



LICENCE NO. BDC.7

**BROMSGROVE DISTRICT COUNCIL**

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

**SITE LICENCE**

**To** Mrs. Kennedy. The Caravan rear of 70 Barkers Lane, Wythall,  
Worcestershire.

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 Barkers Lane, Lane Situate at rear  
of 70 Barkers Lane, Wythall. as a Caravan Site,

**SUBJECT TO THE FOLLOWING CONDITIONS WHICH ARE ATTACHED.**

This site is licensed for 8 units.

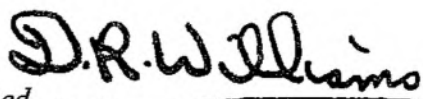
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Planning permission granted under reference: N/A

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**DATED:** 10<sup>th</sup> June, 2003

Bromsgrove District Council  
The Council House,  
Burcot Lane,  
BROVEGROVE,  
Worcestershire B60 1AA.

  
Signed.....

**Director of Environmental Services**  
(The officer appointed for this purpose)

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

## 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 nor, thereafter, whilst an appeal against the condition is pending.

### **Provisions as to breaches of condition**

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 one hundred pounds, and, in the case of a second or subsequent offence, to a fine not exceeding two hundred and fifty pounds.

(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 there under 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 licences 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 the 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 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 the 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.

# CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

## LICENCE CONDITIONS: RESIDENTIAL CARAVAN SITES

Schedule of Conditions attached to Site Licence.Ref: BDC.7

Granted to: Mrs. Kennedy.

Address: The Caravan rear of 70 Barkers Lane, Wythall, Worcestershire.

on the 10<sup>th</sup> June 2003

in respect of a maximum of 8 units on

land situate at: Barkers Lane, Lane Situate at rear of 70 Barkers Lane, Wythall.

### **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. The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, the site owner shall give the Local Authority a plan of its layout. It is recommended that a 3-metre wide area should be kept clear within the inside of all boundaries. (This provision may be phased in on existing sites but regard must be had to fire hazards etc from use of adjoining land).

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

2. Subject to the following variations every caravan should be not less than 6 metres from any other caravan, which is occupied separately, and not less than 2 metres from a main road. The point of measurement of porches, awnings etc are the exteriors cladding of the caravan.
3. Porches may protrude 1 metre into the 6 metres from any other caravan and should be of the open type (which consists of no more than a roof, two side supports and steps).
4. Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.
5. Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, shall not intrude into the 6-metre space.
6. A garage, a shed or a covered storage space is permitted within 6 metres of any other unit 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 side. Carports, extensions and covered walkways shall in no circumstance be allowed within the 6-metre space. (For cars and boats between units, see standard 40).

7. The density shall be consistent with safety standards and health and safety requirements. The gross density shall not exceed 50 caravans to the hectare, calculated on the basis of the useable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.
8. No tents shall be stationed on the said land unless for private use.

### **ROADS, GATEWAYS AND FOOTPATHS**

9. Roads and footpaths shall be designed to provide adequate access for fire applications, (Detailed guidance on turning circles etc is available from fire authorities). Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing shall be connected to a carriageway by a footpath with a hard surface. Roads shall not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, 3 metres wide. 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 0.5 metres wide. Roads shall have no overhead cable less than 4.5 metres above the ground. Roads and footpaths shall be suitably lit. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.

### **HARD STANDINGS**

10. 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. (This provision may be phased in on existing sites but regard must be had to unit stability and drainage of surface water).

### **FIRE FIGHTING APPLIANCES**

11. 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".
12. 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, such water standpipes shall be situated at each fire point. There shall also be a reel that complies with British Standard 5306 Part 1, 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".
13. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing. Hydrants shall conform to British Standard 750. Access to hydrants and other water supplies shall not be obstructed or obscured.
14. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.



15. A means of raising the alarm in the event of a fire shall be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren. The advice of the fire authority shall be sought on an appropriate system.
16. 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. A logbook shall be kept to record all tests and any remedial action, and shall be available for inspection by, or on behalf of the Licensing Authority.
17. All equipment susceptible to damage by frost shall be suitably protected.
18. 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 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 .....),
- (iv) Attack the fire using the fire fighting equipment provided, if 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".

19. Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of combustible materials.
20. Each caravan stationed on the said land must be numbered in a legible and conspicuous manner.

#### **STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)**

21. Any fixed LPG vessel of 150 to 500 Litres capacity should be a minimum of 2.5 metres distance from a building boundary, property line or fixed sources of ignition and there shall be a minimum of 1 metre between vessels. Access to and around the installation should be provided for fire fighting and should be kept free at all times. "Bulk LPG Storage at Fixed Installations Part 1: Design, Installation and Operation of Vessels Located above ground".
22. Where there are metered supplies from a common LPG storage tank then Guidance Note CS11 "The Storage and Use of LPG at Metered Estates" provides further guidance. In this case and where a British Gas mains supply is available, and then the Gas Safety (Installation and Use) Regulations 1984 and the Pipelines Act 1962 may also be applicable.
23. Copies of the booklets, notes and Regulations relating to LPG must be displayed with the site licence if they apply to the site.

