



CESHIRE EAST BOROUGH COUNCIL
CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
SITE LICENCE

License Holders: Country Parks Ltd.

Name of Site: Lindow Court Park.

Type of License: Residential/Relevant Protected Site

Address of Site: Lindow Court Park, Moor Lane, Wilmslow, Mobberley, Cheshire East, WA16 7DP.

Correspondence Address: The Nest, Parkway, Ledbury, Herefordshire, HR8 2JD.

Date of issue 15 June 2016 Signature 

Authorised Officer: Tracey Bettaney,
Principal Manager Regulatory Services and Health
for Cheshire East Borough Council

STATUTORY AND REGULATORY REQUIREMENTS OF SITE OWNER

In addition to very prescriptive conditions imposed by this site license there are areas where a site needs to meet the statutory requirements of more specific legislation; particular examples relate to fire safety, electrical and gas safety etc and are referenced in individual conditions.

In these instances it is the sole responsibility of the site owner to comply or have regard to any statutory requirements and regulations extant at the time. The following list of legislation is not exhaustive but is provided as guidance. It is important to note however that legislation is updated and therefore site owners will need to satisfy themselves that they are using the most appropriate regulations.

Health & Safety.

- Health & Safety at Work Act 1974.

Fire Safety.

- Regulatory Reform (Fire Safety) Order 2005.

Electrical Safety.

- Electricity Safety Quality and Continuity Regulations 2002 SI 2002/2665 (ESQCR).
- Electricity Act 1989.
- Institution of Electrical Engineers.
- Electricity Supply Regulations 1988.
- National Inspection Council for Electrical Installations Contracting.

Gas Safety.

- Gas Safety (Installation and Use) Regulations 1998.

Mobile Homes and Caravan Sites.

- Mobile Homes Act 1983 and amendment 2006.
- Caravan Sites and Control of Development Act 1960.
- Caravan Sites Act 1968.
- Mobile Homes Act 2013.

Miscellaneous.

- Disability Discrimination Act guidance can be found at www.dwp.gov.uk & www.equalityrightscommission.com
- Department for Business and Regulatory Reform website www.bre.berr.gov.uk
Compliance Code ISBN: 978-0-85605-712-0.
- Tree Preservation Orders (TPOs).

Useful Agencies.

- OFWAT.
- OFGEN.

TERMS AND CONDITIONS OF SITE LICENSE

The conditions imposed by this license are issued under the Caravan Sites and Control of Development Act 1960 and shall be read in conjunction with those conditions imposed under the current Planning Permissions in place, be that via the Local Planning Authority, certifications of lawful use and the planning inspectorate, where applicable.

As of the date of this licence it is understood by this licence issuing department that the following data is a fair comment on the permissions in place, allowing no more than 54 (fifty four) caravans for residential use, this is historically documented in the 1990 planning appeal inspectors summing up 58276P with reference to the site licensing regime. This is reiterated in the site licence 02/02/2001. Planning advice should be gained for any additional units required.

This authority recognises that the site license holder has limited jurisdiction over the residents dwelling unit, which may have a bearing on the licence. However, it is recommended that strong and fair tenancy/ pitch agreement should manage this issue. To ensure that the site owner/licensee maintains the overall responsibility, it is recommended that the pitch holder/tenant is required to seek the licence holder's permission to alter a unit or pitch where this alteration impacts on the site licence and /or fire risk assessment. This ensures that a resident/pitch holder tenant cannot make changes that would bring the site into a breach of licence conditions or there is a clear permission that the changes were permitted thus the responsibility of the licence holder. It is not intended to control suitable cladding or colour changes but significant changes such as decking, fencing, extensions etc, that would have a material impact on fire safety and or spacing.

To comply with current regulations, under the Regulatory Reform (Fire Safety) Order 2005, a fire risk assessment must be carried out by a competent person. The risk assessment must be made available to Cheshire East Council and the Local Fire Authority for approval under the Memorandum of Understanding*. This approval process is referred to in the licence as an approved fire risk assessment.

It is the responsibility of the site licence holder to ensure that they satisfy the demands of both this site licence and the planning conditions imposed upon them.

In having regard to the conditions of the Site Licence Conditions it may be useful to consider the Guidance issued by the Communities and Local Government Office (CLG) and in particular the Model Standards 2008 for Caravan Sites in England.

