

**RUNNYMEDE BOROUGH COUNCIL**

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

Licence reference number: **11166**

Name and correspondence address of Licence Holder:

**Cosgrove Leisure Thames Retreat Limited, Tudor Lodge Augustine Road,  
Minster On Sea, Sheerness, England, ME12 2LZ**

Registered number and office of Licence Holder:

**10613525, Cosgrove Leisure Thames Retreat Limited, Tudor Lodge Augustine  
Road, Minster On Sea, Sheerness, England, ME12 2LZ**

Address of licensed site:

**Thames Retreat, 141 Chertsey Lane, Staines, Middlesex, TW18 3ND**

**Activity description**

This licence is issued under Part 1 of the Caravan Sites and Control of Development Act 1960 (as amended) for the use of Fishing Temple Caravan Site as a caravan site for the stationing of 35 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 granted under the Town and Country Planning Act 1947.



Signed:

Dated: 4 January 2019

**Corporate Head of Planning and 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: 11166**

**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 and maintained as an identifiable boundary.
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.
<b>Density and Spacing Between Park Homes</b>	
3.	The layout of the site, including the addition of any new caravans, shall not be varied changed or altered without the prior written consent of the Environmental Health and Licensing Manager, such consent shall not be unreasonably withheld. If a decision to grant consent is not made within 28 days from the date of receiving the written request, the site owner may by written notice require that a decision is made within a further 14 days from the date of that notice. In default the Environmental Health and Licensing Manager shall be deemed to have withheld consent.
4.	Caravans shall: <ul style="list-style-type: none"> <li>A. Be stationed not less than 2 metres of any road or communal car parking space within the site;</li> <li>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;</li> <li>C. Be stationed not less than 3 metres from the site boundary;</li> </ul>
5.	No Caravan shall be stationed more than 50 metres from a road within the site.
6.	<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. 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.</li> <li>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.</li> <li>D. Any steps, ramps, raised patios, decking etc., which extend more than 1 metre into the separation distance shall be of non-combustible</li> </ul>

	<p>construction. There shall be a 4.5 metre clear distance between any such items and any adjacent caravan.</p> <p>E. Any sheds or other covered storage in the separation space shall be of a non combustible construction and must not exceed a total square area of 4.47m<sup>2</sup>(i.e. 8ft (2.44m) by 6ft (1.83m)).</p>
7.	Any fences and/or hedges, where allowed, and forming the boundary between adjacent caravans, should be a maximum of 1 metre high. Combustible fences and hedges must run parallel to homes and not extend across the separation space.
8.	Hedges, bushes and trees which are situated in or close to the separation space between adjacent caravans or between a caravan and a boundary must be maintained and not allowed to grow excessively into the separation space.
<b>Roads, Pavements, Gateways and Overhead Cables</b>	
9.	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.
10.	New roads shall be constructed and laid of suitable bitumen macadam or concrete surface with a suitable compacted base.
11.	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.
12.	One-way systems shall be clearly signposted.
13.	All roads shall have adequate surface water/storm drainage.
14.	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.
15.	Roads and pavements shall be maintained in a good condition.
16.	Cable overhangs must meet the statutory requirements.
17.	Any new pavements shall not be less than 0.9 metres wide.
18.	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>	
19.	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.
20.	Every caravan must be connected to a road by a footpath with a suitable hard surface.
<b>Maintenance of Common Areas, including Grass, Vegetation and Trees</b>	
21.	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.
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 and heating fuel</b>	

24.	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.
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.	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 and maintained.
27.	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.
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 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.
31.	All new water supplies shall be in accordance with all current relevant legislation, regulations and 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 competent 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.	A suitable surface water drainage system 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 water, from the site's buildings, caravans 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.
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 competent 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 all the relevant Runnymede Borough Council domestic refuse receptacles.
<b>Vehicular Parking</b>	
40.	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 parking space for every 5 homes, i.e. 42 spaces.

41.	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.
<b>Notices and Information</b>	
42.	The name of the site shall be displayed on a sign at the entrance to the site.
43.	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 an emergency contact;</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 electrical installation condition 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> <li>• 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.</li> </ul>
44.	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.
45.	All notices shall be suitably protected from the weather and from direct sunlight.
<b>Flooding</b>	
46.	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.  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)
<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 Hazards</b>	
48.	Bonfires shall not be permitted on the site.
<b>Miscellaneous</b>	
49.	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.
50.	No caravan, for residential purposes, may be brought onto the site unless it complies with the most recent relevant British Standard (British Standard 3632, 2015 relevant as of 2018).

51.	Sub-division of any caravan is not permitted.
52.	Services to the plot from which any caravan is removed must be made secure to the satisfaction of an Authorised Officer.
53.	All caravans shall be provided with non combustible fixed steps to at least one entrance of the caravan.

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 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 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

Email

rpsouthern@hmcts.gsi.gov.uk