



Runnymede Borough Council

Caravan Sites and Control of Development Act 1960

Site Licence

Site: Hawthorns Park, Ferry Avenue, Staines, Middlesex

Granted to: Mr Samuel Jones and Mrs Linda Jones
Broad Mead
Prescott Road
Culmstock
Cullompton
EX15 3JP

Whereas you have made an application received by Runnymede Borough Council (hereinafter called "the Council") on 27th day of October 2013 for the transfer under Section 10 of the Caravan Sites and Control of Development Act 1960 (hereinafter called "the Act") of a site licence in respect of land at Hawthorns Park, Ferry Avenue, Staines , TW18 3LP.

And whereas the Council, as local planning authority, have by a notice dated 19th September 2002 granted permission under the Town and Country Planning Act 1990 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 as a replacement to licence reference 2008/GREENHAVEN 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 Hawthorns Park, Ferry Avenue, Staines, TW18 3LP.

Signature: _____

Date: 17 November 2014

Ian Maguire
Corporate Head of Planning and Environmental Services
Authorised by Runnymede Borough Council

**Caravan Sites and Control of Development Act 1960 (as amended)
Schedule of conditions to be attached to licence Ref: 11165**

Site: HAWTHORNS PARK, FERRY AVENUE, STAINES, TW18 3LP.
Licence granted to: MR SAMUEL JONES AND MRS LINDA JONES
At: BROAD MEAD, PRESCOTT ROAD, CULMSTOCK, CULLOMPTON, EX15 3JP

(Signature) (Date) 17 November 2014

Ian Maguire
Corporate Head of Planning and Environmental Services
Authorised by Runnymede Borough Council

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) "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 Runnymede Civic Centre, Station Road, Addlestone, Surrey. KT15 2AH.
1. (3) "Park Home shall mean "caravan" as defined above.
1. (4) "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.
2. (2) The following shall not be situated within 3 metres of the site boundary:
 - Any new, replacement or relocated Park Home.
 - Any replacement structure, or other construction.
2. (3) 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 within 21 days of a written request from 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 a suitable quality and to a minimum scale of 1:500.

3. DENSITY AND SPACE BETWEEN PARK HOMES

3. (1) The layout of the site shall not be varied without the prior written consent of the authorised officer, which consent shall not be unreasonably withheld.
3. (2) Subject to the following variations, every Park Home shall be not less than 6 metres from any other Park Home 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 Park Homes.
 - (a) Porches may protrude a maximum of 1 metre into the 6 metres separation zone and shall not exceed 2 metres in length and 1 metre in width and shall provide a minimum of one external door as a means of access to and escape from the Park Home. Two porches shall not face each other in any separation space. Where a 6 metre separation zone between Park Homes is not present, no porch shall be permitted.

- (b) At least 1.2 metres of clear space shall be maintained around each porch so as not to prejudice means of escape in case of fire.
 - (c) Where cars are parked between Park Homes, or may be parked between Park Homes, awnings shall not be permitted. Approval of the Authorised Officer must be gained before the erection of an awning.
 - (d) Where awnings are used, the distance between any part of the awning and any adjoining Park Home shall be not less than 3 metres. Awnings shall not be used for sleeping or cooking and shall neither face each other nor touch. If an awning is capable of being extended it shall be considered to be extended for the purposes of assessing compliance.
 - (e) Where there are ramps for wheelchair users, verandas or stairs extending from the Park Home, 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 Park Home and, as such, shall not extend into the 6 metre space.
 - (f) Eaves, drainpipes and bay windows may extend into the 6 metre space provided that the total distance between the extremities of 2 adjacent Park Homes is not less than 5.25 metres at any point.
 - (g) A minimum of 1.2 metres clear space shall be maintained around any structure so as not to prejudice means of escape in the event of fire.
 - (h) Windows in structures shall not face towards the Park Homes on either side.
 - (i) Car ports, covered walkways or a lean-to shall in no circumstances be allowed within the 6 metre separation space between Park Homes.
 - (j) Fences, hedges, trellising or similar between site plots shall not be more than 2 metres in height and such fences, hedges, trellising or associated gates shall not extend into the separation distance between Park Homes.
 - (k) Any structure shall be permitted between Park Homes only if it is of non-combustible construction (including non-combustible roof).
 - (l) The standards relating to porches will only apply where a new or a replacement Park Home is brought onto the site, a new or replacement porch is provided to an existing Park Home or a Park Home is moved to a different location on the site.
3. (3) The density of Park Homes shall be consistent with safety standards and health and safety requirements. The gross density shall not exceed 50 Park Homes to the hectare, calculated on the basis of the useable area (excluding lakes, roads, communal services and other areas unsuitable for the siting of Park Homes) rather than total site area.

