, the person convicted, make an order extending that period.

- (3) 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.