



## MILTON KEYNES COUNCIL

### PUBLIC HEALTH ACT 1936 APPLICATION FOR A CAMP SITE LICENCE

I/We hereby apply for a Licence to use the land described below and shown on the attached plan (see *note below*) as a site for camping to be used and laid out as specified below.

Name, address, phone number and email of applicant

Where the applicant is a company list the Directors with responsibility:

If the application is being submitted on behalf of an applicant please give the name, address, email, and phone number of the agent

Applicant's interest in the land (*Give particulars of lease or tenancy, if any*).

Address or description of site for which site licence is required.

Acreage of site

Has the applicant held a site licence which has been revoked at any time?

State maximum number of camping structures tents proposed to be stationed on the site at any one time for the purposes of human habitation. (Where necessary please differentiate between the different type of structure)

State when the site will be in use each year (i.e. if seasonal state opening period)

Specify any standard conditions you are seeking to not comply with outlining the reasons why. Please supply any supporting evidence as a separate document

You must include a scale layout plan showing the following: The boundaries of the site, the position of non-touring structures (where appropriate); roads and footpaths; recreation spaces; toilet blocks, stores, and other buildings; fire points; parking spaces; foul water drainage points; the extent of the licensed area; any water points

Where this application relates to a change to an existing licence the plan needs to distinguish between facilities already provided and facilities proposed.

Give details of the arrangements for:- refuse disposal and for sewage and waste water disposal.

- (a) Main water supply
- (b) Waste water disposal
- (c) Sewage disposal
- (d) Refuse disposal
- (e) State the number of male and female WCs; the number of male and female showers; the number of urinals; the washing facilities provided including wash hand basins

Has planning permission for the site been obtained from the local planning authority? If so, state -

- (a) Date of permission
- (b) Issuing authority
- (c) Date (if any) on which permission will expire
- d) If not, has permission been applied for?
- (e) Please provide a copy of the relevant permission(s) including any conditions
- (f) If the above are not applicable confirm why

Signed: \_\_\_\_\_ Name in capitals: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

The applicant is reminded that by signing this application they are confirming that all the above details are correct and that they will ensure compliance with the attached conditions.

Please return form to: The Licensing Section, Regulatory Services, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3HH

<b>Correspondence/contact details</b>
Name:
Postal Address:
Telephone number:
Email address:

Where an email address is provided the licence and any official written communication will be sent to that address.

### **Privacy Statement**

MKC collect and use information about you so that we can provide you with council services. Full details about how we use this data and the rights you have around this can be found at [www.milton-keynes.gov.uk/privacy](http://www.milton-keynes.gov.uk/privacy). If you have any data protection queries, please contact the Data Protection Officer at [data.protection@milton-keynes.gov.uk](mailto:data.protection@milton-keynes.gov.uk)

## **STANDARD CONDITIONS FOR A CAMPING LICENCE**

### **INFORMATIVES**

*The conditions below do not supersede the requirement to comply or obtain relevant planning or building regulation approval*

*Conditions that solely apply to fire safety are disapplied if they are applicable to article 43 of the fire safety order*

*A licence is not required if you are in possession of an exemption certificate issued by Natural England*

*Camping defined as any moveable dwelling with or without wheels and includes tents, vans, sheds or similar structures provided Building Regulations do not apply to the structure concerned*

*A licence is not required if the land concerned is used for less than 60 days in any 12 month rolling period and that usage does not include more than 42 consecutive days of use.*

*Site specific conditions may be applied to a licence depending on the individual characteristics of the site*

### **Conditions**

#### **1. Density and Spacing:**

- 1.1 There shall be no more than 30 tents per acre (75 per hectare) calculated on the usable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the positioning of tents)
- 1.2 There shall be a minimum of 2 metres between any tent and the edge or kerb or any roadway. No tent or other combustible structure shall be positioned within 3 metres of and hedge or other boundary.
- 1.3 A tent shall be so placed as to be at a distance of at least 3 metres from any other tent and so that at least 1 metre separates the guy ropes of one tent from those of any other tent.
- 1.4 A record must be kept available of the number of pitches occupied at any time.

#### **2. Drainage, Sanitation and Washing Facilities:**

- 2.1 There shall be an adequate and wholesome supply of water available. Each pitch shall be no further than 90 metres from a water tap. At each tap there shall be a suitable hardstanding draining to a soak away or gulley.
- 2.2 For sites with up to 120 tents there shall be 2 WC's for women, 1 WC and 1 urinal for men, per 30 tents or part thereof. There shall be 2 wash hand basins for women and 2 for men per 30 tents or part thereof these shall be provided with a constant supply of water sited adjacent to the toilets. For sites with more than 120 tents, the provision of toilets and wash hand basins may be varied with the agreement of the Council.
- 2.3 Showers with hot and cold water or water at a suitably controlled temperature shall be provided on a scale of 2 showers for men and 2 showers for women per 60 tents.

2.4 Laundry facilities shall be provided with one deep sink per 30 tents, supplied with running hot and cold water, unless adequate laundry machinery is provided.

2.5 Washing up facilities should be provided at a ratio of 1 sink per 25 tents.

2.6 Foul drainage shall be discharged to either a public sewer, private sewer, septic tank or cesspool approved by the Council.

### **3. Waste:**

3.1 There shall be adequate provision for the storage, collection and disposal of refuse.

### **4. Notices and Information:**

4.1 The following signs/notices must be displayed in a prominent place:

- i. The name of the site at the entrances to the site
- ii. The current name, address and telephone number of the licence holder and manager and emergency contact details
- iii. A current plan of the site with roads and pitches and the location of the site emergency telephone marked on it at the entrance
- iv. A plan and notice setting out action to be taken in an emergency and showing where the police, fire brigade, ambulance, and local doctors can be contacted.
- v. A notice beside the emergency telephone showing the location and grid reference of the site
- vi. A copy of the site licence and licence conditions, or the front page of the licence
- vii. If the site has overhead electric lines, warning notices must be displayed on the supports and at the site entrance. Where appropriate these must warn against the danger of contact between the lines.

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

### **5. Electricity and Gas**

5.1 Conditions may be applied where camping structures involve electrical or gas installations

### **6. Maintenance of Site**

6.1 Emergency vehicle routes within the site shall be kept clear of obstructions at all times.

### **7. Occupancy**

7.1 The total number of camping structures at any one time shall not exceed XXXX.

### **8. Site boundaries**

8.1 The boundaries of the site shall be clearly marked by fences or hedges.

8.2 An accurate plan of the site layout shall be provided by the Site Licensee to the Regulatory Service on request.

## **9. Other**

- 9.1 The Site Licensee shall ensure that all caravan standings and communal areas are maintained in a clean, neat and tidy condition at all times with particular reference to the regular cleansing of communal toilet and washing facilities, the mowing of grass, the eradication of weeds and the regular removal of all refuse and extraneous material off the site.
- 9.2 The carrying on of any business or activity detrimental to the amenities of the site shall be prohibited.
- 9.3 The site must be maintained in accordance with the plan attached to the licence
- 9.4 Facilities and amenities on site are to be maintained as detailed on the plan attached to the licence
- 9.5 The site holder shall ensure that trees on site are maintained in a safe condition so as to minimise the risk of falling branches onto caravans.
- 9.6 Ditches, drainage, and gullies shall be maintained in an adequate condition so as to minimise the risk of flooding
- 9.7 Should any detail on the site licence change (including the plan, applicant, or occupant) the Licensee shall, as soon as practicable, inform the Council Regulatory Service of the change of circumstances.
- 9.8 If the site is subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system, and any action to be taken in case of flooding.