

Agenda

Public Protection Committee

Date:

Tuesday, 23 September 2014 at 10:00am

Venue:

Town Hall, St Annes, FY8 1LW

Committee members:

Councillor Angela Jacques (Chairman)
Councillor Dawn Prestwich (Vice-Chairman)

Councillor Christine Akeroyd, Frank Andrews, Keith Beckett ISO, Alan Clayton, John Davies, Tony Ford JP, Gail Goodman JP, Ken Hopwood, Barbara Nash.

Item		Page
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes of the previous meeting held on 19 March 2014 as a correct record, as attached.	3 - 5
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
4	Hackney Carriage and Private Hire Driver Application EZ	6 - 11
5	Application for a Pavement Café Licence	12 - 30
6	Deregulation Bill	31 - 32
7	Caravan Site Licensing – Little Orchard	33- 47
8	Caravan Site Licensing – Merlewood Country Park	48 - 62
9	Caravan Site Licensing – Mowbreck Park	63 - 79
10	Caravan Site Licensing - Lyndale	80 - 119

Contact: Sharon Wadsworth – Telephone (01253) 658546 – Email: sharon.wadsworth@fylde.gov.uk

The code of conduct for members can be found in the council's constitution at www.fylde.gov.uk/council-and-democracy/constitution

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Minutes

Public Protection Committee



Date:	Wednesday, 19 March 2014
Venue:	Town Hall, St Annes
Committee members:	Councillor Angela Jacques (Chairman) Councillor Dawn Prestwich (Vice-Chairman) Councillors Frank Andrews, Susan Ashton, Keith Beckett, Alan Clayton, John Davies, Tony Ford, Ken Hopwood, Barbara Nash.
Other councillors:	Councillor Christine Akeroyd
Officers:	Ian Curtis, Chris Hambly, Sharon Wadsworth
Other attendees:	AM and two other members of the public and press.

1. Declarations of interest

Members were reminded that any disclosable pecuniary interests should be declared as required by the Localism Act 2011 and any personal or prejudicial interests should be declared as required by the Council's Code of Conduct for Members. Councillor Angela Jacques declared a personal interest in Item 4 on the agenda, in that she was a member of the Lytham St Annes Art Society.

2. Confirmation of minutes

RESOLVED: To approve the minutes of the Public Protection Committee meeting held on 11 December 2013 as a correct record for signature by the Chairman.

3. Substitute members

The following substitutions were reported under Council procedure rule 23(c):

Councillor Susan Ashton for Councillor Christine Akeroyd.

4. Street Trading Consent.

Chris Hambly, Principal Licensing Officer, advised members that the Licensing team had received an application submitted by Lytham St Annes Art Society for a Street Trading consent for the area in front of Ashton Gardens/St Georges Road Gates on the 14th and 15th June 2014. The application

related to an open air art exhibition in which paintings by local artists were displayed and offered for sale.

Similar applications had been granted in 2012 and 2013 and no issues had arisen as a result of the exhibitions.

The application fell to be considered against the following policy adopted in January 2010:

- i) Consents would only be issued for specific events which had a tangible and measurable benefit to the Fylde, its residents and businesses.
- ii) Applications for consents should not be for the financial benefit of individuals at the expense of local residents or businesses. Priority should be given to local traders.
- iii) No consent should be granted for a type of trading which the Committee consider would detract from the Borough's "classic resort" status.

Councillor Ford asked whether future similar applications could be dealt with under delegated powers instead of coming to the committee each year. Ian Curtis, Head of Governance, confirmed that they could be if the committee wished.

It was RESOLVED to approve the application and to delegate authority to approve future applications for street trading consent made by the Lytham St Annes Art Society in relation to their annual art exhibition at Ashton Gardens/St Georges Road gates to the Director of Resources.

5. Appointment of Hackney Carriage Stands.

Mr Hambly presented the report regarding the existing night time hackney carriage stand on Henry Street, Lytham. Since its introduction, this rank had become the busiest stand in the Borough. Due to the number of persons attending licensed premises on Henry Street the stand was no longer suitable as sufficient vehicles could not be accommodated leading to double parking and obstruction of Dicconson Terrace. An alternative to the existing stand had been identified and the Committee was requested to consider the options.

Mr Hambly confirmed that a public notice would be issued and that occupier of the residential property at number 2 Dicconson Terrace would be consulted separately as a matter of courtesy.

After discussion, it was RESOLVED to recommend to the Portfolio Holder, Councillor Cheryl Little, as follows:

- a) to establish a stand on the south side of Henry Street, Lytham for 21m in a westerly direction for 3 vehicles between 1800 and 0300.
- b) to establish a stand on the west side of Dicconson Terrance, Lytham for 33m in a southerly direction for 6 vehicles between 1800 and 0300.
- c) to remove the existing stand located on the north side of Henry Street.
- d) to remove the existing stand on Park Street, Lytham.

6. Exclusion of the Public

Members of the committee were invited to consider passing a resolution to exclude the public from the meeting in accordance with the provisions of section 100A (4) of the Local Government Act 1972, on the grounds that the business to be discussed was exempt information defined in paragraph 1 of Schedule 12A of the Act (information relating to any individual).

It was RESOLVED to exclude the public.

7. Hackney Carriage Driver.

The meeting was adjourned for a short period of time in order for the committee members to review the interview transcripts relating to the complaint.

Following the adjournment AM re-entered the room accompanied by a friend and Councillor Akeroyd.

Mr Hambly reported that AM currently held a Hackney Carriage drivers licence, due to expire on the 29th May 2014 and was also the proprietor of a hackney carriage vehicle licence.

AM addressed the committee and answered questions from members in relation to the complaint.

The committee considered the matter and RESOLVED to issue AM with a warning letter.

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REPORT

REPORT OF	MEETING	DATE
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	23 SEPTEMBER 2014

HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER APPLICATION EZ

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Following an application made to Licensing Team, for the grant of a Hackney Carriage and Private Hire Driver's Licence, the Committee is requested to consider the application and determine if they consider the applicant fit and proper to hold such a licence.

RECOMMENDATIONS

That the Committee determine the application.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing - Councillor Cheryl Little

SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions relating to this matter.

REPORT

1. An application has been received from EZ for the grant of a Hackney Carriage and Private Hire Driver's licence.
2. In accordance with the standard procedure for all applications, the applicant was requested to submit a Criminal Records Bureau check and undergo a medical examination.
3. The Disclosure has revealed a conviction from June 2013, further information relating to which will be provided to members at the meeting.
4. The conviction was declared by the applicant upon the application form.
5. Section 59 (1)(a) of the Local Government (Miscellaneous Provisions) Act 1976 states that, "a district council shall not grant a licence to drive a hackney carriage ... unless they are satisfied that the applicant is a fit and proper person to hold a driver's licence."

6. Section 51 (1)(a) of the Local Government (Miscellaneous Provisions) Act 1976 states that, “a district council shall not grant a licence to drive a private hire vehicle unless they are satisfied that the applicant is a fit and proper person to hold a driver’s licence.”
7. Appendix F of the Council’s Statement of Taxi and Private Hire Licensing Policy, concerning the Relevance of Convictions to Applications is attached for members information and use.
8. The applicant has been invited to attend the hearing and the Committee is therefore asked to determine the application.

IMPLICATIONS	
Finance	There are no implications arising directly from the report.
Legal	The Committee should have regard to the requirements of fairness and proportionality and to the European Convention on Human Rights in reaching its decision. Where the council has adopted a policy which applies to a particular matter, it must take the policy into account when making its decision. Although it is not bound to follow the policy, any decision that is contrary to it should be supported and explained by clear and adequate reasons for departing from the policy.
Community Safety	There are no implications arising directly from the report.
Human Rights and Equalities	There are no implications arising directly from the report.
Sustainability and Environmental Impact	There are no implications arising directly from the report.
Health & Safety and Risk Management	There are no implications arising directly from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	8 th September 2014	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Application form	dated 4/13, received June 2014	Licensing Office, Town Hall

Attached documents

Appendix F Relevance of Convictions to Applications

APPENDIX F

RELEVANCE OF CONVICTIONS TO APPLICATIONS

The following guidelines will be used to determine the relevance of criminal convictions in relation to applications for hackney carriage and private hire driver's licences. In so stating, this Authority has adopted the guidelines set out in the DOT Circular 2/92 and HO Circular 13/92, subject to certain limited modifications.

General Policy

1. Each application will be determined on its own merits.
2. A person with a current conviction for serious crime need not be permanently barred from obtaining a licence but will be expected to remain free of conviction for 3 to 5 years, according to the circumstances of the offence, before an application is entertained. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.
3. Listed below are some general principles relating to the determination of applications for drivers and operators of hackney carriages and private hire vehicles which will generally be followed where convictions are admitted.

3.1 Minor Traffic Offences

Convictions for minor traffic offences e.g. obstruction, waiting in a restricted street, speeding etc will not prevent a person from proceeding with an application. Multiple occurrences of similar current offences, however, merit the issue of a warning as to future driving standards. If sufficient penalty points have been accrued to require a period of disqualification of the applicant's driving licence then a hackney carriage or private hire vehicle driver's licence may be granted after the restoration of the DVLA driving licence, but only after a period of 12 months has elapsed since the expiry of the disqualification or from the date of any subsequent conviction. A warning will, however, be given about future driving standards.

In circumstances where a driver acquires 12 or more penalty points on his DVLA driving licence but is not disqualified from driving because of the mitigating circumstances put before the magistrates' court, the driver's hackney carriage or private hire licence may still be revoked or suspended. Such a matter will always be dealt with by way of a disciplinary hearing (see Appendix M).

3.2 Major Motoring Offences

An isolated conviction for reckless driving or driving without due care and attention etc will normally merit a warning as to future driving and advice on the standard expected of hackney carriage and PHV drivers. More than one conviction for this type of offence within the last 2 years will normally merit refusal with no further application then being considered until a period of 1 to 3 years free from convictions has elapsed. A single conviction for causing death by careless driving or by dangerous driving will be reported to the Public

Protection Committee for determination on the merits of the case.

3.3 Applications where Minor Traffic Offences are not Declared

Where an applicant has failed to disclose one or more of the offences mentioned above on their application form but such offences are subsequently uncovered during a DVLA check or by any other means, the licensing officer may, if he thinks fit, still issue the licence subject to a warning regarding future conduct. If, however, he considers that there was a premeditated intent to deceive, he will normally refer the matter to the Public Protection Committee to be dealt with by way of a disciplinary hearing (see Appendix M).

3.4 Drunkenness

3.4.1 With a motor vehicle

A serious view will be taken of convictions of driving or being in charge of a vehicle whilst under the influence of drink. Where a disqualification has been imposed as a result of a drink-driving offence, an application will generally be refused unless a period of 5 years free of conviction has passed since the return of the DVLA licence. More than one conviction for such offences will raise grave doubts as to the applicant's fitness to hold a licence and will normally require at least a 10 year clear period from conviction before an application is likely to be considered favourably. If there is any suggestion that the applicant is an alcoholic, a special medical examination will be arranged before the application is entertained. If the applicant is found to be an alcoholic, a period of 5 years must elapse after treatment is complete before a further licence application is considered.

3.4.2 Not in a motor vehicle

An isolated conviction for drunkenness need not debar an applicant from gaining a licence. However, a number of convictions for drunkenness could indicate a medical problem necessitating critical examination (see (i) above). In some cases, a warning may be sufficient.

3.5 Drugs

An applicant with a conviction for a drug related offence is required to show a period of at least 3 years free of convictions before an application is entertained or 5 years after detoxification treatment if he/she was an addict.

3.6 Sexual or Indecency Offences

The drivers of hackney carriages and private hire vehicles often carry passengers who are alone or may be vulnerable. Applicants who have convictions for rape, indecent assault, any sexual offence involving children or other vulnerable victims or any conviction for an offence under the Sexual Offences Act 2003, will, therefore normally be refused a licence. No application will be considered from a person currently on the Sex Offender's Register. Where an applicant has a conviction for a lesser sexual offence, such as indecent exposure, they will normally be refused a licence until they can show a substantial period, usually at least 5 years, free of any such convictions from the date of conviction or the date of release from jail where a custodial sentence has been imposed. More than one conviction of this kind will raise grave doubts as to the applicant's fitness to hold a licence and will normally require at least a 10 year clear period from conviction before an application is likely to be considered favourably. In all cases, consideration will be given to the circumstances of the offence and any evidence to show that an applicant is a fit and proper person to hold a licence. When considering applications, the Council may take into account any information of a sexual nature which does not amount to a criminal offence that is brought to its attention where that information may indicate that an applicant may not be a fit and proper person to hold a licence.