4. FOOTPATHS

- 4. (1) Each 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 each Park Home.

5. HARD STANDINGS

- 5. (1) Every 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 installation.

6. FIRE

- 6. (1) The site owner must ensure that a suitable and sufficient risk assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions is carried out. A copy of the relevant guidance can be found at: www.firesafetyguides.communities.gov.uk

7. FIRE POINTS AND NOTICES

7. (1) Fire Points shall be established so that no Park Home or site building is more than 30 metres from a fire point. They shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "**FIRE POINT**".
7. (2) Access to fire points and hydrants shall not be obstructed or obscured at any time.
7. (3) 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. This notice shall include the following wording:

"On discovering a fire

- i) Ensure that the Park Home 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."

8. FIRE-FIGHTING EQUIPMENT

8. (1) Where water standpipes are provided, the water supply shall be of sufficient pressure to project a jet of water approximately 5 metres from the nozzle. There shall also be a reel that complies with the current British/European Standard (BS 5306 relevant as of 2008), with a hose not less than 30 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle. Hoses shall be housed in a red box and marked "**HOSE REEL**".
8. (2) Where they are provided, hydrants shall conform to the current British/European Standard. Access to hydrants and other water supplies shall not be obstructed or obscured.
8. (3) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water extinguishers (2 X 9 litres) which comply with the relevant British/European Standard (BS 5306 relevant as of 2008).

9. FIRE WARNING

9. (1) A suitable means of raising the alarm in the event of fire shall be provided at each fire point so that the alarm is clearly audible inside each Park Home located within 30 metres of the Fire Point when sounding.

10. MAINTENANCE AND TESTING OF FIRE FIGHTING EQUIPMENT

10. (1) All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.
10. (2) A record of all testing and remedial action taken shall be kept and shall be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service at any time.
10. (3) All equipment susceptible to damage by frost shall be suitably protected.

11. FIRE HAZARDS

11. (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 Park Homes, buildings or other installations on the site. Any such cuttings shall be removed from the site as soon as is practicable.
11. (2) The spaces beneath and between Park Homes shall not be used for the storage of combustible materials.
11. (3) Bonfires shall not be permitted on the site.

12. SUPPLY AND STORAGE OF GAS

12. (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 2008).
12. (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.
12. (3) Gas bottles, cylinders or vessels shall not be kept within the 6 metre separation boundary between adjoining Park Homes unless they are housed within a suitable structure with a 30 minute fire rating and with both high level and low level ventilation.
12. (4) Gas bottles, cylinders or vessels must be sited on a level surface.
12. (5) The prior planning approval of the Runnymede Borough Council, Technical Services Department must be gained before the installation of any fixed storage tank.

13. ELECTRICAL INSTALLATIONS

13. (1) The site shall be provided with an electricity network of adequate capacity to meet safely all reasonable demands of the Park Homes situated on the park. Where residents do not purchase their electricity directly from the electricity supplier, the park owner shall undertake reviews of the total park demand in line with the electrical inspections to ensure there is adequate capacity on the network to meet park electrical demand and that sections are not overloading.
13. (2) The electrical installations on the park, which are not distributor's works, but are a private network's subject to regulation under relevant legislation, shall be designed, installed, tested, inspected and maintained in accordance with the provisions of the latest regulations (IEE Regulations for Electrical Installations relevant as of 2008). Work on electrical installations and appliances shall be carried out only by persons who are competent in the particular type of work being undertaken. These installations shall be inspected and tested periodically, as appropriate and a minimum of every three years. When an installation is inspected, it shall be judged against the current regulations.
13. (3) The inspector should, within one month of an inspection, issue an inspection certificate in the form prescribed in regulations which shall be retained by the park operator and displayed, supplemented or replaced by subsequent reports, with the site licence. If an inspection reveals that an installation no longer complies with the regulations 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 regulations.
13. (4) If there are overhead electric lines on the park, suitable warning notices shall be displayed at the entrance to the park and on supports for the line in accordance with the relevant regulations.

14. WATER SUPPLY

14. (1) All pitches on the park 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 situated on it.
14. (2) All new water supplies shall be in accordance with all current legislation, regulations, local bye-laws and British/European standards.
14. (3) All water installation repairs shall be carried out to the relevant Standards that were appropriate at their time of installation.
14. (4) Work on water supplies and appliances shall be carried out only by competent persons.