*Cheshire East Council has entered into a Memorandum Of Understanding with neighbouring Local Authorities and Cheshire Fire and Rescue Service for the fire service to comment as necessary fire risk assessment for relevant protected sites their comments significantly contribute to the assessment for approval of otherwise of sites Fire Risk Assessments.

GENERAL CONDITIONS

Note The term **“unit”** refers to any Caravan which shall meet the definition as defined in legislation extant at the time.

The Boundaries and Plan of the Site.

1. The boundaries of the site to any adjoining land shall be clearly marked by a man made or natural feature. The boundary should clearly define the limit of the site owner's responsibility. The boundary should be suitably marked and properly maintained. This boundary could be formed of a fence, hedge, wall or natural feature or any other suitable structure (or any combination of these) or it may in whole, or part, be formed by an appropriate natural feature, such as a river or a wood. It would not normally be appropriate for that natural feature to simply include an open field.
2. No new or relocated/moved unit or any structure shall be positioned within 3 metres of the boundary of the site. To ensure privacy and to allow suitable maintenance access.
3. A plan of the site shall be supplied to the local authority, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority
4. The plan supplied shall clearly illustrate the layout of the site including all relevant units and identifying numbers, structures, features and facilities on it and shall be of suitable quality as agreed with the licensing authority. (It is best practice for copies of the plan to be made available to the emergency services).

Density, Spacing and Parking Between Caravans / Pitches.

5. Every unit on the licensed site must be spaced in accordance with the 2008 model standards for caravan sites in England where it is recommends that 6 meters should be the separation distance, lesser distances shall be addressed and approved by the local Fire Authority/Local Authority via the sites fire Approved Risk Assessment. The density of caravans on a site shall be determined in accordance with relevant planning permission health and safety standards and Approved fire risk assessments and any approved mitigation measures.
6. The site owner is responsible for any additions or alterations to a unit or pitch (porches, decking, conservatories, storage units etc) which affect site license conditions, thus where the licensee has agreed a change with the pitch owner a copy of this agreement must be forwarded to the Licensing Authority.

7. Any new additions to units (porches etc) should not render the home incapable of being moved, which means they should be demountable, so that the unit conforms to the definition of a caravan.
8. A car and other ancillary equipment may be parked within the separation distance of a unit provided they that they are a minimum of 3 metres from an adjoining unit, and/or which must be in accordance with relevant health and safety standards that meets the requirements of an approved fire risk assessment and to provide level of privacy and accessibility to other unit users.
9. No caravan, shall be stationed within 2 metres of any road or communal car park within the site or (for the benefit of the emergency services) more than 50 metres from such a road within the site. Or to be changed on next replacement caravan where it is not currently compliant.
10. Any structure including, steps, ramps, verandas and porches etc. (except a garage or car port), which extends more than 1 metre into the separation distance shall require the written permission of the licence holder to the unit owner and copied in to the Licensing authority and must comply with the Regulatory Reform (Fire Safety) Order 2005 and sites approved Fire Risk Assessment.
11. Boundary demarcation eg fences, vegetation adjacent to or between units, is recommended to be a maximum of 1 metre high, and/or shall comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. in accordance with relevant health and safety standards and be considered within fire risk assessments.
12. All new residential caravans sited or replaced shall meet the construction specification BS 3632: extant at the time and spaced at a distance that complies with condition 5.

Roads, Gateways and Overhead Cables.

13. All roads shall be constructed of suitable materials for the loads and conditions to which they will be exposed this will include emergency vehicles e.g. fire appliances.
14. All roads shall have adequate surface/storm water drainage to avoid standing pools of water.
15. All roads shall be maintained in a good condition with a minimum gate access of 3.1 metres wide.
16. Roads shall be designed to provide adequate access, width, height for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times, and considered in the Fire Fisk Assessment.
17. Cable overhangs must meet current statutory requirements having regard to their height and position on site, their accessibility and the need for insulation measures.

18. 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, not less than 3 meters wide.
19. One-way systems shall be clearly signposted.
20. Where existing two way roads are not 3.7 meters wide, passing places shall be provided where practical

Pitch Bases, Footpaths and Pavements.

21. Every unit shall stand on a base, which is sufficient to bear the load placed upon it.
22. Where applicable, the pitch 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.
23. Where applicable, the hard standings must be constructed to the industry guidance, current at the time of siting; the base must take account of local conditions.
24. Pitches should be on reasonably level ground not exceeding 1 in 15 or on levelled terraces.
25. Every pitch shall be connected to a road by a footpath, which shall be constructed of suitable materials to which they will be exposed, and be maintained in good condition.

