

**Economy, Communities and Corporate Directorate
Director: Geoff Hughes**

Country Parks Ltd
The Nest
Parkway
Ledbury
Herefordshire
HR8 2JD

Your Ref:

Our Ref: MHSL017// Cara 098

Please ask for: Licensing

Direct Line/Extension: (01432) 260105

Fax: (01432) 383142

E-mail: licensing@herefordshire.gov.uk

RECEIVED

15 OCT 2014

10th October 2014

Dear Sir/Madam

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
MOBILE HOMES ACT 2013
PERMANENT RESIDENTIAL CARAVAN SITE LICENCE**

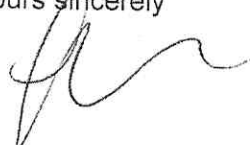
Please find enclosed the Caravan Site Licence regarding the above, amended to reflect the correct address of the licence holder together with a copy of the conditions that apply to the Licence.

You should be aware that failure to comply with any of the conditions of your licence may result in prosecution and revocation of the licence

Please read all documentation carefully and retain for future reference. If any of the details contained in the licence are incorrect then please notify us immediately. Should there be any change in ownership or the number of caravans on the site then a new application will need to be submitted, along with a copy of the planning consent and site plan as appropriate.

If you require any further assistance please do not hesitate to contact me on the above telephone number.

Yours sincerely



**JOANNA BARBER
SENIOR ENFORCEMENT OFFICER
ENVIRONMENTAL HEALTH AND TRADING STANDARDS**

Encs. Licence & Conditions



**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960
MOBILE HOMES ACT 2013**

THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL
Environmental Health and Trading Standards, P.O. Box 233, HEREFORD. HR1 2ZF

**LICENCE AUTHORISING LAND TO BE USED AS A
CARAVAN SITE**

No. of licence **MHSL017 (formerly CARA098)**

The COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL, in pursuance of the powers conferred upon them by Sections 3 and 5 of the Caravan Sites and Control of Development Act, 1960, hereby Licence **Country Parks Ltd**

of **The Nest, Parkway, Ledbury, Herefordshire HR8 2JD**


to allow the land situate at

Linton Park, Bromyard, Herefordshire, HR7 4DB

to be used as a caravan site subject to the following conditions, that is to say,

- I Compliance with all the attached Residential Caravan Site Licence Conditions.
- II The maximum number of caravans shall not exceed **70** in total.

Dated this 10th day of October 2014

.....  (Signed)

Mrs C L Corfield
Licensing Manager
For the Director of Economy, Communities and Corporate directorate

For Notes as to penalties, appeals, transfers of licence, etc., see overleaf.

NOTES

Attention is drawn to the following extracts from Part I of the Caravan Sites and Control of Development Act, 1960. The Act may be obtained from Her Majesty's Stationery Office and should be consulted if further information is required.

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 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.

Power of local authority to alter conditions attached to site licences

8.-(1) The conditions attached to a site licence may be altered at any time (whether by the variation or cancellation of existing conditions, or by the addition of new conditions, or by a combination of any such methods) by the local authority, but before exercising their powers under this subsection the local authority shall afford to the holder of the licence an opportunity of making representations.

(2) Where the holder of a site licence is aggrieved by any alteration of the conditions attached thereto or by the refusal of the local authority of an application by him for the alteration of those conditions, he may, within twenty-eight days of the date on which written notification of the alteration or refusal is received by him, appeal to a magistrates' court acting for the petty sessions area in which the land to which the site licence relates is situated; and the court may, if they allow the appeal, give to the local authority such directions as may be necessary to give effect to their decision.

(3) The alteration by a local authority of the conditions attached to any site licence shall not have effect until written notification thereof has been received by the holder of the licence, and in so far as any such alteration imposes a requirement on the holder of the licence to carry out on the land to which the licence relates any works which he would not otherwise be required to carry out, the alteration shall not have effect during the period within which the said holder is entitled by virtue of the last foregoing subsection to appeal against the alteration nor, thereafter, whilst an appeal against the alteration 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

(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.

(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.

Duty of licence holder to surrender licence for alteration

11.-(1) A local authority who have issued a site licence may at any time require the holder to deliver it up so as to enable them to enter in it any alteration of the conditions or other terms of the licence made in pursuance of the provisions of this Part of the Act.

(2) If the holder of a site licence fails without reasonable excuse to comply with a requirement duly made under this section he shall be liable on summary conviction to a fine not exceeding ten pounds.