15. DRAINAGE, SANITATION AND WASHING FACILITIES

15. (1) Provision shall be made for foul drainage. So that the foul drainage system transports foul waste away from every 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. Each 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.
15. (2) The site and every 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, Park Homes, road and footpaths.

15. (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 2008). Work on drains and sewers shall be carried out only by competent persons.

16. REFUSE DISPOSAL

16. (1) Where communal refuse bins are provided these shall have close fitting lids and be housed within a properly constructed bin store. Arrangements shall be made for the bins to be emptied regularly as deemed appropriate by the Authorised Officer.
16. (2) Where communal refuse bins are not provided every Park Home standing shall have an adequate number of suitable refuse bins with close fitting lids. Arrangements shall be made for the bins to be emptied regularly as deemed appropriate by the Authorised Officer.

17. VEHICLE PARKING

17. (1) Suitably surfaced parking spaces shall be provided on the site at a ratio of not less than one per Park Home plus one further space for every five Park Homes.

18. NOTICES

18. (1) The name of the park shall be displayed on a sign in a prominent position at the entrance to the park.
18. (2) A copy of the site licence shall be displayed in a prominent position or alternatively made readily available for viewing at the site office. Alternatively all occupiers of the site shall be provided with a copy of the site licence and conditions.

19. MISCELLANEOUS

19. (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. Storage of such touring caravans must be such as to maintain the separation standards set out in condition 7.
19. (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.
19. (3) Each Park Home 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 2008).
19. (4) The site owner must notify the authorised officer 7 days in advance of any intended date for re-siting an existing Park Home onsite or the positioning of a new Park Home onsite and also provide details of the dimensions of the proposed Park Home and proposed location.
19. (5) The Park Homes allowed on site shall be of single storey, and of a type to the reasonable satisfaction of the Authorised Officer.
19. (6) All means of escape i.e. exit doors leading from a residential Park Home, shall be kept clear of obstructions and kept in good working order.
19. (7) Permanent, fixed steps of suitable non combustible construction with non slip surfaces shall be provided to at least one exit on each Park Home.
19. (8) A suitable, securely fixed handrail shall be provided to each permanently fixed staircase.
19. (9) Plastic or wooden boats shall not be kept between Park Homes.
- 19.(10) Sub-division of Park Homes is not permitted unless this was carried out by the manufacturers of the Park Home at the time that the Park Home was manufactured.
- 19.(11) Should a fire break out within a Park Home on the site, 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.

20. PLANNING & HIGHWAYS CONSIDERATIONS

20. (1)

The number of Park Homes stationed on this site shall not exceed 4

20. (2) The prior planning approval of the Runnymede Borough Council must be gained before **any development** requiring planning permission takes place on the site. This includes the addition of any porch to a Park Home.
20. (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 Authorised Officer.
20. (4) Care should be taken when redeveloping or rearranging the site, that as many trees, bushes and other natural features as possible are retained.

21. SPECIAL CONDITIONS

21. (1) Each Park Home shall be provided internally with at least one smoke alarm, at least one 2.0 kg dry powder fire extinguisher and a fire blanket in the kitchen area. This equipment shall conform to the relevant British/European Standard (BS 5446, BS 7944 & BS 5306 relevant as of 2008) 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.

22. GENERAL

22. (1) 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)

END

Site Licence

Notes

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

Appeal to the First Tier Tribunal (Property Chamber) against conditions attached to site licence.

If you feel that any condition attached to the licence is unduly burdensome you may within twenty eight days of the issue of the licence appeal these conditions to the First Tier Tribunal (Property Chamber) as per the provisions of Section 7 of the Act.

Any condition which requires the carrying out of works shall have no effect until after the appeal is decided or withdrawn.