Lighting.

26. The site 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.

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

27. Every part of the site to which the public have access shall be kept in a clean and tidy condition.
28. Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
29. Grass and vegetation shall be cut and removed at frequent and regular intervals.
30. Trees within the site shall be maintained to ensure safety subject to the necessary consents .

31. Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch and disposed of as appropriate and in accordance with refuse collection requirements.

Supply and Storage of Gas etc.

32. Gas (including natural gas and LPG) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice for bulk storage and maintenance where the Installations/provision is under the jurisdiction and control of the site licensee.

33. Certificates of gas safety inspections and maintenance to be made available for inspection where applicable. For installations under the jurisdiction and control of the site licensee

Electrical Installations.

34. The site licensee shall maintain an electricity infrastructure network of adequate capacity to meet safely all reasonable demands of the units and other facilities and services within it.

35. Any work to the sites electrical infrastructure network, installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken and in accordance with current relevant statutory requirements.

36. Certificates of the sites electrical work, inspections and maintenance to made available for inspection by resident and the council at reasonable times.

37. Inspection time frames to be undertaken of the sites electrical infrastructure network and equipment within the timeframe recommended by the previous inspection competent person report and or as requested by the council.

Water Supply.

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

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

40. All repairs and improvements to the sites water supplies and installations shall be carried out to conform to current legislation and British and European Standards.

41. Work on the sites 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 legislation and British and European Standards.

Drainage and Sanitation

42. The sites surface water drainage shall be provided where appropriate to avoid standing pools of water.
43. There shall be satisfactory provision for foul and waste drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool capable of meeting the ongoing demands of the site.
44. Each unit shall be connected to the foul drainage system and must be capable of being capped and /or made air-tight when not in use.
45. All the sites drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards and any planning approval.
46. Work on the sites 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.

Domestic Refuse and Disposal.

47. All refuse disposals shall be in accordance with all current legislation and regulations and any requirements of the local enforcing authority/ waste authority where they are the waste collection provider.
48. Provision shall be made to store and dispose of waste, and managed to prevent pest, fire or other public health impact which shall comply with the requirements of a Fire Risk Assessment under the Regulatory Reform (Fire Safety) Order 2005.

Communal Vehicular Parking.

49. Suitably surfaced parking spacing shall be provided to meet the requirements of all occupiers and their visitors.

Communal Recreational Space.

50. On sites where it is practical to do so, suitable space 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.

Notices and Information.

51. The name of the site shall be displayed on a sign in a prominent position at the entrances to the site.

52. The following shall be displayed.

- A. The current name, address, telephone number (email if available) of the license holder and manager and emergency contact details.
- B. A copy of the site license or the front page of the said license and details of where the full license can be obtained freely during office hours. Where there is no staffed office on site, this shall be the head or main operating office.
- C. Details of where the additional information is available. see 53

53. The following information shall also be available to residents upon request at any reasonable time e.g. typical office hours: Where there is no staffed office on site, this shall be via the head or main operating office

- A. A current scaled plan of the site which clearly shows the main infrastructure points :-roads, footpaths, numbered pitches, location and positions of caravans, separate buildings, borders, drainage systems eg treatment plant, electrical lighting (street/safety lights), gas installation points eg bulk gas storage, fire points, overhead electrical lines etc.
- B. A copy of the most recent periodic electrical inspection report.
- C. A copy of the site owner's certificate of public liability insurance.
- D. A copy of the latest version of the Approved fire risk assessment and emergency procedures.

54. All notice boards/display cabinets shall be secure and tamperproof constructed and designed for outdoor use to enable documents contained within to be suitably protected from weather and direct sunlight elements and legible at all times and must meet current legislation.

55. The site owner/licensee shall ensure that an occupier of every unit on site shall be issued with a full copy of this site licence and conditions.

Flooding.

56. The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency Flood Map.

57. 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.

Fire Safety and Emergency Fire Procedures.

58. The site licensee shall comply with the Regulatory Reform (Fire Safety) Order 2005 in order to identify the risks of fire on site, the control measures in place to minimise occurrence and the emergency procedures in the event of fire outbreak.
59. The licensee shall have carried out by a competent person a documented whole site fire risk assessment
60. The site owner shall make available the latest documented 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 and local fire authority.