3.7 Violence

As hackney carriage and PHV drivers maintain close contact with the public, a firm line will be taken with applicants who have convictions for offences involving violence. Applicants with a conviction or caution for grievous bodily harm, wounding, serious assault, possession of a dangerous weapon or other serious offence involving violence or where the offence involved loss of life, will normally be refused a licence. At least 5 years free of such conviction or caution, from either the date of conviction or caution, or from completion of any custodial sentence imposed, which ever is the latter must be shown before an application is entertained and even then careful consideration will be given to the circumstances of the offence and a strict warning will be administered. Convictions for minor violence related offences, e.g. threatening, abusive or insulting behaviour will not necessarily prevent a person from proceeding with an application. In deciding whether to grant such an application the authority will consider the nature of the offence, how long ago it was and what age the applicant was when it was committed and any other factors, which may be relevant.

3.8 Dishonesty

Hackney carriage and PHV drivers are expected to be persons of trust. The widespread practice of delivering unaccompanied property is indicative of the trust that business people place in drivers. Moreover, it is comparatively easy for dishonest drivers to defraud the public, for example, by demanding more than the legal fare. Overseas visitors can be confused by the change in currency and become 'fair game' for an unscrupulous driver. For these reasons a serious view will be taken of any convictions involving dishonesty. In general, a period of 5 years free of convictions will be required before an application is entertained.

3.9 Persistent Criminality

Due to the potential risks to the public, applications from persons with a persistent record of criminality, where the record suggests a persistent lack of regard for the well-being of others or for their property rights, would normally be refused.

3.10 Other Offences and special circumstances

If the applicant has declared any other offences not listed above or the circumstances of the case justify it, the licensing officer will, if he considers it appropriate, refer the application to the Public Protection Committee for determination.

REPORT

REPORT OF	MEETING	DATE
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	23 SEPTEMBER 2014

APPLICATION FOR A PAVEMENT CAFÉ LICENCE

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

An application has been received for the grant of a Pavement Café Licence outside Le Roti, Park Street, Lytham.

RECOMMENDATIONS

That the Committee consider the report and determine the application.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing

-

Councillor Cheryl Little

SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions relating to this matter.

REPORT

1. The Licensing Team have received an application from Mr A Howarth for the grant of a Pavement Café licence outside Le Roti, 12a, Park St, Lytham.
2. A representation to the application has been received from the Highways Department of Lancashire County Council who state:

It is a busy town centre footway and as such ideally we would like a 3m wide footway to be retained for pedestrian movement. Therefore in this instance I am not in position to support the application from a highway view point.

In any case, the pavement cafe would be directly adjacent to the pedestrian crossing facility (system of islands and mobility crossing points) which has been constructed to aid pedestrian to cross the road, and a pavement cafe at the location would interfere with pedestrian movement in particularly for those in wheelchair/mobility scoter. There is also a concrete street light opposite the entrance door which is set 500mm into the footway and thereby reducing the available footway space at the location. The pavement cafe and the street light will cause a pinch point at the location restricting pedestrian movement. Therefore the pavement cafe will have adverse affect on pedestrian movement.

The base of the barrier posts would further reduce the available footway space having a potential to cause tripping accidents.

4. There have been no further representations to the application.
5. Fylde Borough Council has adopted a policy in relation to application Pavement Café Licences which states,
 - 4.1 On a normal street, there must remain at least 1.8 metres (6 feet) of unobstructed space between the carriageway and the front of the café to allow pedestrians to pass by safely.
 - 4.2 In a pedestrianized area there must there must be at least 3.5 metre (12 feet) of unobstructed space in front of the café area.
 - 4.3 If the pavement is directly in front of the premises there must be a 1.5 metre wide (4 feet) unobstructed corridor to the shop entrance at all times.
 - 4.4 If the pavement café is directly opposite the shop-front then a physical barrier of not less than 0.9 metres (3 feet) height must be provided to guide people with disabilities around the area. These barriers must not be permanently fixed to the ground or pavement and must be of a design agreed by the Council.
8. The Committee is therefore requested to consider the application and supporting documentation and the representation and determine the matter.

IMPLICATIONS	
Finance	There are no implications arising directly from the report.
Legal	There are no implications arising directly from the report.
Community Safety	There are no implications arising directly from the report.
Human Rights and Equalities	There are no implications arising directly from the report.
Sustainability and Environmental Impact	There are no implications arising directly from the report.
Health & Safety and Risk Management	There are no implications arising directly from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	5 th September 2014	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
none		

Attached documents

Appendix 1 Application bundle

Your Ref:
Our Ref: DWH/TJH/ A014/114

Licensing Department
Fylde Borough Council
Town Hall
St Annes FY8 1LW

22 August 2014

Dear Sirs,

Project address; Park Street Lytham - Le Roti

We attach an application for a pavement café license. Please note that we have also forwarded an application to the Council's Development Control Team for a change of use of this property to facilitate its use in part as a café.

In addition to the application form and the fee we have provided:

- Location plan at 1/1250 on OS base
- Floor plan at 1/100
- Sample menu
- Illustrations of barrier system
- Illustrations of chairs and tables
- Confirmation of Public Liability Insurance
- Photograph of elevation

You will have recently dealt with a licensing application for the premises from Napthens.

The furniture is to be purchased from a supplier's web site. There is no brochure as such. The illustrations provided give dimensions and the style and finish is clear. We trust that this is satisfactory. Our client has some of this furniture should you wish to see it.

The furniture will be supplied by Coach House of Altham Industrial Estate, Metclaf Drive, Accrington BB5 5TU.

With regard to the management of the outdoor area: as the store is operated by at least two staff at all times they will check the outdoor area every 15 minutes or less for clearing everything away. We understand that the premises licence application is until 21.00 hours although it is only intended to operate the pavement café until 19.00 hours and the furniture and barriers will be cleared then. The furniture and barriers would be put back out no earlier than 07.00. At present this would be at 08.00.

There is one staff WC and one customer WC to the rear. It is intended, at least initially, to operate a key system.

The length of the pavement café area is proposed to be 3.6 metres, which is the length of the window. The footway width is 4.1 metres. Allowing a 1.8 metre clear path through leaves 2.3 metres for the café.

The proposed barriers are 2.15 metres long and will cover each side of the café area with the long side left open.

The tables are 0.7 metres diameter and the chairs are 0.5 metres by 0.4 metres wide.

Yours faithfully,



D W Hadwin
Director
Keystone Design Associates Ltd

PP



**Application for grant/renewal for a Licence to use
The Highway for A Street Café
Highways Act 1980 Section 115C-E**

Please read the notes and answer ALL of the following questions

Question 1

Your Name and Address

MR A HAWORTH
 GARLE HAY COUNTRY HOTEL
 LEA LADE
 BARTLE
 Postcode: PR4 0HA
 Telephone: 07711 724905

Question 2

The Name and Address of any person acting for you.

DAVID HADWIN
 KEYSSTONE DESIGN ASSOC
 261 CHURCH STREET
 BLACKPOOL
 Postcode: FY1 3PB
 Telephone: 649040

Question 3

Describe the proposed location for the street café and its address if different from the address in question 1 above.

Le Robi Park Street Lytham

Question 4

Please state the main proposed materials (for example: furniture, umbrellas, boundary markers, colour, type, style) and show them on your detailed layout plan.

BOUNDARY BARRIERS: 2 No 2.15m long, Stainless steel with printed fabric panel and kick rail.
 CHAIRS AND TABLES: 8 chairs, 2 tables. All painted steel frame with distressed stained wooden slats.

Question 5

Do you intend to alter any of the building and/or building frontage to accommodate the proposal?

If YES, please show details of the alteration on your plan

YES/NO

Question 6

Are there any lighting columns, litter bins, road signs, public seating, trees etc. on site within the boundary of the area proposed for the street café?

YES/NO

If YES, please show them on your plan.

Question 7

Please indicate the number of Male/Female toilets

MALE.....1..... FEMALE.....1..... 1 SHARED WC.

Question 8

Is it intended to seek a licence to serve alcohol within the street café area?

If YES, please answer Question 9. YES/NO

Question 9

What range of drinks (alcoholic and non-alcoholic) it is intended will be served within the street café area? Give details below.

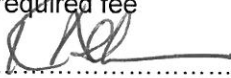
WINE, BOTTLED BEERS, SOFT DRINKS, TEA, COFFEE.

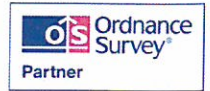
Question 10

What is the existing seating capacity and what is proposed for the external pavement café?

4 SEATS EXISTING INSIDE
8 SEATS PROPOSED IN PAVEMENT CAFE.

Please read and sign the following statement:

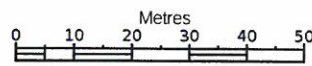
I wish to apply for a licence to use the highway fronting the above named property for the purpose of a street café as described in this application and the accompanying plans and enclose the required fee
Signed:  Date: 22 AUGUST 2014



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The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.



1:1250



12, Park St, Lytham St Annes
FY8 5LU

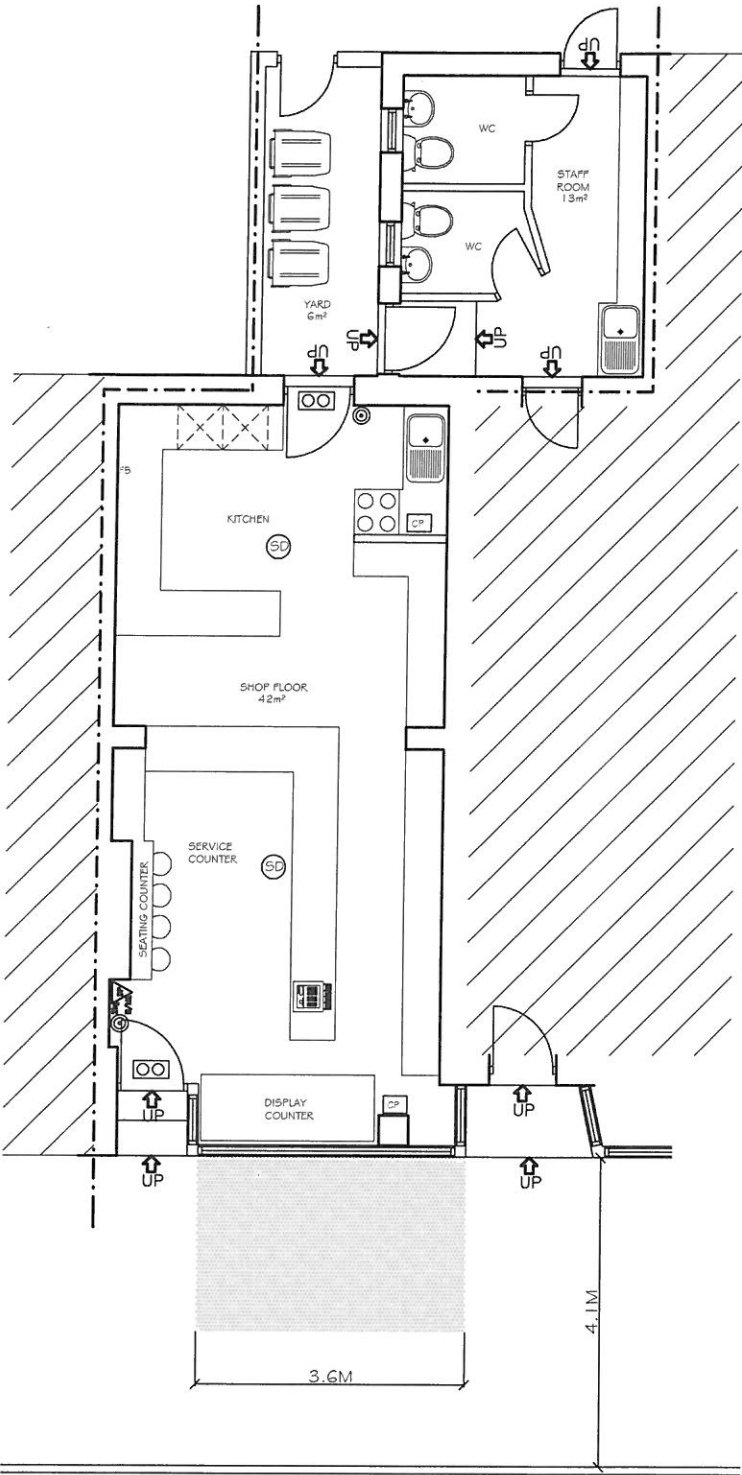
Supplied by: **Stanfords 22 Aug 2014**
Stanfords Ordnance Survey Partner
Licence: 100035409
Order Licence Reference: OI751042
Centre coordinates: 336538 427257

KEY TO SYMBOLS

- ⊙ SMOKE DETECTOR
- ⊙ ALARM BREAK POINT
- △ △ EXTINGUISHERS
- ⊞ ⊞ FIRE ESCAPE LIGHTING
- FB FIRE BLANKET

CONFIGURATION

GROUND FLOOR TOTAL AREA 55m²
 TOTAL PLOT AREA 80m²
 TOTAL EXTENDED LICENSED AREA 8m²



GROUND FLOOR LAYOUT
 TOTAL FLOOR AREA 55m²
 TOTAL PLOT AREA 80m²
 TOTAL EXTENDED LICENSED AREA 8m²

PROPOSED FLOOR PLANS SCALE 1:100



Keystone Design Associates Ltd.

