



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

CARAVAN SITE LICENCE

Ref No: -----

To: -----

1 **TORRIDGE DISTRICT COUNCIL** ('the Council') hereby grant a caravan site licence for a site licence in respect of land at:

2 You are entitled to the benefit of permission for the use of the land as a caravan site granted under Part III of the Town and Country Planning Act [1971] [1990], otherwise than by a development order.

3 The Council **HEREBY GRANT** a site licence in respect of the land pursuant to the Caravan Sites and Control of Development Act 1960 subject to the attached conditions.

4 This site licence is issued for -- touring caravans and supersedes all previous licences and conditions. These caravans shall not be used for residential purposes.

Dated:

Signed:

Designation:

the officer appointed for this purpose

NOTES

Sections 7, 9 and 10 of the Caravan Sites and Control of Development Act 1960 provide 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 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 Secretary of State 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.

2 Provision 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 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 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 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 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 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 is made in that behalf to them, endorse his name and the said date of the licence.

(* Currently £2,500, subject to alteration by Order)

**TORRIDGE DISTRICT COUNCIL
CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**

STATIC AND TOURING HOLIDAY CARAVAN

----- ('the site')

1 The Licensee shall be deemed to be ----- or such successor in title having an estate or interest in the Site as referred to in section 10(4) of the Act. This Licence is issued by Torridge District Council ('the Council').

3 The Licensee shall observe and perform the conditions herein contained.

4 Type of caravan

No caravan other than caravans complying with Section 29(1), Caravan Sites Control of Development Act 1960 and Section 13, Caravan Sites Act 1968 and any other Act or Regulations amending, replacing or extending the said Acts shall be stationed on the Site.

5 Site boundaries and layout

4.1 The boundaries of the Site shall be clearly and conspicuously marked by fencing or hedges or such other means of enclosure.

4.2 An area of 3 metres width inside the boundaries to the Site shall be kept clear of all caravans, equipment and other articles.

4.3 Within 2 months of the date of the issue of this Licence, the Site owner shall provide Torridge District Council with a plan (not less than 1:500 scale) of the proposed layout of the Site, showing the boundaries of the Site, the position of all roads, car parking spaces, fire points, the location and numbering of all caravan and tent pitches and the location of the main electrical, gas and water services. The plan shall be agreed in writing with the Council prior to the use for use for caravans commencing.

4.4 Any proposed development of the site, including a change of layout or the position of any defined caravan pitches, buildings or structures, the construction or reconstruction of any roads, footpaths, terracing or additions or significant alteration to mains services must be notified to Torridge District Council at least 3 weeks prior to the commencement of any work. The written agreement of the Council must be obtained prior to the commencement of any such development.

4.5 A revised plan must be submitted to the Council following any alteration to the site layout, the roadway system, car parking, fire points, the addition or removal of any site building or any significant alteration to the site services. The plan shall be submitted within 2 months of any such change.

6 Density and space between caravans

6.1 No caravan shall be stationed less than 6 metres from any other caravan in separate occupation (caravan includes any porch or awning or any other extension).

- 6.2 Toilet blocks shall be sited conveniently so that all site occupants shall have reasonable access to one by means of a road or footpath.
- 6.3 The number of caravans on the Site shall not, at any time, exceed -- and shall be stationed in accordance with the plan provided in accordance with condition 4.3 of this Licence or any variation thereof subsequently approved by the Council in writing.
- 6.4 Unless there is a natural barrier, eg: bank or wall, no caravan shall be stationed less than 2 metres from the carriageway.
- 6.5 The density of caravans shall be consistent with safety standards and health and amenity requirement. The gross density shall not exceed -- touring caravans or -- static holiday caravans to the hectare, calculated on the basis of useable area (ie: excluding lake, roads, communal services and other areas unsuitable for the siting of caravans), rather than the total Site area.

7 Car parking

- 7.1 Car parking shall only be permitted on reasonably level ground.
- 7.2 Suitably surfaced parking spaces shall be provided with a space for at least one car for every caravan standing, to the satisfaction of the Council.
- 7.3 Where car parking is permitted between caravans, there shall be at least 3 metres between a car and a caravan on an adjoining plot.
- 7.4 Plastic or wooden boats shall not be parked between caravans.

