



MILTON KEYNES COUNCIL

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960 APPLICATION FOR A NON RESIDENTIAL SITE LICENCE OR TO VARY THE TERMS OR THE HOLDER OF AN EXISTING 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 caravans to be used and laid out as specified below.

Nature of Application

If you are applying for a new licence complete all sections of the form

If you are applying to vary a condition or restriction of an existing licence complete sections 1, 3, 6, 10, 11, 13 and 16

If you are applying to transfer the licence complete sections 1, 2, 3, 4, 5, 6 and 8

Application Details

1. Name, address, email and phone number of applicant(s):
2. Where the applicant is a company list the Directors:
3. If the application is being submitted on behalf of an applicant please give the name, address, email, and phone number of the agent
4. Detail the applicant's interest in the land (*Give particulars of lease or tenancy, if any*).
5. If you are applying to transfer the licence please provide a consent form from the existing licence holder as a separate document or detail why this cannot be provided.
6. Address or description of site for which site licence is required.

7. Acreage of site:
8. Has the applicant held a site licence which has been revoked at any time in the last 3 years. Yes / No
9. State when the site will be in use each year (i.e. if seasonal state opening period)
10. Specify any terms and conditions of the licence you are seeking to remove or amend outlining the reasons why. Please supply any supporting evidence as a separate document
11. State the maximum number of caravans proposed to be stationed on the site at any one time for the purposes of human habitation.
- Number of statics: Number of tourers:
12. 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
13. Has planning permission for the site or the change applied for been obtained from the local planning authority?
If so, state -
- (a) Date(s) of permission
 - (b) Issuing authority
 - (c) Date (if any) on which permission will expire
 - (c) Please provide a copy of the relevant permission(s) including any conditions
 - (d) If the above are not applicable confirm why
14. Please be aware that if no planning permission is in place then the Local Authority cannot issue a site licence
15. You must include a scale layout plan showing the following: The boundaries of the site, the position of hard caravan standings (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
16. Where this application relates to a change to an existing licence the plan needs to distinguish between facilities already provided and facilities proposed.

Signed:..... Name in capitals:

Date:..... Position:

Please return form to: The Licensing Section, Environment Directorate, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ

Please state where correspondence associated with this application should be directed



STANDARD CONDITIONS AND INFORMATIVES

INFORMATIVES

CONDITIONS THAT SOLELY APPLY TO FIRE SAFETY ARE DISAPPLIED IF THEY ARE APPLICABLE TO ARTICLE 43 OF THE FIRE SAFETY ORDER (I.E. THEY ARE COVERED UNDER THE REQUIREMENT TO CARRY OUT AND IMPLEMENT ADEQUATE FIRE RISK ASSESSMENTS).

NOTHING IN THIS LICENCE SUPERCEDES THE REQUIREMENT TO COMPLY OR OBTAIN RELEVANT PLANNING OR BUILDING REGULATION APPROVAL

CARAVANS ARE DEFINED AS STRUCTURES BEING NO LARGER THAN 20M LONG X 6.8M WIDE WITH A CEILING HEIGHT NO GREATER THAN 3.05M

CONDITIONS

1.0 LIMITATIONS

1.1 The total number of touring / mobile home caravans and tents stationed on the site at any one time shall not exceed XXXX.

2.0 SITE BOUNDARIES

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

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

3.0 DISABLED PERSONS

3.1 Consideration shall be given to the needs of disabled persons using the site generally and in particular where provision is required to be made under these conditions for communal water points, toilets, washing facilities and showers.

4.0 DENSITY AND SPACE BETWEEN CARAVANS

4.1 The site density shall not exceed 30 caravans per acre calculated on the basis of usable land available, excluding lakes, roads, communal service blocks and other areas unsuitable for the siting of caravans.

4.2 The minimum spacing distance between caravans in separate family occupation shall be not be less than 6 metres. In any event, the minimum spacing distance between caravans and tents in the same family occupation shall be not less than 3 metres in any circumstances.

4.3 Vehicles and other ancillary equipment shall be permitted within the 6 metre space between units in separate family accommodation provided there is always 3 metres clear space within the 6 metre separation.

4.4 A record must be kept available of the number of pitches occupied at any time.

5.0 ROADS, GATEWAYS AND FOOTPATH

5.1 A two-way traffic system will be provided with a road not less than 3.75 metres wide.

5.2 The road shall be designed and maintained to provide adequate access for fire appliances.

5.3 No caravan or site building shall be more than 50 metres from the road.

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

- 5.5 Each communal toilet and shower block shall be connected to the road by a footpath with an even hard surface.
- 5.6 All footpaths shall be at least 0.75 metres wide.
- 5.7 Gateways shall be a minimum of 3.1 metres wide with a minimum height clearance of 3.7 metres.