Registered Office
 261 Church Street
 Blackpool
 FY1 3PB

Tel. No. 01253 649040
 Fax. No. 01253 752901
 Email : info@keystonedesign.co.uk

PROJECT ADDRESS			
PARK STREET LYTHAM - LE ROTI			
DRAWING TITLE			
LICENSING PLAN			
Drawn	Checked	Date	Scale
MT		30.06.14	1:100@A4

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DRAWING No.	Rev.
A014/114/LP/01	A

LE ROTISSERIE
FRENCH
MENU

EAT WITH FAMILY
Chang's Co. Family

SMALL BOX
 £12.95 SERVES 2-3

- WHOLE ROTISSERIE CHICKEN
- ROTISSERIE POTATOES
- COLESRAW
- HOUSE SALAD

LARGE BOX
 £22.99 SERVES 4-6

- 2 WHOLE ROTISSERIE CHICKEN
- LARGE ROTISSERIE POTATOES
- LARGE COLESRAW
- LARGE HOUSE SALAD



SUNDAY ROAST
 ROTISSERIE MEAT SERVED AS A TRADITIONAL FAVOURITE

Rotisserie Meat (Lamb, Beef, Ham or Turkey), Gravy & Stuffing, Yorkshire Pudding, Rotisserie Potatoes and Root Vegetables

POUR 2 (Beef or Ham only)	£22.00
POUR 4	£40.00
POUR 6	£58.00
POUR 8	£75.00

LE ROTISSERIE

MARINATED SPIT-ROAST PLAT (MAIN COURSE SIZE)

BARBQUE MARINATED SPIT ROASTED CHICKEN

Chicken leg & thigh with rotisserie potatoes	£3.25
Chicken breast with rotisserie potatoes	£4.25
Whole chicken (cold or cooling)	£4.95
Whole chicken (hot) Inc VAT	£5.95
Half chicken (cold)	£3.55
Half chicken (hot) Inc VAT	£4.25
Rotisserie Potatoes	£1.85

ENTREE

HOMEMADE QUICHE
 Full quiche £3.25 1/2 £1.90

Quiche Lorraine (ham, onion & cheese)
 Cheese & tomato
 Cheese & onion

Goats cheese, peppers & mushrooms

PROVENCAL SOUP OF THE DAY
 £1.40

LE SANDWICH FILLINGS FROM OUR ROTISSERIE OVEN
(all our sandwiches are served with salad)

Hand carved ham
 Spit roasted chicken
 Mustard encrusted beef
 Roasted turkey

Cheese & pickle
 Egg mayonnaise
 Tuna mayonnaise
 Prawn marie rose

Baton (white or wholemeal) £2.45
 Baquette (white or wholemeal) £2.95

Hot carved sandwich of the day or hot chicken sandwich

Baton (white or wholemeal) £2.95
 Baquette (white or wholemeal) £3.45

SALADE

MOULIN ROUGE
 Mixed greens, cherry tomatoes, crostin goats cheese, pine nuts, olives & basil dressing

NORMANDY
 Rotisserie roasted beef, horseradish dressing, seasonal leaves, red onions & tomatoes

NOTRE DAME
 Rotisserie roasted chicken, baby gem lettuce, croutons, cardini's ceasar dressing & parmesan

NICOISE
 Tuna, olives, green beans, hard boiled egg, leaves & french dressing

All salads £3.50

LE RÔTI SANDWICH ROTISSERIE
"SALUT TO OUR authentic FRENCH ROTISSERIE MENU"



Thoughts On Travelling

EAT WITH FAMILY

SMALL BOX
 £12.95 SERVES 2-3

- WHOLE ROTISSERIE CHICKEN
- ROTISSERIE POTATOES
- COLESLAW
- HOUSE SALAD

LARGE BOX
 £22.99 SERVES 4-6

- 2 WHOLE ROTISSERIE CHICKEN
- LARGE ROTISSERIE POTATOES
- LARGE COLESLAW
- LARGE HOUSE SALAD

SUNDAY ROAST

ROTISSERIE MEAT SERVED AS A TRADITIONAL FAVOURITE

Rotisserie Meat (Lamb, Beef, Ham or Turkey), Gravy & Stuffing, Yorkshire Pudding, Rotisserie Potatoes and Root Vegetables

FOUR 2 (Beef or Ham only)	£22.00
FOUR 4	£40.00
FOUR 6	£58.00
FOUR 8	£75.00

LE ROTISSERIE

MARINATED SPIT-ROAST PLAT (MAIN COURSE SIZE)

BARBEQUE MARINATED SPIT ROASTED CHICKEN

Chicken leg & thigh with rotisserie potatoes	£3.25
Chicken breast with rotisserie potatoes	£4.25
Whole chicken (cold or cooling)	£4.95
Whole chicken (hot) Inc VAT	£5.95
Half chicken (cold)	£3.55
Half chicken (hot) Inc VAT	£4.25
Rotisserie Potatoes	£1.85

ENTREE

HOMEMADE QUICHE

Quiche Lorraine (ham, onion & cheese)
 Cheese & tomato
 Cheese & onion
 Goats cheese, peppers & mushrooms

Full quiche £3.25 1/2 £1.90

PROVENÇAL SOUP OF THE DAY

£1.40

LE SANDWICH FILLINGS FROM OUR ROTISSERIE OVEN
(all our sandwiches are served with salad)

Hand carved ham
 Spit roasted chicken
 Mustard encrusted beef
 Roasted turkey
 Cheese & pickle
 Egg mayonnaise
 Tuna mayonnaise
 Prawn marie rose

Baton (white or wholemeal)	£2.45
Baguette (white or wholemeal)	£2.95
Hot carved sandwich of the day or hot chicken sandwich	
Baton (white or wholemeal)	£2.95
Baguette (white or wholemeal)	£3.45

SALADE

MOULIN ROUGE

Mixed greens, cherry tomatoes, crotin goats cheese, pine nuts, olives & basil dressing

NOTRE DAME

Rotisserie roasted chicken, baby gem lettuce, croufons, cardini's ceasar dressing & parmesan

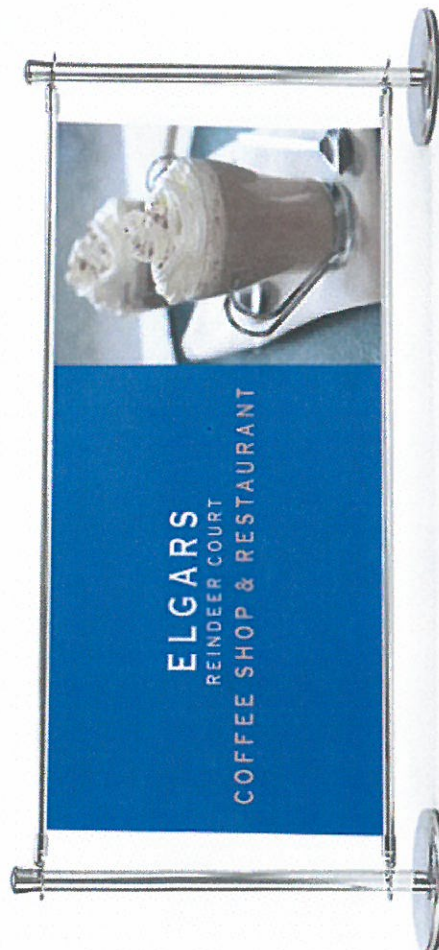
NORMANDY

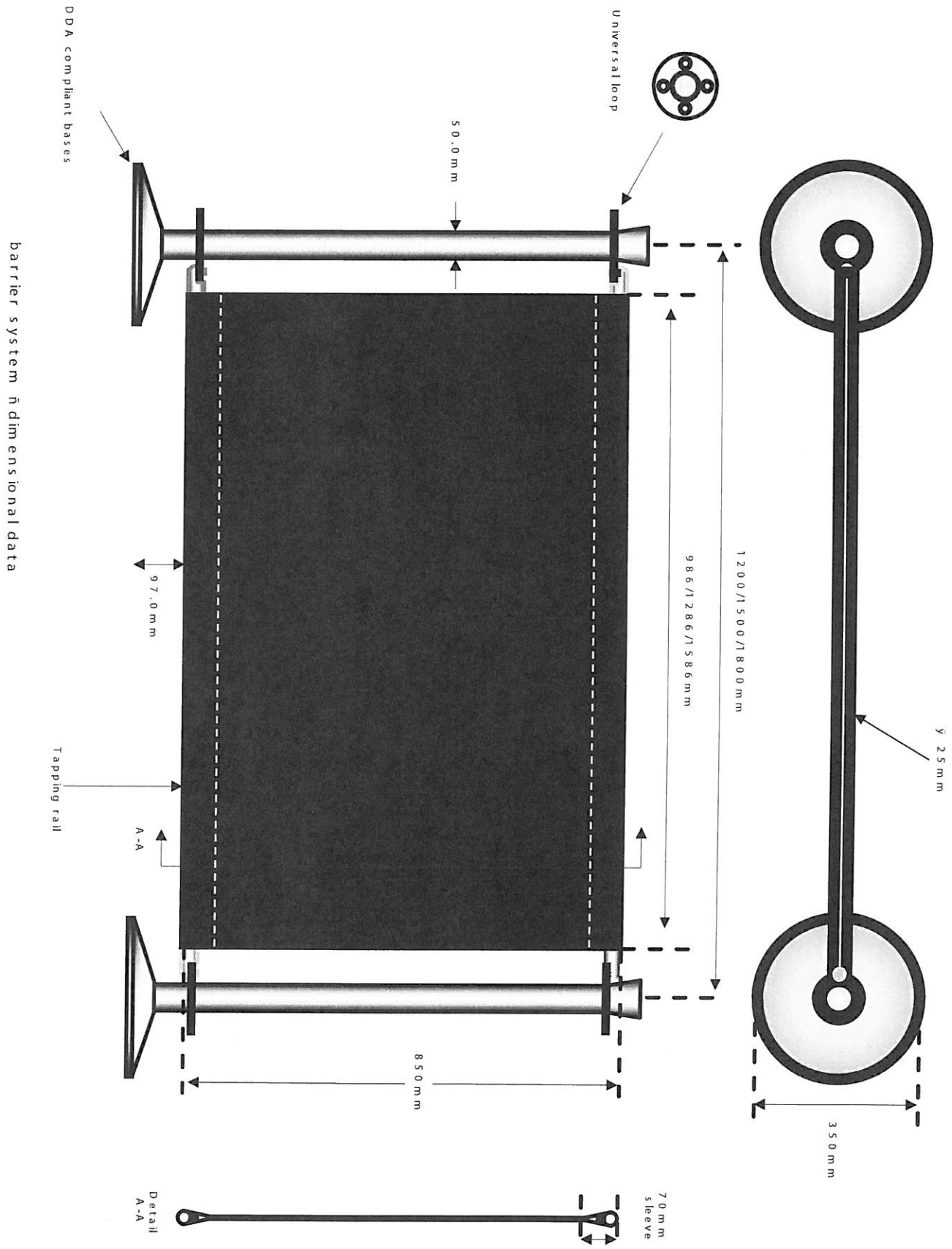
Rotisserie roasted beef, horseradish dressing, seasonal leaves, red onions & tomatoes

NICOISE

Tuna, olives, green beans, hard boiled egg, leaves & french dressing

All salads £3.50





COACH HOUSE




FA190

DISTRESSED WOOD SLATS TBL.