Southern Region Tribunal Contact Details:

First-tier Tribunal (Property Chamber)
Ground Floor
Magistrates Court and Tribunals Centre
6 Market Avenue
Chichester
West Sussex
PO19 1YE

Tel: 01243 779 394

Fax: 0870 7395 900

Email: rpsouthern@hmcts.gsi.gov.uk

<http://www.justice.gov.uk/tribunals/residential-property>

Provisions as to breaches of condition

9A Breach of condition: relevant protected sites in England

- (1) If it appears to a local authority in England who have issued a site licence in respect of a relevant protected site in their area that the occupier of the land concerned is failing or has failed to comply with a condition for the time being attached to the site licence, they may serve a compliance notice on the occupier.
- (2) A compliance notice is a notice which—
 - (a) sets out the condition in question and details of the failure to comply with it,
 - (b) requires the occupier of the land to take such steps as the local authority consider appropriate and as are specified in the notice in order to ensure that the condition is complied with,
 - (c) specifies the period within which those steps must be taken, and
 - (d) explains the right of appeal conferred by subsection (3).
- (3) An occupier of land who has been served with a compliance notice may appeal to a residential property tribunal against that notice (for further provision about appeals under this section, see section 9G).
- (4) A local authority may—
 - (a) revoke a compliance notice;
 - (b) vary a compliance notice by extending the period specified in the notice under subsection (2)(c).
- (5) The power to revoke or vary a compliance notice is exercisable by the local authority—
 - (a) on an application made by the occupier of land on whom the notice was served, or
 - (b) on the authority's own initiative.
- (6) Where a local authority revoke or vary a compliance notice, they must notify the occupier of the land to which the notice relates of the decision as soon as is reasonably practicable.
- (7) Where a compliance notice is revoked, the revocation comes into force at the time when it is made.
- (8) Where a compliance notice is varied—
 - (a) if the notice has not become operative (see section 9H) when the variation is made, the variation comes into force at such time (if any) as the notice becomes operative in accordance with section 9H;
 - (b) if the notice has become operative when the variation is made, the variation comes into force at the time when it is made.

9E Power to take emergency action

- (1) A local authority in England who have issued a site licence in respect of a relevant protected site in their area may take action in relation to the land concerned if it appears to the authority that—
 - (a) the occupier of the land is failing or has failed to comply with a condition for the time being attached to the site licence, and
 - (b) as a result of that failure there is an imminent risk of serious harm to the health or safety of any person who is or may be on the land.
- (2) The action a local authority may take under this section (referred to in this section as "emergency action") is such action as appears to the authority to be necessary to remove the imminent risk of serious harm mentioned in subsection (1)(b).

- (3) Where a local authority propose to take emergency action, the authority must serve on the occupier of the land a notice which—
- (a) identifies the land to which it relates,
 - (b) states that the authority intend to enter onto the land,
 - (c) describes the emergency action the authority intend to take on the land,
 - (d) if the person whom the authority propose to authorise to take the action on their behalf is not an officer of theirs, states the name of that person, and
 - (e) specifies the powers under this section and section 26 as the powers under which the authority intend to enter onto the land.
- (4) A notice under subsection (3) may state that, if entry onto the land were to be refused, the authority would propose to apply for a warrant under section 26(2).
- (5) A notice under subsection (3) must be served sufficiently in advance of when the local authority intend to enter onto the land as to give the occupier of the land reasonable notice of the intended entry.
- (6) In a case where the local authority authorise a person other than an officer of theirs to take the emergency action on their behalf, the reference in section 26(1) to an authorised officer of the local authority is to be read as including that person.
- (7) Section 26(1), in its application to a case within this section, has effect as if—
- (a) the words “at all reasonable hours” were omitted, and
 - (b) the words from “Provided that” to the end were omitted.
- (8) Within the period of seven days beginning with the date when the authority start taking the emergency action, the authority must serve on the occupier of the land a notice which—
- (a) describes the imminent risk of serious harm to the health or safety of persons who are or may be on the land,
 - (b) describes the emergency action which has been, and any emergency action which is to be, taken by the authority on the land,
 - (c) sets out when the authority started taking the emergency action and when the authority expect it to be completed,
 - (d) if the person whom the authority have authorised to take the action on their behalf is not an officer of theirs, states the name of that person, and
 - (e) explains the right of appeal conferred by subsection (9).
- (9) An occupier of land in respect of which a local authority has taken or is taking emergency action may appeal to a residential property tribunal against the taking of the action by the authority (for further provisions about appeals under this section, see section 9G).
- (10) The grounds on which the appeal may be brought are—
- (a) that there was no imminent risk of serious harm as mentioned in subsection (1)(b) (or, where the action is still being taken, that there is no such risk);
 - (b) that the action the authority has taken was not necessary to remove the imminent risk of serious harm mentioned in subsection (1)(b) (or, where the action is still being taken, that it is not necessary to remove the risk).
- (11) The ways in which a notice under this section may be served include by fixing it in a prominent place at or near the main entrance to the land.

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.