Power of entry of officers of local authorities

26.-(1) Subject to the provisions of this section, any authorised officer of a local authority shall, on producing, if so required, some duly authenticated document showing his authority, have a right at all reasonable hours to enter any land which is used as a caravan site or in respect of which an application for a site licence has been made-

- (a) for the purpose of enabling the local authority to determine what conditions should be attached to a site licence or whether conditions attached to a site licence should be altered;
- (b) for the purpose of ascertaining whether there is, or has been, on or in connection with the land any contravention of the provisions of this Part of this Act;
- (c) for the purpose of ascertaining whether or not circumstances exist which would authorise the local authority to take any action, or execute any work, under this Part of this Act;
- (d) for the purpose of taking any action, or executing any work, authorised by this Part of this Act to be taken or executed by the local authority.

Provided that admission to any land shall not be demanded as of right unless twenty-four hours' notice of the intended entry has been given to the occupier.

* i.e. a condition requiring a copy of this licence to be displayed on the land in some conspicuous place.



PERMANENT RESIDENTIAL CARAVAN SITES

CONDITIONS ATTACHED TO SITE LICENCE

Caravan Sites and Control of Development Act 1960 (as amended)

Mobile Homes Act 2013

Conditions to be attached to site licence in respect of

LINTON PARK, BROMYARD, HEREFORDSHIRE, HR7 4DB

DEFINITIONS

1. "Caravan" shall have the meaning attributed to it in Part 1 of the Caravan Sites and Control of Development Act 1960.
2. "Head of Environmental Health and Trading Standards" shall mean the Head of Environmental Health and Trading Standards for the Herefordshire Council whose address is County Offices, PO Box 233, Hereford. HR1 2ZF.

BOUNDARIES

3. The boundaries of the site shall be clearly marked by a permanent fence, hedge or wall not less than 2 metres in height which shall be properly maintained at all times.
4. No caravan, store, building, car parking space or other construction shall be situated within 3 metres of the site boundary provided that, on receipt of a written request from the licence holder, the Head of Environmental Health and Trading Standards may at his discretion grant exemption from or vary this condition as far as he thinks fit.
5. The site owner shall provide the Head of Environmental Health and Trading Standards with a scale plan of the layout of the site within 28 days from the date of any written request and at any time when significant alterations to the site layout are undertaken. The cost of such plans shall be met by the licence holder. The plan shall indicate the usable area of the site (as defined by Condition 7) and shall show the position of:
 - a) All caravans including their enclosure boundaries and all garages, sheds, covered stores, car ports, covered walkways and car parking spaces associated with them.
 - b) All site buildings and other permanent structures.
 - c) All roads and paths and their associated lighting.
 - d) All fire points and fire hydrants.
 - e) All public telephones.
 - f) All electrical distribution points.
 - g) All compounds for the storage of liquefied petroleum gas.
 - h) All cesspits, septic tanks and connections to the public sewerage system.
 - i) All drainage runs and inspection chambers.
 - j) All communal refuse stores.

DENSITY AND SPACE BETWEEN CARAVANS

6. The layout of the site shall not be varied without the prior written consent of the Head of Environmental Health and Trading Standards, which consent shall not be unreasonably withheld.
7. Subject to the following variations, every caravan shall be not less than 6 metres from any other caravan which is occupied separately and not less than 2 metres from a footpath. The point of measurement for porches, awnings, etc. is the exterior cladding of the caravans.
 - Porches of the open type may protrude 1 metre into the 6 metres separation distance.
 - Where awnings are used, the distance between any part of the awning and any adjoining caravan shall be not less than 3 metres. Awnings shall not be used for sleeping or cooking and shall neither face each other nor touch.
 - Eaves, drainpipes and bay windows may extend into the 6 metre space provided that the total distance between the extremities of 2 adjacent units shall not be less than 5.25 metres.
 - Where there are ramps for wheelchair users, verandas or stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items shall not face each other in any space. If such items are enclosed, they shall be considered as part of the unit and, as such, shall not extend into the 6 metre space.
 - A garage, shed or covered storage space shall be permitted between units 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. Car ports and covered walkways shall in no circumstances be allowed within the 6 metre space. For cars and boats between units, see condition 42.
8. The density of caravans 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 usable area (excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than total site area. In any event no more than 70 caravans shall be stationed on the site at any time.

