



LICENCE NO. BDC.9

**BROMSGROVE DISTRICT COUNCIL**

**CARAVAN SITES  
&  
CONTROL OF DEVELOPMENT ACT 1960  
(SECTION 3)**

**SITE LICENCE**

**To** Mr Asa Hartley  
Hartley Park Homes,  
Lodgefield Park Office  
Baswich Lane  
Stafford  
ST17 0YE

The BROMSGROVE DISTRICT COUNCIL being the Local Authority for the purposes of the above mentioned Act

**HEREBY GRANT** you a Licence to use the land situate at Dell's Farm Mobile Home Park, Batemans Lane, Hollywood, Birmingham, B47 5DF as a Caravan Site,

SUBJECT TO THE FOLLOWING CONDITIONS WHICH ARE ATTACHED.

This site is licensed for 6 units.

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Planning permission granted under reference: N/A

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**DATED:** 31<sup>st</sup> May 2011

Bromsgrove District Council  
The Council House  
Burcot Lane  
Bromsgrove  
Worcestershire  
B60 1AA

Signea.....  
**Head of Community Services**

*(The officer appointed for this purpose)*

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**NOTE:** Please read the attached notes carefully.



# CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

## LICENCE CONDITIONS: RESIDENTIAL CARAVAN SITES

Schedule of Conditions attached to Site Licence.Ref: BDC.9

Granted to: Mr A. Hartley

Address: Hartley Park Homes, Lodgefield Park Office, Baswich Lane, Stafford, ST17 0YE

on the **31<sup>st</sup> May 2011**

in respect of a maximum of 6 units on

land situate at: Dell's Farm Mobile Home Park, Batemans Lane, Hollywood, B47 5DF

### **IMPORTANT NOTE**

The legislation contained within the Licence is current from the time of issue. It is however, the responsibility of the Licence holder to make themselves aware of any such amendments or changes to this legislation and ensure compliance. Clarification of such can be gained from contacting the Local Authority.

### **SITE BOUNDARIES**

- 1(i) The boundaries of the site shall be clearly marked by a man made or natural feature.
- 1(ii) No caravan or combustible structure shall be positioned within 3-metre of the boundary of the site.
- 1(iii) A plan of the site shall be supplied to the local authority upon the application for a license and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other demand of the Local Authority.
- 1(iv) The plan supplied must show an accurately scaled layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

### **DENSITY AND SPACE BETWEEN CARAVANS**

- 2(i) Except in the case mentioned in sub paragraph (iii) and subject to paragraph (iv), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan, which is occupied as a separate residence.
- 2(ii) No caravan shall be stationed within 2 meters of any road or communal car park within the site or more than 50 meters from such a road within the site.
- 2(iii) Where two adjacent caravans have retrospectively been fitted with cladding from Class O or better fire related materials to their facing walls, then the separation zone between them may be reduced to a minimum of 5.25 meters.
- 2(iv) In any case mentioned in subparagraph (i) or (iii):
  - 2(a) A porch attached to the caravan may protrude 1 metre into the separation zone and must not exceed 2 meters in length and 1 meter in depth. The porch must not exceed the height of the caravan and only one door may be permitted at the entrance of the home, either on the porch or on the home.



2(b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of 2 facing caravans is not less than 5 metres, except where sub paragraph (iii) applied in which case the extension into the separation distance shall not exceed 4.5meters.

2(c) Any structure including steps, ramps etc. (excluding a garage or car port), which extends more than 1 meter in to the separation zone shall be of non-combustible construction. There should be a 4.5meter clear space between any such structure and any adjacent caravans.

2(d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.

2(e) Windows in such structures within the separation distance shall not face towards the caravans on either side.

2(f) Fences and hedges, where allowed and forming the boundary between adjacent caravans should be a maximum of 1 meter high.

2(g) Private cars may be parked within the separation zone provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 meters from an adjacent caravan.

2(v) The density of the caravans onsite shall be determined in accordance with relevant health and safety standards and fire risk assessments.

## **ROADS, GATEWAYS AND FOOTPATHS**

3(i) 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.

3(ii) New roads shall be constructed and laid of suitable bitumen, macadam or concrete with a suitable compacted base.

3(iii) All roads shall have adequate surface water/storm water drainage.

3(iv) New two way roads shall not be less than 3.7 meters wide, or if they are designed for and used by one way traffic, no less than 3 meters wide.

3(v) One way systems shall be clearly signposted.

3(vi) Where existing two way roads are not of 3.7meters wide, passing places shall be provided where practical.

3(vii) Vehicular access and all gateways to the site must be a minimum of 3.1 meters wide and have a minimum height clearance of 3.7 meters.

3(viii) Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths shall not be less than 0.9 metres wide. Roads shall have no overhead cable less than 5.8 metres above the ground. Roads and footpaths shall be suitably lit between dusk and dawn. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.

## **HARD STANDINGS**

4(i) Every caravan shall stand on a concrete hard-standing which shall extend over the whole area occupied by the caravan placed upon it, and shall 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 current industry code of practice, taking into account local conditions.

## **FIRE FIGHTING APPLIANCES**

5(i) As determined under The Regulatory Reform (Fire Safety) Order 2006, these fire safety measures only apply to single unit sites, to which Bromsgrove District has four. Where there are sites with more than one unit, the License Holder must undertake a Fire Risk Assessment of the site and comply with all of his other obligations under this order. Fire Risk Assessments are regulated by the Fire Authority.