H:750mm Diam:700mm

In Stock: 41

 Select the image above for greater detail

COACH HOUSE




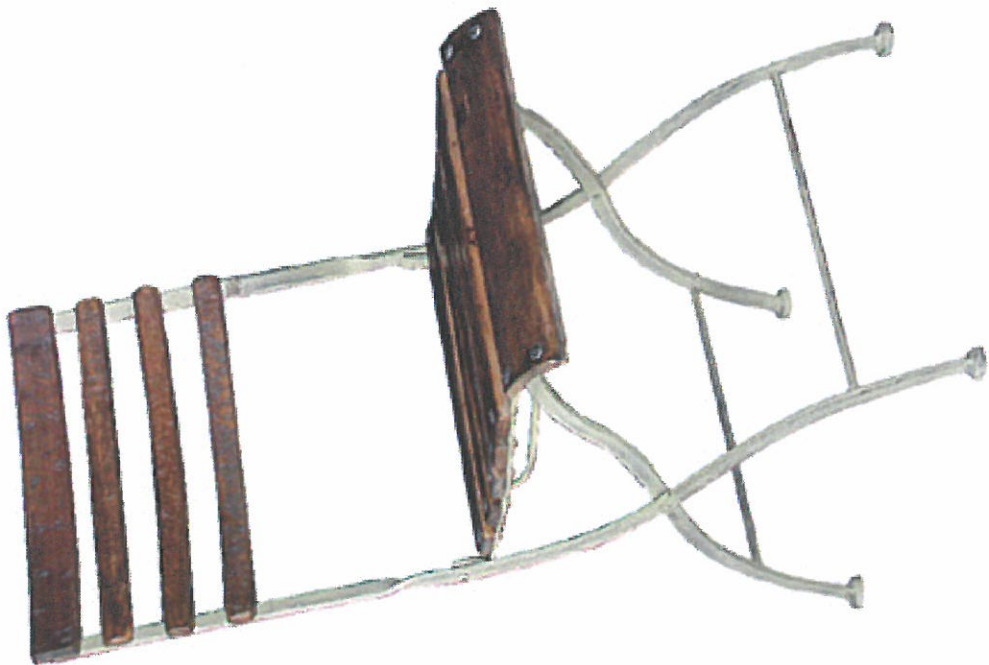
FA191

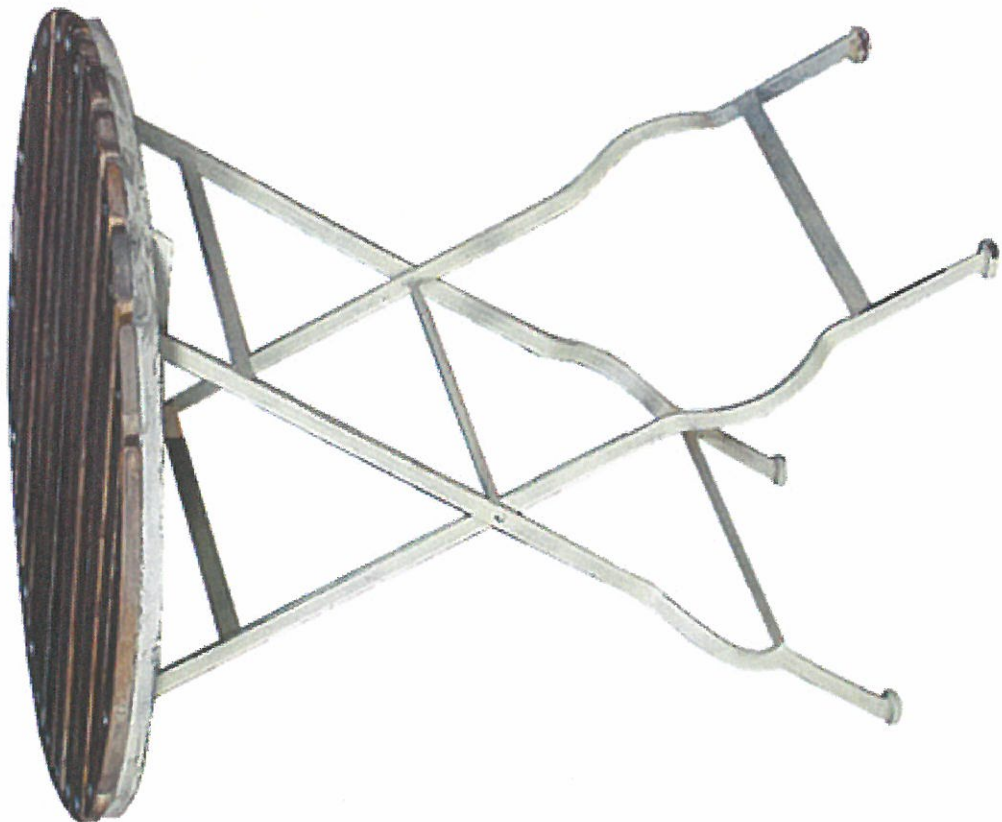
SLATTED & DISTRESSED CHAIR

L:500mm W:400mm H:890mm D:500mm Diam:500mm

Out of Stock

 Select the image above for greater detail





Inspire Risk Management Ltd
 3 Webster Court
 Westbrook
 Warrington
 WA5 8WD

tel: 01925 711500
 fax: 01925 711900
 email: office@inspirerm.com
 web: www.inspirerm.com



Commercial, Health and Private Client
 Insurance Brokers

11th June 2014

To Whom It May Concern

Dear Sir/Madam,

Re: Our client: Le Roti

We can confirm that we act as appointed Insurance Brokers to the above company who hold and have renewed the following insurance covers:-

Public / Products Liability

Insurer:	Allianz Insurance
Policy No:	RX13211647
Limit of Indemnity:	£5,000,000.00
Expiry Date:	18 th November 2014
Exclusions / conditions:	As per policy wording, a copy of the same is available at your request.

We trust this is sufficient information for your requirements. Premium payments are fully up to date. Should any further information be required, please contact our office and we shall be happy to assist as appropriate, subject to client approval. Please treat this information as confidential and do not pass to third parties without the appropriate written consent from our client.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Kim Buckley", is written over a printed name.

Kim Buckley Cert CII

Client Executive

Tel: 01925 711500

Email: kim@inspirerm.com



REPORT

REPORT OF	MEETING	DATE
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	23 SEPTEMBER 2014

DEREGULATION BILL

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

To inform the members of the Public Protection Committee of the proposed changes to taxi and private hire licensing contained within the Deregulation Bill.

RECOMMENDATIONS

That the Committee note the report.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing - Councillor Cheryl Little

SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions relating to this matter.

REPORT

1. The Deregulation Bill was first presented before Parliament on the 23rd January 2014. The aim of the Bill is to reduce the burdens resulting from legislation on businesses or other organisations, or individuals and states that the repeal of the legislation will be of legislation that no longer has practical use.
2. In relation to taxi and private hire matters, the Bill identifies three specific proposals which will bring about a change to the current statutory arrangements.
3. The proposals are as follows:
 - a) Clause 10 – “Private Hire Vehicles: Circumstances in which drivers licence required”

The effect of the introduction of this clause is that there will be no requirement to hold a private hire drivers licence when the vehicle is not being used as a private hire vehicle.

- b) Clause 11 – “Taxis and private hire vehicles: duration of licences”
This changes the wording of the existing legislation so that a drivers licence is to be issued for 3 years and a Private Hire Operators licence for 5 years.
- c) Clause 12 – “Private Hire Vehicles: Sub-contracting”
This would enable the sub-contracting of bookings across the boundaries of controlled districts.

4. The Bill is still progressing through Parliament and at the time of writing the report is scheduled before the House of Lords on the 21st October 2014.

IMPLICATIONS	
Finance	Moving from annually issued licenses to 3 yearly/5 yearly licences will result in a fall in income which will be highlighted in a right sizing exercise.
Legal	The Bill proposes a number of changes to legislation impacting upon the Licensing Act 2003 and Local Government (Miscellaneous Provisions) Act 2003.
Community Safety	There are no implications arising directly from the report.
Human Rights and Equalities	There are no implications arising directly from the report.
Sustainability and Environmental Impact	There are no implications arising directly from the report.
Health & Safety and Risk Management	There are no implications arising directly from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	5 th September 2014	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Deregulation Bill	24 th June 2014	http://www.publications.parliament.uk/pa/bills/lbill/2014-2015/0033/15033.pdf

Attached documents

None

REPORT

REPORT OF	MEETING	DATE
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	23 SEPTEMBER 2014

CARAVAN SITE LICENSING- LITTLE ORCHARD

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Removal of part of Condition 3 of touring site licence, to allow caravans to remain on the site all year round for storage, on allocated storage pitches.

Also, removal of condition 4 of the touring licence, which permits caravans to stay on site for no more than 28 days without the proviso for not returning within 48 hours.

RECOMMENDATIONS

1. To consider approval to allow touring caravans to be stationed on their allocated pitches for storage.
2. To consider approval to allow touring caravans to stay on site for more than 28 days.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing - Councillor Cheryl Little

SUMMARY OF PREVIOUS DECISIONS

No previous decisions relating to this site.

REPORT

Site Licence History

1. Little Orchard Caravan Park is situated on Bank Lane, Weeton, which is just off the main Fleetwood Road, within the Staining and Weeton Ward.
2. The use of the land as a touring caravan site dates back to 1999, with the principle planning consent being 99/0554. Over the years the site has expanded, with an increase in the number of touring caravans.

3. The current site licence ¹ issued on 5th March 2010 permits the land to be used for a total of 45 (forty-five) touring caravans.

Application to remove existing site licence condition

4. On the 9th July 2014, the Directorate received a site licence application². The applicant Linda Johnson, is seeking to remove the following part of Condition 3 and 4 of the existing site licence.
5. Condition 3 of the site licence states “...the caravans must be removed at the end of the holiday, caravans must not be stored on the site year round”.
6. Condition 4 of the site licence, which states “No caravan shall remain on site for more than 28 consecutive days and shall not return within 48 hours”.
7. The site owner is seeking to remove part of Condition 3 and 4, to bring the site licence in line with the most recent planning consent, based on the following-
 - Planning consent reference:³12/0701-, granted 13th February 2014 for Removal of condition 7 of planning permission 09/0095 and condition 9 of planning permission 06/0621 to allow caravans to remain on the site for more than 28 consecutive days without the proviso for not returning within 48 hours.
 - Furthermore, an advisory letter from the Planning Department to Mrs Johnson, dated 18th June 2014⁴ clarifies the situation of caravan storage.

Consultation

8. The following consultee’s opinions have been sought:
 - Staining and Weeton Parish Council; and
 - Lancashire Fire and Rescue Services.
9. The applicant, agent and a representative of the site will be invited to attend the Public Protection Committee.

IMPLICATIONS	
Finance	There are no financial implications arising from this report
Legal	As detailed within report
Community Safety	None arising from the report
Human Rights and Equalities	None arising from the report
Sustainability and Environmental Impact	None arising from the report
Health & Safety and Risk Management	None arising from the report

¹ Touring Site Licence Little Orchard, dated 5/3/2010

² Site Licence Application, dated 8th July 2014

³ Planning Consent 12/0701, approved on the 13/2/2013

⁴ Letter from Planning Department relating to caravan storage, dated 18/6/14

REPORT AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	5th September 2014	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Little Orchard Premises File	5th September 2014	Chaseley Building, Room 219

Attached documents

1. Touring Site Licence, Little Orchard, dated 5/3/2010
2. Site licence application, dated 8th July 2014
3. Planning Consent Ref-12/0701, approved in 13/2/2014
4. Letter from Planning Department relating to caravan storage, dated 18/6/2014



Caravan Sites and Control of Development Act 1960

Section 3

Touring Caravan Site Licence

Little Orchard Caravan Park

To: Dr. J. R. and Mrs. L. Johnson,
Little Orchard Caravan Park,
Shorrocks Barn,
Back Lane,
Weeton,
Lancashire
PR4 3HN

TAKE NOTICE THAT

WHEREAS on 3rd November 2009 you made application for a site licence in respect of land situated at Little Orchard Caravan Park, Shorrocks Barn, Back Lane, Weeton, Preston, Lancashire, PR4 3HN indicated on the plan submitted with the application (which land is hereinafter called "the land")

AND WHEREAS you are entitled to benefit of planning permission (06/0621 and 09/0095) for the use of the land as a caravan site under the Town and Country Planning Acts, 1962 to 1990, otherwise than by a Development Order.

NOW THEREFORE the Council of the Borough of Fylde (hereinafter called "the Council") HEREBY GRANT a site licence in respect of the land pursuant to Section 3 of the Caravan Sites and Control of Development Act 1960, subject to the conditions specified in the schedule hereto.

This Licence cancels all previous licences.

The Schedule

1. The total number of caravans stationed on the site at any one time shall be such as to enable compliance with the requirements of this schedule to be maintained and in any case shall not exceed 45 (Fortyfive).
- 1a. The site shall be used only as a touring caravan site.
2. Caravans shall be used solely for human habitation as touring holiday caravans between 14th February and 1st January in the following year.

3. The site is for touring caravan pitches for holiday use only and the caravans must be removed at the end of the holiday, caravans must not be stored on the site year round.
4. No caravan shall remain on the site for more than 28 consecutive days and shall not return within 48 hours.
5. The owner of the caravan site or their appointed agent shall at all times retain a register of holiday occupation containing names and home addresses of all occupiers of the caravan pitches, which shall be made available on request for inspection by the local authority at all reasonable times.