8 Roads, gateways and footpaths

- 8.1 All roads and footpaths on the Site shall be designed, constructed and maintained to allow free access for emergency vehicles.
- 8.2 All roads shall be constructed of suitable hard material for regular vehicular passage.
- 8.3 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 0.75 metres wide. Roads shall have no overhead cables less than 4.5 metres above the ground. Roads and footpaths shall be suitably lit. Emergency vehicle routes within the Site shall be kept free of obstructions at all times.
- 8.4 No caravan shall be situated more than 50 metres from any road.

NOTE: Detailed guidance on turning circles, etc is available from Fire Authorities

- 8.5 There should be adequate access and facilities provided for disabled persons in line with the Disability Discrimination Act 2001, eg: where necessary pathways should be suitable for wheelchair use.

8 Hard standings: static caravans

Every static caravan shall be adequately supported on a concrete base or a hard standing of suitable material, 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 of the park home to enable occupants to enter and leave safely.

This condition shall not apply to caravans for holiday use only if:

- a) The caravans are removed or are not used during winter, or
- b) They are situated on ground which is firm and safe in poor weather conditions

9 Fire fighting and fire precautions

Full compliance with the Regulatory Reform (Fire Safety) Order 2005 is a requirement of this Licence. A copy of the relevant documents shall be forwarded to the Council within 2 months of the date of issue of this Licence.

10 Electrical installations

10.1 The Site shall be provided with an electricity supply sufficient in all respects to meet the reasonable demands of the caravans situated on them.

10.2 Any electrical installations (including those within caravans, function rooms, restaurants, toilet blocks and service blocks and anywhere in which the public has access on the Site) 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.

10.3 Work on electrical installations and appliances shall be carried out only by a competent person. A 'competent' person shall be

- A professionally qualified electrical engineer
- A member of the Electrical Contractors Association (ECA) or the National Association of Professional Inspectors and Testers (NAPIT)
- A contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC)
- A qualified person acting on behalf of one of the above

10.4 The installations shall be inspected and tested annually. When an installation is inspected it should be judged against the current regulations.

10.5 The competent person conducting such inspection shall within one month of such an inspection, issue an Inspection Certificate in the form prescribed by the current regulations, which shall be retained by the Licensee and displayed, supplemented or replaced by subsequent certificates with this Licence. A copy of the inspection report shall be made available to the Licensing Authority on demand. The cost of the inspection and report shall be met by the Site operator or Licence holder.

10.6 If an inspection reveals that an installation no longer complies with regulations extant at the time of the inspection, or subsequent amendments, any deficiencies shall be rectified in accordance with the inspector's recommendations. Any major alterations

and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest regulations.

- 10.7 If at the date of issue of this Licence or any time thereafter there are overhead electric lines on or crossing the Site, suitable warning notices shall be displayed at the entrance to the Site and on any supports for the line in accordance with the latest regulations. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

11 Storage of liquefied petroleum gas (LPG)

- 11.1 Gas installations, supplies and storage shall meet current statutory requirements and relevant standards and codes of practice.
- 11.2 Work on the LPG installations and appliances shall be carried out only by competent persons.
- 11.3 The installations shall be inspected periodically in line with current guidance.
- 11.4 Exposed gas bottles or cylinders shall not be positioned or secured in such a way as to present a safety risk or impede access or removal in the event of an emergency.

12 Water supply

- 12.1 The Site shall be provided with a water supply in accordance with appropriate legislation, regulations and British Standards.
- 12.2 The piped water supply must be constant and of sufficient pressure and quality to supply all reasonable needs of the Site.
- 12.3 Water supplied for the purposes of human consumption shall be treated with a treatment system approved by the Council in writing prior to the use of the site for caravans commencing. Any taps or standpipes discharging such water shall be clearly marked 'DRINKING WATER' and shall be situated within 30 metres of each pitch.
- 12.4 All taps or standpipes discharging water which is not treated in accordance with 12.3 shall be clearly marked 'NOT DRINKING WATER'.
- 12.5 All exterior taps and standpipes shall be provided with serviceable tap fittings and shall be fitted over a concrete base of sufficient and suitable design, ensuring that all waste water there from is discharged to a trap gully and shall drain to a drainage system, details of which shall be provided to and agreed in writing by the Council before the use of the Site commences.
- 12.6 All water installation repairs must be carried out to the relevant national or local standards and work on water supplies must only be carried out by competent persons.

