



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
Section 3

SITE LICENCE

Reference Number: 551

TO:

Mr & Mrs D.Lyne
503 Holloway Road, London N19 4DD



WHEREAS on the 15th May 2008 you made application for a site licence in respect of land situate at Elmtrees Park, Winchbottom Lane, Little Marlow, Buckinghamshire SL7 3RL (hereinafter called "the said land")

AND WHEREAS you are entitled to the benefit of permission W/6996/81 for the use of the said land as a caravan site granted under Part III of the Town and Country Planning Act (1971)(1990), otherwise than a development order

NOW THEREFORE the Wycombe District 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 conditions, that is to say:-

See attached Schedule of Conditions

Signed.......... 27th May 2008
for Head of Environmental Services

Environmental Services Division, Wycombe District Council, Queen Victoria Road,
High Wycombe, Bucks. HP11 1BB

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

Conditions to be attached to site licence in respect of Elmtrees Park, Winchbottom Lane, Little Marlow, Buckinghamshire SL7 3RL.

DEFINITION

1. "Caravan" shall have the meaning attributed to it in Part I of the Caravan Sites and Control of Development Act 1960.
2. "Director" shall mean the Head of Environmental Services for the Wycombe District Council whose address is Queen Victoria Road, High Wycombe, Bucks. HP11 1BB
3. Not more than 20 caravans shall be stationed on the land during the currency of this licence and siting shall be in accordance with Planning Permission.

BOUNDARIES

4. The boundaries of the site shall be clearly marked by a permanent fence, hedge or wall not less than 2 metres in height which shall be properly maintained at all times.
5. No caravan, building, car parking space or other construction shall be situated within 3 metres of the site boundary provided that, on receipt of a written request from the licence holder, the Director may at his discretion grant exemption from or vary this condition as far as he thinks fit.
6. The site owner shall provide the Director with a scale plan of the layout of the site within 28 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 in 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 liquified 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

7. The layout of the site shall not be varied without prior written consent of the Director, which consent shall not be unreasonably withheld.

8. 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 of the open type may protrude 1 metre into the 6 metres separation distance.
 - 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 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, verandahs or stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items shall not face each other in any 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 site. Car ports and covered walkways shall in no circumstances be allowed within the 6 metre space. For cars and boats between units, see condition 41.

HARD STANDINGS

9. Every caravan shall stand on a concrete 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.

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. Gateways shall be not less than 3.1 metres wide. 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 side 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 shall be established such 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 fire 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 and marked "HOSE REEL".
- 19. Where the water pressure or flow is insufficient for hose reel, 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.

Provided that the Director may, at his discretion, relax this requirement where there is an alternative accessible reliable water supply suitable for replenishment of fire fighting appliances.

FIRE WARNING

- 21. A means of raising the alarm in the event of fire shall be provided at each fire 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 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 records 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 the 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 (the 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.

STORAGE OF LIQUIFIED PETROLEUM GAS (LPG)

28. 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 and Use of LPG at Metered Estates" provides further guidance.

Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.

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 the Gas Safety Regulations 1972.

ELECTRICAL INSTALLATIONS

29. The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on it.
30. Any electrical 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.
31. 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 his 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 Director.

32. 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 version of the IEE Wiring Regulations.

ELECTRICAL INSTALLATIONS (cont.)

33. 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

34. The site shall be provided with an adequate water supply in accordance with appropriate Water Byelaws and statutory quality standards.
35. 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 the risk of frost or damage however caused.

DRAINAGE, SANITATION AND WASHING FACILITIES

36. 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. Each caravan 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.
37. 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, building, caravans, road and footpaths.
38. Every new caravan brought on to the site shall be provided with its own internal water closet, bath or shower, wash-hand basin and sink. Every water closet shall be provided with a piped cold water supply and every bath or shower, wash-hand basin and sink shall be provided with pipe hot and cold water supplies. All amenities shall be connected to the foul drainage system.

REFUSE DISPOSAL

39. Every site standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids. Arrangements shall be made for the bins to be emptied regularly on a weekly basis.

STORAGE SPACE

40. At least 2.75 cubic metres of covered storage space must be provided for each caravan standing. The structures should be separate from the caravans they serve and not less than 5 metres from any other caravan in separate occupation. They must be capable of being locked.

PARKING

41. One car 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.
42. 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 three caravans.

RECREATION SPACE

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

MISCELLANEOUS

44. 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.
45. A copy of the site licence with its conditions shall be displayed prominently on the site.

MISCELLANEOUS (cont.)

46. Notices and a plan shall be 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.
47. 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.
48. No caravan intended for residential purposes shall be brought onto the site unless it complies with British Standard 3632.
49. Every caravan on the site shall be kept in good repair.
50. All caravans shall be permanent and residential and no touring caravans are permitted on the site under any circumstances.
51. There should be not business activity of any kind, including the dismantling, breaking and storage of motor vehicles, carried out on the site.

COMPLETION OF SITE WORKS

52. Any outstanding works required to be carried out in order to comply with the conditions of this site licence shall be completed to the satisfaction of the Council within :

27th May 2008

(CAR – July 2002)

NOTES

It is provided by the Caravan Sites and Control of Development Act, 1960, as follows:-

Appeal to magistrates' court against conditions attached to site licence.

7. (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 not, thereafter, whilst an appeal against the condition is pending.

Provision as to breaches of conditions

9. (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 of fines.*

(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.

Transfer of site licence and transmission on death, etc.

10. (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.

*(currently £1000, subject to alteration by Order)

NOTES (cont.)

(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 as 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 of the licence.