HARD STANDINGS

9. Every caravan shall stand on a concrete hard standing which shall extend over the whole area occupied by the caravan placed upon it and project not less than 1 metre outwards from the entrance or entrances to the caravan.

ROADS, GATEWAYS AND FOOTPATHS

10. All roads and footpaths shall be designed so as to allow adequate access for fire appliances and other emergency vehicles. In particular all roads shall be not less than 3.7 metres wide with a height clearance of not less than 4.5 metres. Gateways shall be not less than 3.1 metres wide. Roads shall allow for vehicles with a turning circle of 17 metres diameter and a sweep circle of 25 metres diameter.
11. All roads and footpaths shall be constructed of concrete or tarmacadam and shall be properly maintained at all times.
12. Every caravan standing or toilet block shall be not more than 50 metres from a road and shall be joined to the road by a footpath not less than 0.75 metres wide.
13. Emergency vehicle routes within a site shall be kept clear from obstruction at all times.
14. Turning facilities shall be provided on any cul-de-sac road exceeding 20 metres in length and shall be sufficient for vehicles having a turning circle of 17 metres.
15. Suitable speed humps shall be constructed within 10 metres of the site entrance and at intervals of not more than 100 metres on all site roads. A clear sign, warning of speed humps, shall be placed at the site entrance.

16. All site roads and paths shall be provided with artificial lighting sufficient to allow safe movement around the site during the hours of darkness.

FIRE POINTS

17. Fire Points shall be established such that no caravan or site building is more than 30 metres from a fire point. They shall be housed in weatherproof structures, easily accessible and clearly and conspicuously marked "FIRE POINT". Access to fire points and fire hydrants shall not be obstructed or obscured at any time.

FIRE FIGHTING EQUIPMENT

18. Where there is a water supply of sufficient pressure and flow to give a jet of at least 5 metres at 30 litres per minute from the hose nozzle, each fire point shall include a permanently connected hydraulic hose reel that complies with the appropriate sections of British Standard 5274 and British Standard 5306 Part 1, and any amendments or revisions hereafter. Hoses shall be not less than 30 metres long terminating in a small hand control nozzle and shall be housed in boxes painted red and marked "HOSE REEL".
19. Where the water pressure or flow is insufficient for hose reels, each fire point shall be provided with not fewer than 2 water extinguishers of 9 litres capacity.
20. Where there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing. Hydrants shall comply with British Standard 750 and any amendments or revisions hereafter, and be properly installed, protected and indicated.

Provided that the Head of Environmental Health and Trading Standards may, at his absolute discretion, relax this requirement where there is an alternative accessible reliable water supply suitable for replenishment of fire fighting appliances.

FIRE WARNING

21. A means of raising the alarm in the event of fire shall be provided at each fire point by way of manually operated rotating bells, other manually operated sounders or an electricity operated alarm bell or siren. The alarm sounders should be loud enough to be heard clearly inside all caravans within a 30 metre radius.

MAINTENANCE

22. All alarm and fire fighting equipment shall be maintained in working order at all times and shall be inspected and tested not less than once annually by a competent person. A log book shall be kept on the site to record all tests and remedial action and shall be available for inspection by the licensing authority at any time. The costs of all inspections and servicing shall be met by the licence holder.
23. All equipment susceptible to damage by frost shall be suitably protected. All water extinguishers shall contain anti-freeze as recommended by the manufacturers.

FIRE NOTICES

24. 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 should include the following:

"On discovering a fire

- i) ensure that 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 it is 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."

FIRE HAZARDS

25. Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it from becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the site as soon as is practicable.
26. The spaces beneath and between caravans shall not be used for the storage of combustible materials.
27. Bonfires shall not be permitted on the site.

TELEPHONES

28. An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

Provided that the Head of Environmental Health and Trading Standards may, at his absolute discretion, relax this requirement where all of the caravans on the site are fitted with their own telephones.

STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

29. LPG storage supplied from tanks shall comply with Guidance Booklet HS(G) 34 "The Storage of LPG at fixed installations" or, where LPG is supplied from cylinders, with Guidance Note CS4 "The Keeping of LPG in Cylinders and Similar Containers" as appropriate, and any amendments or revisions hereafter.

Where there are metered supplies from a common LPG storage tank guidance contained in Guidance Note CS11 "The Storage and Use of LPG at Metered Estates" (and any other amendments or revisions hereafter) shall be complied with.

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" and any amendments or revisions hereafter.