To ensure that the caravans are utilised for holiday purposes only and not as anyone's main residence.

6. The site shall be maintained in a clean and tidy condition at all times. Every caravan stationed on the site shall be maintained in a good state of repair and external decoration.

Spacing

7. Every caravan shall be sited not less than 3 metres from any boundary of the site. Every unit shall not be less than 6 metres from any other unit in separate occupation.
8. Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.
9. Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road.
10. The roads shall not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system 3 metres wide.
11. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats shall not be parked between the units.
12. Space equivalent to about one-tenth of the total area shall be allocated for children's games and/or other recreational purposes.

Drinking Water Supply and Waste Water Disposal

13. There should be an adequate supply of drinking water in accordance with appropriate Water Bylaws and statutory quality standards.

Toilets: WCs/Chemical Closet Disposal Points

14. The scale of provision should be 1 WC and 1 urinal for men and 2 WC's for women per 30 pitches and their location should be to the satisfaction of the Licensing

Authority. Toilets may not be justified where sites have less than 10 pitches, but on sites with between 10 and 30 pitches at least one WC and 1 urinal for men and 2 WC's for women should be provided.

15. All fixtures and fittings provided for communal use shall be maintained in proper working order and in a clean condition.
16. A properly designed disposal point for the contents of chemical closets should be provided, and shall have an adequate supply of running water for cleaning the containers.

Hot Water: Showers

17. Showers should not be obligatory on sites with less than 70 pitches. If showers are required, provision should be on the basis of 1 shower per 25 pitches and hot water should be available.

Disabled Persons

18. Particular consideration should be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers.

Electrical Installations

19. Where there is an electrical installation other than Electricity Board works and circuits subject to Regulations under Section 60 of the Electricity Act 1947, it should be installed to the requirements of the Institution of Electrical Engineers' Regulations for Electrical Installations (the IEE Wiring Regulations) for the time being in force and, where appropriate, to the standard acceptable for the Electricity (Overhead Lines) Regulations 1970, S.I. 1970, No. 1355. Any installation should be maintained in such a way as to prevent danger as far as reasonably practicable and should be periodically inspected and tested by a competent person in accordance with the IEE Wiring Regulations.

Refuse Disposal

20. Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close fitting lids or plastic bags. Arrangements shall be made for the bins to be emptied regularly. Where communal refuse bins are also provided these shall be of similar construction and housed within a properly constructed bin store.

Fire Precautions

21. No unit should be further than 90 metres from a fire point. At each fire point there should be two water (gas expelled) extinguishers each of 10 litres capacity and complying with British Standard 5423:1980, together with a means of raising the alarm in the event of equipment susceptible to damage by frost should be suitably protected.
22. Wherever there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, should also be

provided at each fire point. Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of combustible materials.

23. The fire points should be clearly marked and easily accessible. All fire-fighting equipment should be maintained in working order and kept available for use and for inspection by the Licensing Authority.
24. Each fire point should exhibit a conspicuous notice indicating the action to be taken in case of fire and the location of the nearest telephone. The 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 telephone is sited ...).
- iv) Attack the fire using the fire fighting equipment provided, if 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."

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

25. A means of raising the alarm in the event of fire shall be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren. The advice of the fire authority shall be sought on an appropriate system.
26. All alarms and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by or on behalf of, the licensing authority.

Liquefied Petroleum Gas

27. Arrangements for the storage of Liquefied Petroleum Gas (LPG) on the site, should be in accordance with the current National Code of Practice and Regulations.
28. LPG storage supplied from tanks shall comply with Guidance Booklet HSG 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.

Where there are metered supplies from a common LPG storage tank, then Guidance Note CS11 "The Storage and Use of LPG Metered Estates" provides further guidance. In this case and where a British Gas mains supply is available,

then the gas (Installation and Use) Regulations 1984 and the Pipe-lines Act 1962 may also be applicable.

Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.

LPG installations shall conform to British Standard 5842, "Code of Practice for Domestic Butane and Propane Gas Burning Installations, Part 2: 1977 Installations in Caravans and Non-Permanent Dwellings".

For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary metre(s) and such service pipes are subject to the Gas Safety Regulations 1992.

Site Notices

29. A suitable sign shall be prominently displayed at the site entrance indicating the site name.
30. Notices should be displayed prominently on the site indicating the action to be taken in the event of an emergency and show where the Police, Fire Brigade, Ambulance and Local Doctors can be contacted and the location of the nearest public telephone. Where practicable a telephone should be provided on the site and the full address of the site should be displayed near the telephone.
31. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
32. At sites with overhead electric lines, warning notices should be displayed on the supports for the lines and at the site entrance. Where appropriate, these should warn against the danger of contact between the lines and the masts of yachts or dinghies.
33. A copy of the site licence with its conditions should be displayed prominently on the site.
34. All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

Dated 5th Day of March 2010



.....
C. Platt- Director
Community Services

**Caravan Sites and Control of Development Act 1960
 Application/variation For a Site Licence**

1. Brief Site Details

Name of Site: LITTLE ORCHARD CARAVAN PARK	
Postal address of Site: LITTLE ORCHARD CARAVAN PARK SHORROCKS BARN BACK LANE WEETON KIRKHAM, PRESTON	
Post Code: PR4 3HN	Phone: 01253 836658 Fax: 01253 836233 e-Mail: info@littleorchardcaravanpark.com

2. Applicants Details

Name: MRS LJ JOHNSON MR J.R. JOHNSON	
Postal address of Applicant (If different from above): 	
Post Code:	Phone: Mobile: e-Mail:

3. Is the applicant the:

Freeholder	<input checked="" type="checkbox"/>	Tenant	<input type="checkbox"/>
Leaseholder	<input type="checkbox"/>	Other	<input type="checkbox"/>

If applicant is the leaseholder of a tenant, please give details of the agreement:

5. Existing Licence Conditions:

Type of unit	Please Tick as appropriate	Number
Permanent residential	<input type="checkbox"/> Caravans
Static Holiday	<input type="checkbox"/> Caravans
Holiday Chalets	<input type="checkbox"/> Chalets
Touring Holiday	<input checked="" type="checkbox"/> 45 Units

Opening Season:

Static Sites	<input type="checkbox"/> to
Touring Sites	<input checked="" type="checkbox"/>	14:02... to 31:12..

6. Proposed Application to alter Licence Condition:

Type of unit	Please Tick as appropriate	Number
Permanent residential	<input type="checkbox"/> Caravans
Static Holiday	<input type="checkbox"/> Caravans
Holiday Chalets	<input type="checkbox"/> Chalets
Touring Holiday	<input checked="" type="checkbox"/> 45 Units

Opening Season:

Static Sites	<input type="checkbox"/> to
Touring Sites	<input checked="" type="checkbox"/>	14:02... to 31:12..

7. Does the site have planning permission?

Yes	<input checked="" type="checkbox"/>	
No	<input type="checkbox"/>	Year 1999, 2003, 2006,
Applied For	<input type="checkbox"/>	Date: 2009.....

TOTAL 45 PERMISSION GIVEN ON 3 AREAS

If yes, please give relevant permissions and references:

WOODSIDE 15 VANS PASTURE 20630 VANS ORCHARD 15 VANS TOILET BLOCK
 5/2009/0095 5/2006/0621 09/0095 5/2003/0331
 5/1999/0554

12/0701 granted planning permission for Removal of Condition 7 of Planning Permission 09/0095. Condition 9 of Planning Permission 06/0621 to allow caravans to remain on the site for more than 28 consecutive days without the provisos for not returning within 48 hours. Also to allow caravans to remain on site all year providing that they were not occupied as residential caravans.

8. How is drinking water provided?

Mains supply to unit	<input type="checkbox"/> Units
Standpipes	<input checked="" type="checkbox"/> 5 Units

CARAVANS ACCESS WATER FROM STAND PIPES 1 TAP IN TOILET BLOCK
 1 WOODSIDE
 2 PASTURE
 2 ORCHARD

9. How are toilets and wash hand basins provided?

Communal toilet blocks 1..... Units TOILET BLOCK
 Units have their own facilities Units TOILETS SHOWER

10. How are showers provided?

Communal shower blocks 4..... Units PURPOSE BUILT
 Units have their own showers Units SHOWER & TOILET BLOCK
 2006 DISABLED ROOM
 FAMILY ROOM
 GENTS & LADIES

11. Type of foul drainage?

Mains drainage Units
 Cesspool or cesspit Units
 TREATMENT PLANT TITAN BIOTEC 125

12. How is kitchen waste water disposed of?

Units have their own sinks connected to foul drainage. ...N/A... Units
 Communal washing up sinks/waste water disposal points connected to foul drainage. 2..... Units
 Other (Please give details) Units

No waste water disposal 2..... Units
 CONNECTED TO TREATMENT PLANT.

13. How is surface water drainage provided?

LAND DRAINAGE SYSTEM

14. How is refuse stored on the site?

Individual bins at each unit 22..... Units SITUATED AROUND
 Communal wheeled bins or skips Units THE PARK BINS
 WITH PLASTIC LINERS
 PUT IN THE TRADEWASTE
 BIN.
 Communal bin store Units
 FYLDE BOROUGH TAKE AWAY THE REFUSE FROM THE TRADEWASTE BIN FORTNIGHTLY

15. Do units use liquefied petroleum gas (LPG) cylinders?

Yes
 No

16. Is there a LPG storage area on the site?

Yes NO

No

17. Has the applicant held a site licence which has been revoked at any time in the last three years?

Yes

No

18. Was the site in use as a caravan site:

On 9th March 1960

On 29th March 1960

At any other time since 9th March 1958

If so, when: SMALL 5 CL SITE APPROX 1999 - SITE LICENCE 2001 and now 45 PITCHES EXPANDED TO 20 then 30

19. Address for correspondence:

Caravan site

Applicants address

Other (please state below)

Name:	
Address:	
Post Code:	Phone:
	Mobile:
	e-Mail:

Signed: Lucien Jane Johnson Dated: 8th July 2014

With the application Form, please send the following:

A layout plan of the site at 1:500 scale including:

- | | |
|---|---|
| <p>A. Site Boundaries</p> <p>C. Roads and footpaths</p> <p>E. Water Supplies</p> <p>G Fire points</p> <p>I. Foul and surface water drainage</p> | <p>B. Position and numbering of touring/holiday caravans and residential park homes.</p> <p>D. Toilet blocks, stores and other buildings</p> <p>F. Recreational spaces</p> <p>H. Parking spaces</p> |
|---|---|



Town and Country Planning Acts

Removal of Condition Granted

Part 1 - Particulars of Application

Application Number: 12/0701

Location: SHORROCKS BARN, BACK LANE, WEETON WITH PREESE, PRESTON, PR4 3HN

Description: **REMOVAL OF CONDITION 7 OF PLANNING PERMISSION 09/0095 AND CONDITION 9 OF PLANNING PERMISSION 06/0621 TO ALLOW CARAVANS TO REMAIN ON THE SITE FOR MORE THAN 28 CONSECUTIVE DAYS WITHOUT THE PROVISIO FOR NOT RETURNING WITHIN 48 HOURS.**

Part 2 - Particulars of Decision

The Fylde Borough Council hereby give notice in pursuance of the provisions of the Town and Country Planning Act 1990 that PERMISSION HAS BEEN GRANTED only for the carrying out of development referred to in Part 1 hereof in accordance with the actual development proposal specified on your submitted application form and the relevant plan, a stamped copy of which is returned with this notice, subject to the following conditions(s) and reasons(s):

- 1 The owners/operators of the caravan site shall maintain a register of names of all occupiers of individual caravans and of their main home addresses, and shall make this information available at all reasonable times to the Local Planning Authority.

To ensure that the approved holiday accommodation is not used for permanent residential occupation which would be contrary to Policy SP2 of the Fylde Borough Local Plan As Altered October 2005.

Summary of Reasons for Approving Planning Permission

Fylde Borough Council has considered the proposed development in the context of the Development Plan, together with all relevant material considerations. The local planning authority considers that planning permission ought to be granted for the reasons summarised below. A full copy of the report which addresses all relevant considerations, is available on request to the local planning authority.

The touring aspect of the site is adequately controlled by the use of other existing conditions attached to permissions 06/0621 and 09/0095, which restrict the use of the site to touring caravans only and require the removal of all caravans from the site between the period 01 January to 14 February each year. As such it is considered that the condition limiting the number of days caravan can stay on the site to 28 days, with no return within 48 hours, is unnecessary and unreasonable, and hence fails to meet all the tests set out in the government planning circular 11/95.