24. 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".
25. For mains gas supply, the 1984 Regulations and Gas Safety Regulations 1972 will be relevant for the installation of any service pipe(s) supplying any primary meter(s).
26. In cases where the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

## **ELECTRICAL INSTALLATIONS**

27. Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
28. Any electrical installations, which are not Electricity Board works and circuits subject to regulations made by the Secretary of State under 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 of 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 (Amendment) Regulations 1992, Statutory Instrument 1992 No. 2961 and Electricity Supply (Amendment) (No. 2) Regulations 1994, Statutory Instrument 1994 No. 3021.
29. Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations shall be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current regulations.
30. The inspector shall, within 1 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, supplemented or replaced, by subsequent certificates, with the site licence. The site operator or licence holder shall meet the cost of the inspection and report.
31. 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.
32. 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**

33. The site shall be provided with a water supply in accordance with appropriate Water Bylaws and statutory quality standards.

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

34. 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.
35. Each caravan shall have its own water supply and water closet. Each caravan standing shall be provided with a connection to the foul drainage system; the connection shall be capable of being made airtight when not in use.
36. Every 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, caravans, roads and footpaths.

## **REFUSE DISPOSAL**

37. Every caravan standing shall have an adequate number of suitable non-combustibles refuse bins with close-fitting lids or plastic bags. Arrangements shall be made for the bins to be emptied regularly. Where communal refuse bins are also provided these shall be of similar construction and housed within a properly constructed bin store.

## **PARKING**

38. Suitably surfaced parking spaces shall be provided to meet the requirements of the occupants and their visitors. Plastic or wooden boats shall not be parked between units. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed.

## **RECREATION SPACE**

39. Where children live on the site, space equivalent to one-tenth of the total area shall be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities, which are readily accessible.

## **NOTICES**

40. A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
41. A copy of the site licence with its conditions shall be displayed prominently on the site.
42. 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. At sites subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.
43. 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.

## MANAGEMENT

44. All buildings, roads and carriageways shall be maintained in good order and repair and in a clean and wholesome condition to the satisfaction of the Licensing Authority.
45. 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.
46. The Site Operator shall ensure that the site is maintained in a safe, tidy and orderly condition, which is free so far as is reasonably practicable from risks to health and detriment to the environment.
47. The Site Operator shall be responsible for ensuring that the grass is kept reasonably short during the whole of the period that any of the caravans on the site are occupied.
48. 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 is can reasonably be regarded as having been designed to accommodate.
49. These conditions shall have effect as follows:

### Priority Works

Full compliance with Fire Fighting Appliances as detailed in Licence conditions 12 to 21.

The Council has specified that compliance these Conditions must be achieved no later than 6 months from the date of issue of this licence.

### General Works

Compliance with all other Site Licence conditions. These shall be complied with within a 5-year period unless otherwise stated by the council and will be monitored through annual inspections to ensure that compliance will be achieved within this period. Enforcement action shall be withheld within this 5-year period at the discretion of the Council. However liability for any incident in connection with such matters shall rest with the Licence who is ultimately responsible for complying with site Licence conditions. In consideration of this, compliance within a shorter time period would represent good practice.

The Council has specified that compliance these Conditions must be achieved no later than 5 years from the date of issue of this licence.



P.

Mr. T. Hardman Dodd; direct dial 01527 881440

**THD**

**3<sup>rd</sup> April 2002**

**Dear Mrs. Kennedy,**

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

I write to inform you of the instatement of Toby Hardman Dodd who will be taking responsibility for the monitoring and maintenance of standards at Residential Caravan sites in the Bromsgrove District.

The instatement of this officer will form part of a Council initiative to take a more proactive role in Caravan site control and to build upon the already good relationship the Council has with site owners and managers.

The initial involvement of my Officer will be the comprehensive inspection of all caravan sites to ensure compliance with licensing conditions and any other issues related to the health and safety of the residents on the site. Depending upon conditions found, routine inspections are likely to be conducted at least once a year.

From lessons learnt in the past it has been found that a number of problems connected with the installation of services, the alteration to site layout or facilities and the addition of new plots on caravan sites could have been avoided by the early involvement of the Council in the planning process. As way of addressing this issue, I take this opportunity to strongly recommend you contact my Officer prior to carrying out any of these works. In doing so my Officer will be able to offer advice and recommendations to avoid contravening licensing conditions and incurring potentially expensive remedial works.

Should you require any further information please contact my officer at the above address.

**Yours faithfully,**

THD.

**for Head of Environmental Health Services**

Mrs. Kennedy,  
The Caravan rear of 70 Barkers Lane,  
Wythall,  
Worcs,