13 Surface water

An adequate surface water drainage system for site roads, footways and paved areas, and for the said land in general, shall be maintained at all times.

14 Drainage, sanitation and washing facilities

- 14.1 The Licensee shall ensure all foul drains on the site are maintained and kept in good working order and flow satisfactorily to the public sewerage system.
- 14.2 The Licensee shall prior to the use of the site for the stationing of caravans provide details of the construction, siting and numbers of disposal points for chemical closets.
- 14.3 Such chemical closet disposal points shall be situated away from drinking water supplies and be provided with a suitable notice and a water supply to enable such closets to be cleaned.
- 14.4 If the Site is intended to accommodate caravans without their own water supply and water closets, or may do so at any time in the future, communal toilet blocks shall be provided with adequate supplies of water on at least the following scales:
- Men: 1 WC and 1 urinal per 15 caravans
 - Women: 2 WCs per 15 caravans
 - 1 wash basin for each WC or group of WCs
 - 1 shower or bath (with running hot and cold water) for each sex per 20 caravans
 - Any disabled facility or family bathroom to be counted as one unit
- 14.5 Showers should be fitted with thermostatic controls to prevent the likelihood of scalding.
- 14.6 The communal toilet blocks shall be sited so as to afford reasonable access to all users of the Site by means of a road or hard footpath.
- 14.7 The communal toilet blocks shall be separated for the sexes and adequately screened and suitably marked to ensure privacy.
- 14.8 All buildings, fixtures and fittings provided for communal use shall, at all times, be maintained in proper working order in a clean condition and provided with suitable and sufficient artificial lighting.
- 14.9 Laundry facilities shall be provided separate to the communal toilet facilities on the scale of 1 deep sink with hot and cold running water per 30 caravans. Alternatively, mechanically-operated washing machines may be provided to the same scale, but there shall also be at least one sink as above.
- 14.10 Separate facilities for washing cooking and eating utensils shall be provided and maintained with adequate supplies of hot and cold running water.

15 Refuse

- 15.1 Non-combustible refuse bins with close-fitting lids shall be provided at suitably sited and accessible collection points on the Site. These shall be provided in sufficient numbers to accommodate all waste produced on the Site.

- 15.2 The Licensee shall provide details of the arrangements for the collection, removal and disposal of waste from the Site and shall not commence the use of the Site for the stationing of caravans until such times as those details have been agreed in writing with the Council.
- 15.3 After obtaining the Council's agreement to such refuse disposal arrangements, the Licensee shall ensure that these arrangements are maintained at all times unless agreed in writing by the Council.

16 Recreational space

Space equivalent to 1/10th of the total Site area shall be kept free of all caravans, tents and other equipment and shall be allocated for children's games and other recreational purposes and maintained to the satisfaction of the Council.

17 Notices

- 17.1 A suitable sign must be prominently displayed at the Site entrance indicating the name of the Site.
- 17.2 Within 1 month of the date of this Licence a legible copy of this Licence shall be displayed in a conspicuous position along with details of where and when the full Site Licence conditions can be viewed.
- 17.3 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, coastguard and local doctors can be contacted and the location of the nearest public and emergency Site telephone. The notices shall also give the name and location/telephone number of the Licensee or his/her accredited representative.
- 17.4 If the Site is subject to flood risk, warning notices shall be displayed giving advice about the operation of the floor warning system.
- 17.5 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.

18 Telephones

At least one telephone shall be provided on the Site in a position that is easily accessible for use in emergencies. Such telephones shall be clearly marked and a notice shall be placed beside the telephone, indicating the name and address of the Site.

19 Management

- 19.1 All buildings to be kept in good order and repair, and in a clean and wholesome condition to the satisfaction of the Council.
- 19.2 All roads and carriageways to be kept in good order and repair to the satisfaction of the Council.
- 19.3 The Licensee shall maintain the Site in a tidy and orderly condition, free from litter and rubbish.

19.4 The Licensee or caretaker/manager is to be resident on Site whilst caravans are occupied.

**These conditions apply to Site Licence No ----- relating to a static and touring caravan site (for holiday use only) situated at -----
----- shown in red on the attached plan.**

Signed:
ENVIRONMENTAL PROTECTION MANAGER

Date:

Environmental Protection
Torridge District Council
Bridge Buildings
BIDEFORD
Devon
EX39 2HT

Tel no: 01237 428810