SUMMARY OF RELEVANT POLICIES & GUIDANCE

This decision has been made having regard to the guidance provided by the National Planning Policy Framework and the policies contained within the adopted Development Plan which comprises the saved policies of:
the Regional Spatial Strategy for the North West;
the Fylde Borough Local Plan;
and all other relevant planning guidance and in particular policies:

Regional Spatial Strategy:

- DP01 Spatial Principles

- DP03 Promote Sustainable Economic Development

- RDF02 Rural areas

Fylde Borough Local Plan:

- SP02 Development within countryside area


- SP08 Expansion of existing business & commercial operations

- TREC07 Touring Caravan & Camping Sites

Informative notes: NONE

Date of Decision: 13/02/2013

Signed:



Mr P. Walker
Director of Development Services
Fylde Borough Council
Town Hall
Lytham St Annes
Lancashire, FY8 1LW

Mr J & Mrs L Johnson
Shorrocks Barn
Back Lane
Weeton
Lancashire
PR4 3HN



FYLDE BOROUGH COUNCIL

RT/DC/ENQ/14/0221

Ruth Thow
01253 658458

18 June 2014

Mrs L Johnson
Little Orchard Caravan Park
Shorrocks Barn
Back Lane
Weeton
Preston
PR4 3HN

Dear Mrs Johnson

**RE: LITTLE ORCHARD CARAVAN PARK
CARAVAN STORAGE**

I refer to your correspondence of 2nd June 2014 in respect of a proposal to provide caravan storage at the above site.

Planning permission 12/0701 granted planning permission for "*REMOVAL OF CONDITION 7 OF PLANNING PERMISSION 09/0095 AND CONDITION 9 OF PLANNING PERMISSION 06/0621 TO ALLOW CARAVANS TO REMAIN ON THE SITE FOR MORE THAN 28 CONSECUTIVE DAYS WITHOUT THE PROVISIO FOR NOT RETURNING WITHIN 48 HOURS.*"

A condition of this application was that "*The owners/operators of the caravan site shall maintain a register of names of all occupiers of individual caravans and of their main home addresses, and shall make this information available at all reasonable times to the Local Planning Authority.*"

* The above permission would allow caravans to remain on site all year round providing that they were not occupied as residential caravans. Therefore if the caravans to be stored were stationed on allocated pitches on the caravan site permission would not be required for storage. If however, this is not the case and caravans are proposed to be stored abutting one another and not on allocated pitches as would be laid out for holiday purposes, a change of use of the land would be required. *

I hope the above assists.

Yours Sincerely

R. Thow
Planning Officer
Development Management

REPORT

REPORT OF	MEETING	DATE
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	23 SEPTEMBER 2014

CARAVAN SITE LICENSING- MERLEWOOD COUNTRY PARK

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Removal of Condition 23 of holiday site licence to allow all year round use of holiday site (12 months). In line with Planning Consent 14/0022.

RECOMMENDATIONS

To consider approval to allow all year round use of holiday site, to reflect Planning Consent 14/0022.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing - Councillor Cheryl Little

SUMMARY OF PREVIOUS DECISIONS

No previous decisions relating to this site.

REPORT

Site Licence History

1. Merlewood County Park, is situated just off Cartford Road, Little Eccleston, within the Larbreck and Little Eccleston Ward.
2. The use of the land as a holiday caravan site has been in existence since 1952. The current site licence holder has been operating the site since 1998.
3. The current site licence ¹ is for the total number of one hundred and sixtythree (163) holiday caravans, which was issued on the 24th January 2002.

¹ Holiday Site Licence Merlewood Country Park, dated 24/1/2002

Application to remove existing site licence condition

4. On the 17th July 2014, the Directorate received a site licence application². The applicant MW Estates Limited, wishes to remove Condition 23 of the existing site licence.
5. Condition 23 of the site licence states *“Caravans shall be used solely for human habitation as static holiday caravans and shall not be occupied from 16th January to 1st March in any one year”*.
6. The site owner is seeking to remove Condition 23, to bring it in line with the most recent planning consent:
 - Planning consent reference:14/0022³-, granted 3rd March 2014 for Removal of condition 1 on application 3/7/0527 to allow all year round (12months) holiday site.
7. In the event that a caravan on the site were to be occupied as an individual’s main residence as a consequence of the licence changes now being sought, the occupier would become liable to register with Fylde Council for Council Tax purposes.

Consultation

8. The following consultee’s opinions have been sought:
 - Larbreck with Little Eccleston Parish Council; and
 - Lancashire Fire and Rescue Services.
9. The applicant, agent and a representative of the site will be invited to attend the Public Protection Committee.

IMPLICATIONS	
Finance	There is a potential for additional income to the Council in the form of Council Tax and New Homes Bonus in the event that a caravan on the site were to be occupied as an individual’s main residence as a consequence of the licence changes as described in this report.
Legal	As detailed within report
Community Safety	None arising from the report
Human Rights and Equalities	None arising from the report
Sustainability and Environmental Impact	None arising from the report
Health & Safety and Risk Management	None arising from the report

REPORT AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	5th September 2014	

² Site Licence Application, dated 17/7/2014

³ Planning Consent 14/0022, approved on the 3/3/2014

LIST OF BACKGROUND PAPERS

Name of document	Date	Where available for inspection
Merlewood Premises File	5th September 2014	Chasely Building, Room 219

Attached documents

1. Holiday Site Licence, dated 24th January 2002
2. Site licence application, dated 17th July 2014
3. Planning Consent Ref-14/0022, approved in 3rd March 2014



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
Section 3
S I T E L I C E N C E

To: M. W. Estates Limited
The Office
Wyre Vale Park
A6 Cabus
Garstang
Nr. Preston
PR3 1PH

TAKE NOTICE THAT WHEREAS

1. On the 13th day of March 1990 you made application for a site licence in respect of land situated at "Merlewood", Cartford Lane, Little Eccleston, Nr. Preston, indicated on the plan submitted with the application (which land is hereinafter called "the land").
2. You are entitled to the benefit of permission for the use of the land as a caravan site under the Town and Country Planning Acts, 1962 to 1968, otherwise than by a Development Order.

NOW THEREFORE the Council of the Borough of Fylde (hereinafter called "the Council") HEREBY GRANT a site licence in respect of the land pursuant to Section 3 of the Caravan Sites and Control of Development Act 1960, subject to the conditions specified in the schedule hereto.

This Licence cancels all previous licences.

THE SCHEDULE

1. The total number of caravans stationed on the site at any one time shall be such as to enable compliance with the requirements of this schedule to be maintained and in any case shall not exceed one hundred and sixty three (163).
2. Every caravan shall be made of aluminium or other materials with similar fire performance properties and shall be stationed not less than 5 metres from any other caravan in separate occupation, 3.5 metres at corners.
3. Every caravan shall be sited not less than 3 metres from any boundary of the site.
4. Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road.

5. The roads shall not be less than 3.7 metres wide or if they form part of a clearly marked one way traffic system 3 metres wide.
6. All carriageways shall be kept free of parked vehicles and other obstructions so as to ensure, at all times, adequate access for emergency vehicles.
7. Where possible every caravan should stand on a hard standing of suitable materials which should extend over the whole area occupied by the caravan and should project one metre from the entrance of the caravan.
8. Fire points shall be established so that no caravan or site building is more than 30 metres from such a point. They should be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes should be situated at each fire point. There should also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, having 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 control nozzle. Hoses should be housed in a box painted red and marked "HOSE REEL".

Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing. Hydrants should conform to British Standard 750. Access to hydrants and other water supplies should not be obstructed or obscured.

Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point should be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

9. A means of raising the alarm in the event of fire shall be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.
10. All alarms and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licencing authority. A log book shall be kept to record all tests and any remedial action.
11. All equipment susceptible to damage by frost shall be suitably protected.
12. 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 shall 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 telephone is sited.....)
- iv. attack the fire using the fire fighting equipment provided, if 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.”

13. Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of combustible materials.
14. An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone should include the address of the site.
15. LPG storage supplied from tanks shall comply with Guidance Booklet HSG 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.

Where there are metered suppliers from a common LPG storage tank, then Guidance Note CS11 “The Storage and Use of LPG at Metered Estates” provides further guidance. In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipe-lines Act 1962 may also be applicable.

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”.

For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

In cases where the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

16. Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

Such electrical installations, other than Electricity Board 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, should be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers’ (IEE) Regulations for Electrical Installations for the time being in force, and where appropriate, to be the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No. 1057.

Work on electrical installations and appliances should be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' 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.

The installations should be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it should be judged against the current regulations.

The inspector should, within 1 month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which should be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report should be met by the site operator or licence holder.

If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies should be rectified. Any major alterations and extensions to an installation and all parts of the existing installations affected by them should comply with the latest version of the IEE Wiring Regulations.

If there are overhead electric lines on the site, suitable warning notices should be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line.

17. All sites shall be provided with a water supply in accordance with appropriate Water Bylaws and statutory quality standards.
18. Satisfactory provision shall be made for foul 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.
19. For caravans without their own water supply, water closets and showers, communal toilet blocks should be provided, with adequate supplies of water, on at least the following scales:

Men: 2 WC and 2 urinals
 Women: 4 WCs
 2 wash basins for each WC or group of WCs
 2 showers or baths (with hot and cold water)

Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.

Laundry facilities should be provided in a separate building adequate to meet the demands of the caravans stationed on the site.

20. Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags. Arrangements should be made for the bins to be emptied regularly. Where communal refuse bins are also provided these should be of similar construction and housed within a properly constructed bin store.

21. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitable surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats should not be parked between units.
22. Where children stay on the site, space equivalent to about one-tenth of the total area should be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.
23. Caravans shall be used solely for human habitation as static holiday caravans and shall not be occupied from 16th January to 1st March in any one year.
24. At all times when caravans are stationed on the site for the purposes of human habitation, all facilities and equipment required to be provided by these conditions shall be properly maintained.
25. A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
26. A copy of the site licence with its conditions should be displayed prominently on the site.
27. Notices and a plan should 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 should also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
28. All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

Dated 24th day of **January 2002**

.....
P. Woodward
Director of Environmental Services



**Caravan Sites and Control of Development Act 1960
Application/variation For a Site Licence**

1. Brief Site Details

Name of Site: MERLEWOOD COUNTRY PARK	
Postal address of Site: CARTFORD LANE, LITTLE ECCLESTON,	
Post Code: PR3 0YP	Phone: 01995 604975 Fax: e-Mail: relax@merlewoodcountrypark.co.uk

2. Applicants Details

Name: MR MICHAEL WARD	
Postal address of Applicant (If different from above): MW ESTATES LTD THE OFFICE, WYRE VALE PARK AG CABUS, GARSTANG	
Post Code: PR3 1PH	Phone: 01995 604975 Mobile: 07802 803230 e-Mail: info@resiparks.co.uk

3. Is the applicant the:

Freeholder Tenant
Leaseholder Other

If applicant is the leaseholder of a tenant, please give details of the agreement:

5. Existing Licence Conditions:

Type of unit	Please Tick as appropriate	Number
Permanent residential	<input type="checkbox"/> Caravans
Static Holiday	<input checked="" type="checkbox"/> 163 Caravans
Holiday Chalets	<input type="checkbox"/> Chalets
Touring Holiday	<input type="checkbox"/> Units
Opening Season:		
Static Sites	<input checked="" type="checkbox"/> 1st MARCH to 15th JANUARY
Touring Sites	<input type="checkbox"/> to

6. Proposed Application to alter Licence Condition:

Type of unit	Please Tick as appropriate	Number
Permanent residential	<input type="checkbox"/> Caravans
Static Holiday	<input checked="" type="checkbox"/> 163 Caravans
Holiday Chalets	<input type="checkbox"/> Chalets
Touring Holiday	<input type="checkbox"/> Units
Opening Season:		
Static Sites	<input checked="" type="checkbox"/> ALL YEAR to
Touring Sites	<input type="checkbox"/> to

7. Does the site have planning permission?

Yes	<input checked="" type="checkbox"/>	
No	<input type="checkbox"/>	
Applied For	<input type="checkbox"/>	Date:

If yes, please give relevant permissions and references:

5/2014/0022

8. How is drinking water provided?

Mains supply to unit	<input checked="" type="checkbox"/> ALL Units
Standpipes	<input type="checkbox"/> Units

9. How are toilets and wash hand basins provided?

- Communal toilet blocks Units
- Units have their own facilities ALL Units

10. How are showers provided?

- Communal shower blocks Units
- Units have their own showers ALL Units

11. Type of foul drainage?

- Mains drainage ALL Units
- Cesspool or cesspit Units

12. How is kitchen waste water disposed of?

- Units have their own sinks connected to foul drainage. ALL Units
- Communal washing up sinks/waste water disposal points connected to foul drainage. Units
- Other (Please give details) Units

- No waste water disposal Units

13. How is surface water drainage provided?

THE TOP WATER DRAIN INTO OUR DYKES AND FROM THERE RUNS INTO THE RIVER

14. How is refuse stored on the site?

- Individual bins at each unit Units
- Communal wheeled bins or skips ALL Units
- Communal bin store Units

15. Do units use liquefied petroleum gas (LPG) cylinders?

- Yes
- No

16. Is there a LPG storage area on the site?

- Yes

No

17. Has the applicant held a site licence which has been revoked at any time in the last three years?

Yes

No

18. Was the site in use as a caravan site:

On 9th March 1960

On 29th March 1960

At any other time since 9th March 1958

If so, when:

PURNING PERMISSION GRANTED 02/02/1962

19. Address for correspondence:

Caravan site

Applicants address

Other (please state below)

Name:	
Address:	
Post Code:	Phone: Mobile: e-Mail:

Signed: <u>Milburn</u>	Dated: <u>16/07/14</u>
With the application Form, please send the following:	
A layout plan of the site at 1:500 scale including:	
A. Site Boundaries	B. Position and numbering of touring/holiday caravans and residential park homes.
C. Roads and footpaths	D. Toilet blocks, stores and other buildings
E. Water Supplies	F. Recreational spaces
G Fire points	H. Parking spaces
I. Foul and surface water drainage	



Town and Country Planning Acts

Variation of Condition Granted

Part 1 - Particulars of Application

Application Number: 14/0022

Location: MERLEWOOD CARAVAN PARK, CARTFORD LANE, LITTLE ECCLESTON WITH LARBECK, PRESTON, PR3 0YP

Description: REMOVAL OF CONDITION 1 ON APPLICATION 3/7/0527 TO ALLOW ALL YEAR ROUND (12 MONTHS) HOLIDAY SITE.

