



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960

SITE LICENCE – PERMANENT MOBILE HOME SITE

Reference CB/056

To: McFarland Homes

Of: The Office, Brickhill Farm Park Homes, Halfmoon Lane, Pepperstock, Nr Luton, LU1 4LW

ON 17th September 2013 an application was reviewed for a site licence in respect of the land known as:

Brickhill Farm Park Homes, Halfmoon Lane, Pepperstock, Nr Luton, LU1 4LW

AND WHEREAS you are entitled to the benefit of planning permission (ref. no: CB/12/04310/FULL) for the use of the said land as a caravan site granted under Part III of the Town and Country Planning Act, 1990, otherwise than by a development order.

CENTRAL BEDFORDSHIRE 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 attached conditions.

DATED the 21 **day of** AUGUST 2014

Signed.....
Locality Manager – Housing Solutions (Authorised Officer)

Please direct any correspondence regarding this licence and conditions to
Private Sector Housing, Central Bedfordshire Council
Monks Walk Chicksands, Shefford, Bedfordshire SG17 5TQ

THE NOTES AND THE ATTACHED 7 PAGES OF CONDITIONS FORM PART OF THIS SITE LICENCE

NOTES

The Caravan Sites and Control of Development Act, 1960, makes the following provisions:-

7- Appeal to magistrates' court against conditions attached to site licence

(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 conditions 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.

9- Provisions as to breaches of condition

(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 of 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 a simple contract debt in any court of competent Jurisdiction from that person any expenses reasonably incurred by them in that behalf.

10- Transfer of site licensee and transmission on death, etc.

(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 insofar as the proposed new occupier is seen to have a sufficient interest in the land to hold a Site Licence.

(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 (3) of this Act if he were the occupier of the land. If the local authority at any time before issuing a site licence (in compliance with that application) gives 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 the Part of this Act he shall, for the purposes of this Part of the Act be treated as having become the holder of the licence on the day on which he became the occupier of the land. The local authority in whose area the land is situated shall, if applications in that behalf is made to them, endorse his name and the said date on the licence.

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

RESIDENTIAL CARAVAN PARK STANDARD CONDITIONS

For the purpose of these Licence Conditions the expression "Mobile Home" shall include Caravans and Twin-Unit Caravans and any reference to the "Authorised Officer" means an Officer of the Private Sector Housing Service.

1. The Boundaries and Plan of the Site

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
- (iii) (a) A plan of the site shall be supplied without cost to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the reasonable demand of the local authority.
 - (b) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

2. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must 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.
- (ii) No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
- (iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- (iv) In any case mentioned in subparagraph (i) or (iii):
 - (a) A porch attached to the caravan may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan.
 - (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
 - (c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
 - (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
 - (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
 - (f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1.8 metres high.
 - (g) Private cars 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 an adjacent caravan.
- (v) The density of units may be reduced if determined by relevant health and safety standards and fire risk assessments but spacing between units must not be less than detailed in (i) to (iv) above.

3.Type of Caravan

i) No mobile home shall be stationed or kept on the site unless it is of the residential type complying with the definition of "Caravans" in Section 29(1) Caravan Sites and Control of Development Act 1960. This will also include "Twin-Unit Caravans" as defined under Section 13 Caravan Site Act 1968. (as amended)

ii) Touring caravans or holiday type units shall only be stationed on the site if originally included on the application for this licence or with the specific written consent of the Authorised Officer.

iii) No mobile home stationed on the site shall be permitted unless it is provided with an internal water closet and the following which shall be provided with hot and cold running water:

- a sink unit in a kitchen area
- a bath or shower provided in a bathroom
- a wash hand basin

iv) No mobile home shall be used for any other purpose other than human habitation.

v) No mobile home shall be occupied in such a manner or under such conditions so that it is overcrowded having regard to the number, ages and sex of the persons ordinarily sleeping there.

4.Number of Caravans

i) The number of caravan units stationed on the site shall not breach any of the conditions as set out in this site licence.

ii) This licence limits the number of units to 72 based on the current numbers of mobile home units. This number will be revised upwards following an application for licence amendment prior to any development/increase in units. In any case, the number of units across both Brickhill and Downlands sites cannot exceed the 105 unit maximum granted under planning permission.

5. Roads, Gateways and Overhead Cables

(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.

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

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

(iv) New two way 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.

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

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

(vii) 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.