6.0 HARDSTANDING

- 6.1 Suitable hardstanding's should be provided as agreed with the Council where the ground is found not to be safe and firm in poor weather conditions.

7.0 FIRE FIGHTING APPLIANCES

- 7.1 Fire points must be established so that no caravan or site building is more than 90 metres from a fire point.
- 7.2 All fire fighting equipment must comply with the relevant British Standard.
- 7.3 Fire fighting equipment shall be housed in a weatherproof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".
- 7.4 Where water standpipes are provided there must be a water supply of sufficient pressure and flow to project a jet of water of approximately 5 metres from the nozzle; such water standpipes shall be situated at each firepoint. In addition a reel shall be provided that complies with British Standard 3169 with a hose of not less than 30 metres, 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 controlled nozzle. The hoses shall be housed in a box painted red and marked "HOSE REEL".
- 7.5 Where standpipes are not provided but there is water supply of sufficient pressure and flow, fire hydrants shall be installed at the fire points. Hydrants shall conform to the relevant British Standard. Access to hydrants and other water supplies shall not be obstructed or obscured.
- 7.6 Where standpipes are not provided and/or the water pressure or flow is not sufficient, each fire point shall be provided with either 2 x 9 litre water extinguishers or a water tank of at least 500 litres capacity fitted with a hinge cover, two buckets and one hand pump or bucket pump.
- 7.7 The Site Licensee shall ensure that emergency vehicles are able to secure access at all times to within 50 metres of any unit or structure on site.
- 7.8 A constantly accessible means of raising the alarm in the event of fire shall be provided at each fire point by a manually operated sounder, e.g. a metal triangle with striker.
- 7.9 All alarms and fire fighting equipment shall be installed, tested and maintained in good working order by a competent person and be available for inspection by, or on behalf of, the licensing authority. A logbook shall be kept to record all tests, all faults and any remedial action taken.
- 7.10 All equipment susceptible to damage by frost shall be suitably protected.

8.0 FIRE NOTICES

8.1 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

- 8.1.1 ensure the caravan or site building involved is evacuated;
- 8.1.2 raise the alarm
- 8.1.3 call the Fire Brigade (the nearest telephone is sited.....)
- 8.1.4 attack the fire using the fire fighting equipment provided, if it is safe to do so."

It is in the interests of all occupiers of the site to be familiar with the above routine and the method of operating the fire alarm and the fire fighting equipment.

9.0 FIRE HAZARDS

9.1 Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard to caravans, tents, buildings or other installations on the site.

9.2 All cuttings shall be removed from the vicinity of the caravans and tents.

9.3 The space beneath and between caravans shall not be used for the storage of combustible material.

9.4 Weed killers containing oxidising agents (e.g. sodium chlorate) shall not be used.

9.5 Wherever there is a likelihood of fire spreading due to vegetation catching fire, e.g. where there are trees or bushes close to the caravan and tents, suitable beaters of the type used by the Forestry Commission, shall also be provided at each fire point.

10.0 TELEPHONES

10.1 An immediately accessible telephone shall be available on the site for calling the emergency services.

10.2 A clearly legible notice by the telephone shall include the address of the site and instructions on calling the emergency services.

11.0 STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

11.1 Any LPG which is supplied from cylinder shall comply with Health & Safety Executive Guidance Note C.S.4 "The Keeping of LPG in Cylinders and Similar Containers". Where retail sales take place storage should comply with Guidance Note C.S.8 "The Small Scale Storage and Display of LPG at Retail Premises".

- 11.2 With the exception of one spare gas bottle or cylinder, unconnected gas bottles or cylinders shall not be kept within the separation boundary of adjoining units or within the interior of any caravan unit.
- 11.3 Any LPG installation 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".
- 11.4 No LPG shall be stored or used on site without the prior confirmation in writing from the Council that the equipment provided and manner of storage complies with the relevant legislation. It is the responsibility of Site Licensee to comply with all relevant legislation.

12.0 ELECTRICAL INSTALLATIONS

- 12.1 Where an electrical installation is provided, other than an Electricity Supply Authority 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, they shall be installed, tested and maintained in accordance with British Standard 7671: 1992 incorporating amendment No. 1: 1994 and any other subsequent amendments (incorporating the Institution of Electrical Engineers Regulations for Electrical Installations) and where appropriate to the standard which is acceptable for the purpose of Electricity Supply Regulations 1988, Statutory Instrument 1988: 1057.
- 12.2 The Licensee shall ensure that a working current operated 30 millilamp rated RCD (residual circuit device) is installed at the point of supply to the caravans. Such individual supply points shall be located within 2 metres of the caravan to be supplied. All RCD's shall be checked regularly in accordance with manufacturer's instructions.