5(ii) Fire points shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be housed in a weatherproof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

5(iii) Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle. There shall also be a reel that complies with current British/European Standard, 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 control nozzle. Hoses shall be housed in a box painted red and marked "HOSE REEL". Access to the fire point should not be obstructed or obscured.

5(iv) Where hydrants are provided they must conform to the current British/European Standard. Access to hydrants shall not be obstructed or obscured.

5(v) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point must be provided with water extinguishers (2 x 9 litres) which comply with the relevant British/European Standard.

5(vi) A means of raising the alarm in the event of a fire shall be provided at each fire point.

5(vii) All alarm and fire fighting equipment must be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service. A record must be kept of all tests and any remedial action.

5(viii) All equipment susceptible to damage by frost shall be suitably protected.

5(ix) 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: -

"On discovering a fire

- i. Ensure the caravan or site building involved is evacuated,
- ii. Raise the alarm,
- iii. Call the fire brigade (the nearest telephone is sited at...),
- iv. Attack the fire using the fire fighting equipment provided, if safe to do so."

## **MAINTENANCE OF COMMON AREAS INCLUDING GRASS, VEGETATION AND TREES**

6(i) Grass and vegetation should be cut and removed at frequent and regular intervals. Any such cuttings, litter or waste shall be removed from the vicinity of caravans.

6(ii) Every road, footpath and pavement shall be maintained in a good condition and kept in repair and clear of rubbish.



6(iii) Every part of the site to which the public have access (other than a road, footpath or pavement) shall be kept in a clean and tidy condition.

6(iv) Trees within the site shall (subject to the necessary consents) be maintained.

### **SUPPLY AND STORAGE OF GAS**

7(i) Gas installations, supplies and storage shall meet statutory requirements, relevant Standards and Codes of Practice.

7(ii) Exposed gas bottles or cylinders must not be within the separation zone between adjoining units and must only be contained within the pitch they are serving.

7(iii) 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.

### **ELECTRICAL INSTALLATIONS**

8(i) Sites shall be provided with an electrical network of adequate capacity to meet all reasonable demands of the caravans and other facilities and services within it.

8(ii) Work on electrical installations and appliances shall be carried out only by competent persons who are qualified in the particular type of works being undertaken, in accordance with relevant regulations.

8(iii) Any electrical installations on the site, which are not distributors works, but are a private network subject to regulation under relevant legislation, shall be designed, installed, tested, inspected and maintained in accordance with the provisions of the relevant legislation.

### **WATER SUPPLY**

9(i) All new water supplies shall be provided in accordance with all current legislation, regulations and relevant British or European Standards.

9(ii) Each caravan shall have its own water supply. Sufficient in all respects to meet all reasonable demands of the caravans situated on them.

9(iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.

9(iv) 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 relevant regulations.

### **DRAINAGE, SANITATION AND WASHING FACILITIES**

10(i) Satisfactory provision shall be made for foul drainage and waste water 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.

10(ii) All drainage and sanitation provisions shall be in accordance with all current legislation, regulations and British or European Standards.

10(iii) Surface water drainage shall be provided where appropriate to avoid standing pools of water.



10(iv) Work on drains and sewers should be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with relevant regulations.

### **DOMESTIC REFUSE, STORAGE AND DISPOSAL**

11(i) Every caravan standing shall have an adequate number of suitable non-combustible refuse bins. Where communal refuse bins are also provided these shall be of similar construction and housed within a properly constructed bin store. All refuse disposal must be in accordance with all current legislation and regulations.

### **VEHICLE PARKING**

12(i) Suitably surfaced parking spaces shall be provided to meet the requirements of the occupants and their visitors.

### **RECREATIONAL SPACE**

13(i) On sites where it is practical to do so suitable space equivalent to one-tenth of the total area shall be allocated for recreational purposes, but may be omitted where there are suitable alternative publicly provided recreational facilities, which are readily accessible.

### **NOTICES**

14(i) A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.

15(ii) A copy of the site licence with its conditions shall be displayed prominently on the site with details of where full details can be viewed.

15(iii) A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.

15(iv) The following information shall be displayed in a prominent position on the site and updated regularly:-

- (a) The notice shall also give the name and location/telephone number of the site licence holder, site owner(s)
- (b) The up to date name and telephone number of the site licence holders accredited representative for contact in the event of an emergency.
- (c) A copy of the first page of the most recent electrical installation certificate
- (d) A copy of the site owners certificate of public liability insurance
- (e) The location of the nearest public telephone
- (f) Notices about flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.

15(v) All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

### **FLOODING**

16(i) The license holder must establish whether the site is at risk from flooding by referring to the Environment Agencies Flood Map.

16(ii) Where there is a risk from flooding the license holder must consult the Environment Agency for advice on likelihood of flooding, depths and velocities that might be expected, the availability of a warning service and to take appropriate measures.

## **MISCELLANEOUS**

17(i) All caravans stationed on the site shall be maintained in good repair and in a sound and watertight condition to the satisfaction of the Licensing Authority.

17(ii) The Site Operator shall ensure, through the site rules that no caravan stationed on the said land shall be used for sleeping accommodation by a greater number of persons at any one time, than the number, which can reasonably be regarded as having been designed to accommodate.

17(iii) Each caravan stationed on the said land must be numbered in a legible and conspicuous manner.