For mains gas supply, the Gas Safety (Installations and Use) Regulations 1994 (and any amendments or revisions hereafter) shall be complied with for the installation downstream of any service pipe(s) supplying any primary meter(s).

ELECTRICAL INSTALLATIONS

30. The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on it.
31. Any electrical installations, which are not electricity supplier works and circuits subject to regulations made by the Secretary of State under section 16 of the Energy Act 1983 and section 64 of the Electricity Act 1947 and any amendments or revisions hereafter, shall be installed, tested and maintained in accordance with the provisions of British Standard 7671 : 1992 - Requirements for Electrical Installations (Institution of Electrical Engineers' (IEE) Regulations) for the time being in force (and any amendments or revisions hereafter) and where appropriate, to the standard which would be acceptable for the purposes of the Electricity Supply Regulations 1988, Statutory Instrument 1988 No. 1057, and any amendments or revisions hereafter.
32. The electrical installation shall be inspected within 3 months of the issue of the site licence and thereafter not less than once in every 12 months (in the case of underground installations 3 years) or such longer periods as may be recommended by a person who is an approved electrical contractor enrolled with the National Inspection Council for Electrical Installation Contracting or an equivalent body.

Such person shall within one month of such an inspection issue an inspection certificate in the form prescribed in British Standard 7671 : 1992 (and any amendments or revisions hereafter)

which shall be retained by the site operator and displayed with the site licence. The cost of the inspection and report shall be met by the site operator and a copy of the report shall be submitted to the Head of Environmental Health and Trading Standards.

33. 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 British Standard 7671 : 1992 and any amendments or revisions hereafter.
34. 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

35. The site shall be provided with an adequate water supply in accordance with appropriate Water Bylaws and shall comply with the standards laid down in the Water Supply (Water Quality) Regulations 1989 in respect of a mains supply or the Private Water Supplies Regulations 1991 in respect of a private supply, and any amendments or revisions hereafter.
36. Each caravan must be provided with an adequate piped supply of wholesome water. All reasonably practicable steps shall be taken to protect water supply pipes from the risk of frost or damage however caused.

DRAINAGE, SANITATION AND WASHING FACILITIES

37. Satisfactory provision shall be made for foul drainage, either by connection to a public sewer or sewerage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority. Each caravan standing shall be provided with a connection to the foul drainage system; the connection shall be capable of being made air-tight when not in use.
38. The 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.
39. Every new caravan brought on to the site shall be provided with its own internal water closet, bath or shower, wash-hand basin and sink. Every water closet shall be provided with a piped cold water supply and every bath or shower, wash-hand basin and sink shall be provided with piped hot and cold water supplies. All amenities shall be connected to the foul drainage system.

REFUSE DISPOSAL

40. Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close fitting lids or such other facility as the Head of Environmental Health and Trading Standards shall approve in writing. Arrangements shall be made for the bins to be emptied regularly on a weekly basis.

STORAGE SPACE

41. At least 2.75 cubic metres of covered storage space must be provided for each caravan standing. The structures should be separate from the caravans they serve and not less than 5 metres from any other caravan in separate occupation. They must be capable of being locked.

PARKING

42. One car only may be parked between adjoining caravans, provided that the door to neither caravan is obstructed. Plastic or wooden boats shall not be parked between caravans.
43. Suitably surfaced parking spaces shall be provided on the site at a ratio of not less than one per caravan plus one further space for every five caravans.

RECREATION SPACE

44. Space equivalent to one-tenth of total area shall be allocated for recreational purposes.

MISCELLANEOUS

45. A suitable sign shall be displayed prominently at the site entrance indicating the name of the site and the name, address and telephone number of the site manager.
46. A copy of the site licence with its conditions shall be displayed prominently on the site.
47. 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 and at sites subject to flooding must give advice about the operation of the flood warning system(s).
48. All notices shall be suitably protected from the weather and displayed out of the direct rays of the sun, preferably in areas lit by artificial lighting.
49. Touring caravans shall not be allowed on the site except where they are owned by residents and stored on site when not in use. Storage of such touring caravans must be such as to maintain the separation standards set out in condition 6.
50. No caravan intended for residential purposes shall be brought onto the site unless it complies with British Standard 3632, or any amendments or revisions hereafter.
51. All roads, footpaths, paved areas, hardstandings, foul and surface water drains, water services and fittings, sanitary conveniences, fire fighting equipment, refuse containers and other facilities provided in connection with the site shall be maintained at all times in a proper state of repair and clean condition.
52. Adequate site supervision shall be provided at all times.