(viii) Roads shall be maintained in a good condition.

(ix) Cable overhangs must meet the statutory requirements.

6. Footpaths and Pavements

(i) Every caravan shall be connected to a road by a footpath with a hard surface, which shall be maintained in good condition.

(ii) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

7. Lighting

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.

8. Bases

- (i) Every unit must stand on a concrete base or hard standing.
- (ii) The base must extend over the whole area occupied by the unit, and must 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 industry guidance, current at the time of siting, taking into account local conditions.

9. Maintenance of Common Areas, including Grass, Vegetation and Trees

- (i) Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- (ii) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- (iii) Grass and vegetation shall be cut and removed at frequent and regular intervals.
- (iv) Trees within the site shall (subject to the necessary consents) be maintained.
- (v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

10 Individual Mobile Home Provisions

Each caravan unit may be provided with a non-combustible detached and covered storage accommodation. This may be a metal clad shed or similar non-combustible structure capable of being secured against illegal entry and affording storage of no greater than 25.2 cubic (5 X 2.4 X 2.1) metres. The site owner is entitled to place restrictions on size storage accommodation in the site rules and can reasonably specify a smaller storage structure.

11. Supply & Storage of Gas or etc

- i) All arrangements for any storage of Liquefied Petroleum Gas (L.P.G.) on the site are to be in accordance with current Health & Safety Executives' Code of Practice, British Standards Regulations and relevant Legal Acts and Statutes in force.
- ii) Flexible hoses serving L.P.G bottles or cylinders shall be as short as possible, and be in accordance with British Standard 3212*
"Specification for Flexible Rubber Tubing, Rubber Hose and Rubber Hose Assemblies for use in L.P.G. Vapour Phase and L.P.G. Air Installations"
- iii) All L.P.G. bottles or cylinders and tanks within 5.5 metres of a site building, mobile home or within three metres of a boundary should be protected by a fire resisting, ventilated, non-combustible housing labelled 'Liquefied Petroleum Gas Store'.
- iv) L.P.G. bottles, cylinders and tanks shall be so situated; or protected by bollards to safeguard them from damage by vehicles.
- v) L.P.G bottles or cylinders shall either be stored on level and concreted areas or paved and concreted areas.
- vi) Materials shall not be stacked near L.P.G. containers preventing ventilation.
- vii) L.P.G. bottles and cylinders shall be secured by chains or cages, except where housed in a fire resisting, ventilated non-combustible housing.

12. Heating Oil

- i) Oil Storage should comply with current legislation mainly the Control of Pollution (Oil Storage) (England) Regulation 2006 and with OFTEC guidance OFS T200 on domestic oil storage
- ii) Oil storage tanks shall not exceed 3,500 litres capacity.
- iii) Suitable bunded catch pits shall be provided beneath all oil storage tanks. They shall be capable of containing the equivalent of 110% of the tank capacity. The walls and floor shall be treated on the inside and made impervious to oil. Where exposed to weather catch pits must have a controlled means of drainage.
- iv) If the oil storage tank is installed within a chamber, it shall be constructed to the following requirements:
 - a) Non-combustible and one hour fire resistant; fire resisting door; opening outwards above catch pit level;
 - b) Catch pit of 110% of tank capacity;
 - c) The chamber ventilated to open air;
 - d) Sufficient space provided to allow for maintenance;
 - e) Where electric lighting is provided, it should be of the bulkhead or wall glass type with switches outside.
- v) The pipe between the boiler and storage tank shall be fitted with a stop valve and a fire valve close to the tank. If this is impracticable the fire valve should be fitted in the boiler room at the point where the oil line enters.
- vi) If a service tank is provided between the storage tank and the heater, the fire valve should be fitted near the service tank in the pipe between the tank and the heater.
- vii) The fire valve should be operated by at least one fusible link or other heat sensitive device situated directly above the firing point such that the height of the fusible link above each fire box does not exceed 1m. Each fire valve should be provided with a hand release, which can be operated from a convenient position in emergency. This release shall be clearly indicated.
- viii) Fusible links or other heat-sensitive devices shall operate at a temperature of 68°C to 74°C.
- ix) Where the heater of fuel storage tanks is within an enclosure an automatic fire extinguisher installation or the Fire Authority may recommend a foam inlet if there is no direct access from open air.

13. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- (ii) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions

Residential Caravan Site Licence-

of the current relevant statutory requirements. Copies of any relevant certification or reports issued shall be submitted to the Council when requested.

(iii) Any work on electrical installations and appliances shall only be carried out by persons who are competent to do so, in accordance with current relevant statutory requirements.

(iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

14. Water Supply

(i) All pitches on the site shall be provided with a potable water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

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

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

(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 current relevant legislation and British or European Standards.

15. Drainage and Sanitation

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

(ii) There shall be satisfactory provision for foul 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.

(iii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.

(iv) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

16. Domestic Refuse Storage & Disposal

(i) Where *communal* refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.

(ii) All refuse disposal shall be in accordance with all current legislation and regulations.

17. Communal Vehicular Parking

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors to a minimum supply of 1 communal parking space per 4 units.

18. Communal Recreation Space

On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the local authority's opinion there are adequate recreational facilities within a close proximity to the site or where children under the age of 16 are not resident on site.

19. Notices and Information

(i) The name of the site shall be displayed on a sign in a prominent position near the entrance(s) to the site together with the current name, address and telephone number of the licence holder, manager and emergency contact details. The notice board should either contain a complete copy of the site licence, or the front page of the said licence with details of where the full licence can be viewed and between which times (if not displayed on the notice board).

(ii) A current plan of the site with roads and pitches marked on it shall be displayed at the entrance to the site. If it is not displayed then it shall be made available to any resident to inspect on request.

Residential Caravan Site Licence-

(iii) A copy of the current site licence shall be available for inspection in a prominent place on the site or else each occupant / unit shall be supplied with a current copy of the licence.

(iv) The following information shall also be available for inspection:

(a) A copy of the most recent periodic electrical inspection report.

(b) A copy of the site owner's certificate of public liability insurance.

(c) A copy of the local flood warning system and evacuation procedures, if appropriate.

(v) All notices shall be suitably protected from the weather and from direct sunlight.

20. Flooding

(i) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.

(ii) Where there is risk from flooding the site owner shall consult 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 on what appropriate measures to take.

21. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005

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.

22. Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those sites solely occupied by family groups)

(i) The standards in this paragraph only apply if the site is not subject to the Regulatory Reform (Fire Safety) Order 2005.

Fire Points

(ii) These shall be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point shall be housed in a weatherproof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

Fire Fighting Equipment

(iii) Where water standpipes are provided:

(a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.

(b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 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 nozzle.

(c) Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.

(iv) Where hydrants are provided, they shall conform to the current British or European Standard.

(v) Access to hydrants and other water supplies shall not be obstructed or obscured.

(vi) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard.

Fire Warning

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

Maintenance and Testing of Fire Fighting Equipment

(viii) All alarm and fire fighting equipment shall 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.

(ix) A record shall be kept of all testing and remedial action taken.

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

(xi) Each caravan / mobile home unit shall be fitted with a suitable smoke alarm powered either from the main electricity supply or via a lithium battery with a 10 year expected life span.

(xii) Fire Notices: 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 should 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 phone is sited at).”

23 Existing Breaches – transitional provisions

Where there are outstanding breaches of site licence conditions with respect to the spacing between units, porches / extensions, sheds, outbuildings and fences which did not comply with previous licences (detailed in council schedules) these breaches of condition shall be termed “permitted historic breaches” and will be dealt with as detailed in the councils permitted historic breaches policy.

24 General - requirement to notify changes

i) The Licensee shall, within 2 working days of becoming aware of it, inform the Authorised Officer in writing of the following:

- a) When a Mobile Home Unit is sold or is to be sold.
- b) When there is any change of occupier of a Mobile Home Unit or proposed changes.
- c) When an existing Mobile Home Unit is removed from site or is to be removed.
- d) When a new Mobile Home Unit will be stationed on site.

COMPLIANCE WITH SITE CONDITIONS

Central Bedfordshire Council reserves the right to prosecute for failing to comply with Site Licence Conditions, and to carry out works required by the Breached Condition recovering any and all expenses of doing so via county court and subsequent bailiff action.

Central Bedfordshire Council works closely with it's partners to promote equality and tackle discrimination within the workplace and the community. We therefore welcome any measures that caravan and mobile home site licence holders take in order to achieve these aims. For further advice on equality issues please contact the Bedfordshire Race and Equalities Council on Tel: 01234-350459 or at brecnews@hotmail.com