Part 2 - Particulars of Decision

The Fylde Borough Council hereby give notice in pursuance of the provisions of the Town and Country Planning Act 1990 that PERMISSION HAS BEEN GRANTED only for the carrying out of development referred to in Part 1 hereof in accordance with the actual development proposal specified on your submitted application form and the relevant plan, a stamped copy of which is returned with this notice, subject to the following conditions(s) and reasons(s):

- 1 The development hereby permitted must be begun not later than the expiration of 3 years commencing upon the date of this permission, and where applicable should be undertaken in strict accordance with the plan(s) comprising all aspects of the approved development accompanying the decision notice.

Reason: This standard time limit is required to be imposed pursuant to Section 51 of the Planning and Compulsory Purchase Act 2004, while compliance with approved plans is required to ensure the approved standard of development is achieved.

- 2 The site shall be used for the siting of caravans for holiday purposes only, and these shall not be occupied continuously and shall at no time be used for permanent residential occupation.

Reason: To accord with the approved use of the land as a holiday caravan site otherwise there would be conflict with other planning policies which seek to restrict residential development in the countryside

- 3 The owners/operators of the site shall maintain an up-to-date register of the names of all owners of individual touring caravans, static caravans, chalets, motorhomes, or suchlike. The information held shall also include the owners' main home address and a form of documentary evidence verifying that address. This information shall be made available at all reasonable times to the Local Planning Authority.

The development is provided for holiday use only as occupation on a permanent basis would be contrary to the provisions of Policy SP2 of the Fylde Borough Local Plan.

IMPORTANT – PLEASE CAREFULLY READ THE NOTES BELOW AS FAILURE TO COMPLY COULD MAKE THE DEVELOPMENT HEREBY PERMITTED

UNAUTHORISED

1) This planning permission is granted in strict accordance with the approved plans. It should be noted however that:

- (a) Any variation from the approved plans following commencement of the development, irrespective of the degree of variation, will constitute unauthorised development and may be liable to enforcement action.
- (b) You, your agent or any other person responsible for implementing this permission should immediately inform the Development Management Section of any proposed variation from the approved plans and ask to be advised as to the best method to resolve the matter. Most proposals for variation to the approved plans will require the submission of a new planning application.

2) This consent is granted subject to conditions and it is the owner and the person responsible for the implementation of the development who will be fully responsible for their compliance throughout the development and beyond.

3) If there is a condition that requires work to be carried out or details to be approved prior to the commencement of the development, i.e. a "condition precedent", the following should also be noted:

- (a) If a condition precedent is not complied with, the whole of the development will be unauthorised and you may be liable to enforcement action.

In addition if a condition precedent is breached, the development is unauthorised and the only way to rectify the development is the submission of a new application. If any other type of condition is breached then you will be liable to a breach of condition notice.

SUMMARY OF RELEVANT POLICIES & GUIDANCE

This decision has been made having regard to the guidance provided by the National Planning Policy Framework and the policies contained within the adopted Development Plan which comprises the saved policies of: the Fylde Borough Local Plan and all other relevant planning guidance and in particular policies:

Fylde Borough Local Plan:

SP02 Development in countryside areas

TREC06 Static Caravans and Chalets

Informative notes:

1. The Local Planning Authority (LPA), in reaching this decision, has followed the guidance in paragraphs 186 and 187 of the National Planning Policy Framework. The Framework advises that the LPA should work proactively with applicants to secure developments that improve the economic, social and environmental conditions of the area

Date of Decision: 03/03/2014

Signed:



Mr P. Walker
Director of Development Services
Fylde Borough Council
Town Hall
Lytham St Annes
Lancashire, FY8 1LW

Mr Dave Sharples
31 Boyes Ave
Catterall
Lancashire
PR3 0HB

REPORT

REPORT OF	MEETING	DATE
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	23 SEPTEMBER 2014

CARAVAN SITE LICENSING- MOWBRECK PARK

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Removal of Condition 2 of holiday site licence to allow all year round occupation of static caravans for holiday purposes, in line with Planning Consent 12/0459.

RECOMMENDATIONS

To consider approval to allow all year round use of holiday site, to reflect Planning Consent 12/0459.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing - Councillor Cheryl Little

SUMMARY OF PREVIOUS DECISIONS

No previous decisions relating to this site.

REPORT

Site Licence

1. Mowbreck Park is situated just off Mowbreck Lane in Wesham, within the Medlar with Wesham Ward.
2. The site is a mixed site benefiting of two site licences, one for the site to be used as Residential Site and another licence relating to this application for 178 holiday caravans.
3. The current site licence¹ for holiday caravans was issued on 24th July 2007.

¹ Holiday Site Licence Mowbreck Park, dated 24/7/2007

Application to remove existing site licence condition

4. On the 7th May 2013, the Directorate received a site licence application². The applicant Mrs S. Carroll, wishes to remove Condition 2 of the existing site licence.
5. Condition 2 of the site licence states *“Caravans shall be used solely for human habitation as static holiday caravans and no caravan shall be occupied between 16th January and 1st March in any one year.”*
6. The site owner is seeking to remove Condition 2, to bring it in line with the most recent planning consent:
 - Planning consent reference: 12/0459³-, granted 20th November 2012 for Removal of condition 7 on application 78/0823 to allow all year round year round occupation of static caravans for holiday purposes.
7. In the event that a caravan on the site were to be occupied as an individual’s main residence as a consequence of the licence changes now being sought, the occupier would become liable to register with Fylde Council for Council Tax purposes.

Consultation

8. The following consultee’s opinions have been sought:
 - Medlar with Wesham; and
 - Lancashire Fire and Rescue Services.
9. The applicant, agent and a representative of the site will be invited to attend the Public Protection Committee.

IMPLICATIONS	
Finance	There is a potential for additional income to the Council in the form of Council Tax and New Homes Bonus in the event that a caravan on the site were to be occupied as an individual’s main residence as a consequence of the licence changes as described in this report
Legal	As detailed within report
Community Safety	None arising from the report
Human Rights and Equalities	None arising from the report
Sustainability and Environmental Impact	None arising from the report
Health & Safety and Risk Management	None arising from the report

² Site Licence Application, dated 7/5/2013

³ Planning Consent 12/0459, approved on the 20/11/2012

REPORT AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	5th September 2014	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Mowbreck Park Premises File	5th September 2014	Chaseley Building, Room 219

Attached documents

1. Holiday Site Licence, dated 24th July 2007
2. Site licence application, dated 17th May 2013
3. Planning Consent Ref-12/0459, approved on 20th November 2012



Caravan Sites and Control of Development Act 1960

Section 3

Holiday Caravan Site Licence

Mowbreck Park

To: H. Cowburn and S.A. Carroll
Mowbreck Park Ltd
Mowbreck Lane
Wesham
Lancashire
PR4 3JR

TAKE NOTICE THAT WHEREAS

On 10th October 2006 you made application for a site licence in respect of land situated at [*Mowbreck Park, Mowbreck Park, Wesham, Lancashire*] indicated on the plan submitted with the application (which land is hereinafter called "the land")

You are entitled to benefit of permission for the use of the land as a caravan site under the Town and Country Planning Acts, 1962 to 1990, otherwise than by a Development Order.

NOW THEREFORE the Council of the Borough of Fylde (hereinafter called "the Council") HEREBY GRANT a site licence in respect of the land pursuant to Section 3 of the Caravan Sites and Control of Development Act 1960, subject to the conditions specified in the schedule hereto.

This Licence cancels all previous licences.

The Schedule

1. The total number of caravans stationed on the site at any one time shall be such as to enable compliance with the requirements of this schedule to be maintained and in any case shall not exceed One Hundred and Seventy-Eight (178).
2. Caravans shall be used solely for human habitation as static holiday caravans and no caravan shall be occupied between 16th January and 1st March in any one year.
3. At all times when caravans are stationed on the site for the purposes of human habitation, all facilities and equipment required to be provided by this schedule shall be properly maintained.

Site Boundaries

4. The boundaries of the site should be clearly marked, for example by fences or hedges. In addition, the site owner should give the local authority a plan of its layout. It is recommended that a 3 meter wide area should be kept clear within the inside of all boundaries.

Density and Space Between Caravans

5. Subject to the following variations, the minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties should be not less than 5 meters between units, 3.5 meters at the corners. For those with a plywood or similar skin it should be not less than 6 meters. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance should be 6 meters; and where there is a mixture of permanent residential homes and holiday caravans, the separation distance should again be 6 meters. The point of measurement for porches, awnings, etc is the exterior cladding of the caravan.
 - Porches may protrude 1 meter into the 5 metres and should be of the open type.
 - Where there are ramps for the disabled, verandahs and stairs extending from the unit, there should be 3.5 meter clear space between them (4.5 meter if mixture of caravans) and such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, should not intrude into the 5 or 6 meter space.
 - A shed or a covered storage space should 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. Car ports and covered walkways should in no circumstances be allowed within the 5 or 6 meter space.
6. The density should be consistent with safety standards and health and amenity requirements. The gross density should not exceed 60 (sixty) caravans to the hectare, calculated on the basis of the useable area (ie excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.
7. Roads and footpaths should be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc is available from fire authorities). Roads of suitable material should be provided so that no static caravan standing is more than fifty metres from a road. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing should be connected to a carriageway by a footpath with a hard surface. Roads should not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, three metres wide. Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths should not be less than 0.75 metres wide. Roads should have no overhead cable less than 4.5 metres above the ground. They should be suitably lit taking into account the needs and characteristics of a particular site. Emergency vehicle routes within the site should be kept clear of obstruction at all times.

Hard Standings

8. Where possible, every static caravan should stand on a hard standing of suitable material, which should extend over the whole area occupied by the caravan placed upon it, and should project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.

Hard standings may be dispensed with if the caravans are removed during the winter, or if they are situated on a ground which is firm and safe in poor weather conditions.

Fire Fighting Appliances

Fire Points

9. These should be established so that no caravan or site building is more than thirty metres from a fire point. They should be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

Fire Fighting Equipment

10. Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes should be situated at each fire point. There should also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 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 control nozzle. Hoses should be housed in a box painted red and marked "HOSE REEL".
11. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing. Hydrants should conform to British Standard 750. Access to hydrants and other water supplies should not be obstructed or obscured.
12. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point should be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand-pump or bucket pump.

Fire Warning

13. A means of raising the alarm in the event of a fire should be provided at each fire point. This could be by means of a manually operated sounder, eg metal triangle with a striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

Maintenance

14. All alarm and fire fighting equipment should be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority. A log-book should be kept to record all tests and any remedial action.
15. All equipment susceptible to damage by frost should be suitably protected.

16. A clearly written and conspicuous notice should 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 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 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

17. Long grass and vegetation should be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings should be removed from the vicinity of caravans. The space beneath and between caravans should not be used for the storage of combustible materials.

Telephones

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

Storage of Liquefied Petroleum Gas (LPG)

19. The storage of LPG should comply with LPGA Code of Practice 7: "Storage of full and empty LPG cylinders and cartridges" or LPGA Code of Practice 1 Part 1: "Bulk storage at fixed installations: installation and operation of vessels located above ground", as appropriate.