- 12.3 Work on electrical installations and appliances shall be carried out only by either the manufacturer's appointed agent, the electrical supplier, a professionally qualified electrical engineer, a member of the Electrical Constructors Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above.
- 12.4 The installations shall be inspected periodically not less than once every year, including an inspection in the two weeks immediately prior to 1st April. When an installation is inspected, it shall be judged against the current legislation.
- 12.5 The inspector shall, within one month of such an inspection, issue an Inspection Certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed, supplemented or replaced by subsequent Certificates, with the Site Licence. A copy of the Inspection Certificate shall be forwarded to the Council within 7 days of receipt of the certificate and in any event shall be submitted no later than the 30th April of each year.
- 12.6 The cost of the inspection and report shall be met by the Site Licensee.
- 12.7 If an inspection reveals that an installation no longer complies with the regulations existing at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to the installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations. All repairs shall be undertaken and satisfactorily completed within one month of their discovery unless a longer time period is given in writing by the Council.
- 12.8 Electrical cables shall be buried underground throughout the site.

13.0 WATER SUPPLY, DRAINAGE, SANITATION AND WASHING FACILITIES

- 13.1 The site shall be provided with a supply of wholesome drinking water at adequate pressure.
- 13.2 No pitch shall be further than 90 metres from a water tap or foul water disposal point.
- 13.3 At each tap there shall be a gully which shall be connected to the foul drainage system with an adequate concrete apron between the water tap and gully.
- 13.4 Satisfactory provision shall be made for foul and soil 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 Council. If a septic tank or cesspool is to be used it shall be emptied as and when necessary.
- 13.5 An adequate number of properly designed disposal points for the contents of chemical closets shall be provided, together with an adequate supply of water thereto for cleaning containers. Proper provision shall be made for the contents of the chemical closets to be discharged into the foul drainage system adopted by the site.
- 13.6 Communal toilet and washing facilities shall be provided and maintained on at least the following scales:-

For each 30 caravan standings:

Men - 1 WC and 1 Urinal together with 2 wash hand basins situated adjacent to the toilets served with a constant supply of hot and cold water or water at a suitably controlled temperature:

Ladies - 2 WC's together with 2 wash hand basins situated adjacent to the toilets, served with a constant supply of hot and cold water or water at a suitably controlled temperature.

For each 40 caravan standings:

1 properly equipped and insulated shower compartment per sex. (Properly Equipped means that each compartment shall have impervious and easily cleansable surfaces, artificial heating and lighting and a sufficient constant supply of hot and cold water or water at a suitably controlled temperature and at an adequate pressure available for use at all times).

Toilet and shower blocks shall be sited in agreement with the Council so that all site occupants have reasonably access thereto.

14.0 REFUSE DISPOSAL

14.1 Adequate communal, non-combustible refuse bins with close fitting lids shall be provided and housed within a properly constructed bin store.

14.2 Adequate refuse disposal points shall be provided at convenient points around the site which shall be provided with non-combustible refuse containers.

14.3 Arrangements shall be made by the Site Licensee for the bins to be emptied regularly and for the refuse to be removed from the site.

15.0 NOTICES

15.1 A notice indicating the name of the site shall be prominently displayed at the site entrance.

15.2 A copy of the Site Licence with its conditions shall be prominently displayed at the site entrance.

15.3 A plan of the site and notices setting out the action to be taken in the event of an emergency shall be displayed in a prominent position on the site. The notices shall show where the Police, Fire Brigade, Ambulance and local Doctors can be contacted and the location of the nearest public telephone.

15.4 The notices shall also give the name, address and telephone number of the Site Licensee or his/her accredited representative.

15.5 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.

15.6 All notices shall be suitably protected from the weather and displayed, where possible, out of the direct rays of the sun, in areas lit by artificial lighting.

16.0 MAINTENANCE OF SITE

- 16.1 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.
- 16.2 The carrying on of any business or activity detrimental to the amenities of the site shall be prohibited.
- 16.3 The site must be maintained in accordance with the plan attached to the licence
- 16.4 Facilities and amenities on site are to be maintained as detailed on the plan attached to the licence
- 16.5 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.
- 16.6 Ditches, drainage, and gullies shall be maintained in an adequate condition so as to minimise the risk of flooding

17.0 TIME LIMITS

- 17.1 No caravan shall be brought on to the site for the purpose of human habitation until such times as the Council has certified in writing that works required to be carried out on the site under the above Site Licence conditions have been completed to the Council's satisfaction.
- 17.2 For the purposes of Sections 8(4) and 9(3) of the Caravan Sites and Control of Development Act 1960, or any other future enactment of those sub-sections, all works required by any of the aforementioned conditions shall be completed prior to occupancy or such other period s is agreed in writing between the Site Licensee and the Council.

18.0 CHANGE OF CIRCUMSTANCE

- 18.1 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.