Where there are metered supplies from a common LPG storage tank, then LPGA Code of Practice 25: "The Storage and Use of LPG at Metered Estates" provides further guidance. In this case and where a mains gas supply is available, then the Gas Safety (Installation and Use) Regulations 1998 and the Pipe-lines Act 1962 may also be applicable.

Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.

LPG installations should 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".

For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

In cases where the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

Electrical Installations

20. Sites should be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
21. Such electrical installations, other than Electricity Board 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, should be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical Installations for the time being in force, and where applicable, to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No 1057.
22. Work on electrical installations and appliances should be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' 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.

The installations should be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding three years) as is considered appropriate in each case. When an installation is inspected, it should be judged against the current regulations.

The inspector should, within 1 (one) month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which should be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report should be met by the site operator or licence holder.

23. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies should be rectified. Any major alterations and extensions to an installation affected by them should comply with the latest version of the IEE Wiring Regulations.
24. If there are overhead electric lines on the site, suitable warning notices should be displayed at the entrance to the site on supports for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line.

Water Supply

25. All sites should be provided with a water supply in accordance with appropriate Water Bye-laws and statutory quality standards.

Drainage, Sanitation and Washing Facilities

26. Satisfactory provision should be made for foul drainage, either by connection to a public sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the Local Authority.
27. Properly designed disposal points for the contents of chemical closets should be provided, with an adequate supply of water for cleaning the containers.

Refuse Disposal

28. Every caravan standing should have an adequate number of suitable non-combustible refuse bins with close-fitting or plastic bags. Arrangements should be made for the bins to be emptied regularly. Where communal refuse bins are also provided these should be of similar construction and housed within a properly constructed bin store

Parking

29. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats should not be parked between units.

Recreation Space

30. Where children stay on the site, space equivalent to about one-tenth of the total area should be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.


Notices

31. A suitable sign should be prominently displayed at the site entrance indicating the name of the site.

32. A copy of the site licence with its conditions should be displayed prominently on the site.

33. Notices and a plan should be displayed on the site setting out the action to be taken in the event of an emergency. They should show where the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone. The notices should also give the name and location/ telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.

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

C. Platt... 
Business Unit Manager Consumer Wellbeing and Protection

Dated 24th July 2007



FYLDE BOROUGH COUNCIL

- 7 MAY 2013

**Caravan Sites and Control of Development Act 1960
Application/variation For a Site Licence**

1. Brief Site Details

Name of Site: MOWBRECK PARK LIMITED	
Postal address of Site: MOWBRECK LANE WESHAM PRESTON LANCS.	
Post Code: PR4 3JR	Phone: 01772 682494 Fax: e-Mail: info@mowbreckpark.co.uk

2. Applicants Details

Name: MRS SHIRLEY CARROLL	
Postal address of Applicant (If different from above): /	
Post Code: /	Phone: Mobile: e-Mail: /

3. Is the applicant the:

Freeholder

Tenant

Leaseholder

Other

If applicant is the leaseholder of a tenant, please give details of the agreement:

5. Existing Licence Conditions:

Type of unit	Please Tick as appropriate	Number
Permanent residential	<input checked="" type="checkbox"/>28..... Caravans
Static Holiday	<input checked="" type="checkbox"/>178..... Caravans
Holiday Chalets	<input type="checkbox"/> Chalets
Touring Holiday	<input type="checkbox"/> Units

Opening Season:

Static Sites	<input checked="" type="checkbox"/>	16 30 JAN to 1ST MAR 16 JAN
Touring Sites	<input type="checkbox"/> to

6. Proposed Application to alter Licence Condition:

Type of unit	Please Tick as appropriate	Number
Permanent residential	<input checked="" type="checkbox"/>28..... Caravans
Static Holiday	<input checked="" type="checkbox"/>178..... Caravans
Holiday Chalets	<input type="checkbox"/> Chalets
Touring Holiday	<input type="checkbox"/> Units

Opening Season:

Static Sites	<input checked="" type="checkbox"/>	30 JAN to 16 JAN
Touring Sites	<input type="checkbox"/> to

7. Does the site have planning permission?

Yes	<input checked="" type="checkbox"/>	
No	<input type="checkbox"/>	
Applied For	<input type="checkbox"/>	Date:

If yes, please give relevant permissions and references:

8. How is drinking water provided?

Mains supply to unit	<input checked="" type="checkbox"/> Units
Standpipes	<input type="checkbox"/> Units

9. How are toilets and wash hand basins provided?

- Communal toilet blocks Units
- Units have their own facilities Units

10. How are showers provided?

- Communal shower blocks Units
- Units have their own showers Units

11. Type of foul drainage?

- Mains drainage Units
- Cesspool or cesspit Units

12. How is kitchen waste water disposed of?

- Units have their own sinks connected to foul drainage. Units
- Communal washing up sinks/waste water disposal points connected to foul drainage. Units
- Other (Please give details) Units

- No waste water disposal Units

13. How is surface water drainage provided?

Dykes.

14. How is refuse stored on the site?

- Individual bins at each unit Units
- Communal wheeled bins or skips Units
- Communal bin store Units

15. Do units use liquefied petroleum gas (LPG) cylinders?

- Yes
- No

16. Is there a LPG storage area on the site?

- Yes

No

17. Has the applicant held a site licence which has been revoked at any time in the last three years?

Yes

No

18. Was the site in use as a caravan site:

On 9th March 1960

On 29th March 1960

At any other time since 9th March 1958

If so, when:

19. Address for correspondence:

Caravan site

Applicants address

Other (please state below)

Name: MOWBRECK PARK LTD.	
Address: MOWBRECK LANE WESHAM PRESTON LANC'S	
Post Code: PR4 3JR	Phone: 01772 682494 Mobile: — e-Mail: info@mowbreckpark.co.uk

Signed: <i>A Carroll</i>	Dated: 24/04/13
With the application Form, please send the following: <i>N/A.</i>	
A layout plan of the site at 1:500 scale including:	
A. Site Boundaries	B. Position and numbering of touring/holiday caravans and residentia park homes.
C. Roads and footpaths	D. Toilet blocks, stores and other buildings
E. Water Supplies	F. Recreational spaces
G Fire points	H. Parking spaces
I. Foul and surface water drainage	

Please return this completed form to:

The Licensing Team
Town Hall
Lytham St Annes
Lancashire
FY8 1LW



Town and Country Planning Acts

Variation of Condition Granted

Part 1 - Particulars of Application

Application Number: 12/0459

Location: MOWBRECK CARAVAN PARK, MOWBRECK LANE, MEDLAR WITH WESHAM, PRESTON, PR4 3HA

Description: PROPOSED VARIATION OF CONDITION 7 OF PLANNING PERMISSION 78/0823 TO ALLOW YEAR ROUND OCCUPATION OF STATIC CARAVANS FOR HOLIDAY PURPOSES.

Part 2 - Particulars of Decision

The Fylde Borough Council hereby give notice in pursuance of the provisions of the Town and Country Planning Act 1990 that PERMISSION HAS BEEN GRANTED only for the carrying out of development referred to in Part 1 hereof in accordance with the actual development proposal specified on your submitted application form and the relevant plan, a stamped copy of which is returned with this notice, subject to the following conditions(s) and reasons(s):

- 1 That the caravans within the area edged red on the plan submitted with the application 12/0459 shall be occupied for holiday purposes only and not as a persons permanent, sole or main place of residence.

The development is provided for holiday use only as occupation on a permanent basis would be contrary to the provisions of Policy SP2 of the Fylde Borough Local Plan.

- 2 The owners/operators of the caravan site shall maintain an up-to-date register of the names and main address of all owners/occupiers of individual caravans/cabins/chalets/holiday lodges etc on the site. This information shall be made available at all reasonable times to the Local Planning Authority.

The development is provided for holiday use only as occupation on a permanent basis would be contrary to the provisions of Policy SP2 of the Fylde Borough Local Plan.

Summary of Reasons for Approving Planning Permission

Fylde Borough Council has considered the proposed development in the context of the Development Plan, together with all relevant material considerations. The local planning authority considers that planning permission ought to be granted for the reasons summarised below. A full copy of the report which addresses all relevant considerations, is available on request to the local planning authority.

In line with the 'Good Practice Guide on Planning for Tourism and Inspector's Decision Notices, the removal of the condition is considered appropriate and occupancy will be restricted to

holiday use only by the above conditions.

IMPORTANT – PLEASE CAREFULLY READ THE NOTES BELOW AS FAILURE TO COMPLY COULD MAKE THE DEVELOPMENT HEREBY PERMITTED UNAUTHORISED In addition if a condition precedent is breached, the development is unauthorised and the only way to rectify the development is the submission of a new application. If any other type of condition is breached then you will be liable to a breach of condition notice.

SUMMARY OF RELEVANT POLICIES & GUIDANCE

This decision has been made having regard to the guidance provided by the National Planning Policy Framework and the policies contained within the adopted Development Plan which comprises the saved policies of:

the Regional Spatial Strategy for the North West;

the Fylde Borough Local Plan;

and all other relevant planning guidance and in particular policies:

Regional Spatial Strategy:

DP02 Promote Sustainable Communities

RDF02 Rural areas

W06 Tourism and the visitor economy

W07 Principles for tourism development

Fylde Borough Local Plan:

SP02 Development in countryside areas

TREC06 Static Caravans and Chalets

TREC10 Countryside Recreation

Informative notes:

1. Make an application to the Licensing Department of Fylde Borough Council, for a site licence to be issued in their or companies name under Section 3 of The Caravan Sites Control of Development Act 1960.

It is an offence for the occupier of the land cause or permit any part of the land to be used as a caravan site unless he is the holder of the site licence. (S.1(1) Caravan Sites and control of Development Act 1960.

Where development of the site is likely to take place, the site the operator shall have regards to the conditions as identified within the Model Standards for Holiday Caravans 1989.

Date of Decision: 20/11/2012

Signed:



Mr P. Walker
Director of Development Services
Fylde Borough Council

Town Hall
Lytham St Annes
Lancashire, FY8 1LW

Mr barrs
Barrs & Co Chartered Surveyors
Barrs
Co Chartered Surveyors
Prospect House
Leeds, West Yorkshire
LS1 4BJ

REPORT

REPORT OF	MEETING	DATE
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	23 SEPTEMBER 2014

CARAVAN SITE LICENSING- LYNDALE CARAVAN PARK

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The Council's Licensing Team, requests that the current site licence conditions are amended to reflect the 2008 Model Standards for residential sites.

RECOMMENDATIONS

To consider updating the existing site licence conditions to reflect the Department of Communities and Local Government 2008 Model Standards for Residential Caravan Sites.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing - Councillor Cheryl Little

SUMMARY OF PREVIOUS DECISIONS

Public Protection Committee on 4th December 2008- "Resolved to adopt 2008 Model Standards for Caravan Sites in England issued by the Secretary of State under Section 5 of the Caravan Sites and Control of Development Act 1960

REPORT

Site Licence

1. Lyndale Caravan Park is situated off Preston New Road, within the Warton with Westby Ward.
2. The site is licensed under the Caravan Sites and Control of Development Act 1960, as a residential site with 14 park homes (caravans)¹.

¹ Lyndale Site Licence, dated 4th September 2007.

2008 Model Standards for Residential Sites

3. The Council is also seeking to update the existing site licence conditions to reflect the 2008 Model Standards for Residential Sites².
4. The new 2008 standards are a modification and modernisation of the previously issued 1989 standards. The 2008 standards incorporate a number of new requirements, particularly in relation to maintenance of sites and flood protection measures. The standards also take account of the effect of the Regulatory Reform (Fire Safety) Order 2005.

Consultation

5. The applicant, agent and representatives of the site will be invited to attend Public Protection Committee.

IMPLICATIONS	
Finance	There are no financial implications arising from this report
Legal	As detailed within report
Community Safety	None arising from the report
Human Rights and Equalities	None arising from the report
Sustainability and Environmental Impact	None arising from the report
Health & Safety and Risk Management	None arising from the report

REPORT AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	5th September 2014	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Lyndale Premises File	5th September 2014	Chaseley Building, Room 219

Attached documents

1. Lyndale Site Licence, dated 4th September 2007.
2. 2008 Model Standards for Residential Sites.

² 2008 Model Standards for Residential Sites



FYLDE BOROUGH COUNCIL

Caravan Sites and Control of Development Act 1960

Section 3

Permanent Residential Caravan Site Licence

Lyndale Caravan Park

To: Mr. Frank Kennedy (The Company Secretary)
Lyndale Caravan Park,
Preston New Road,
Westby-With-Plumptions,
Lancashire,
FY4 5NF

Embra UK Limited
3 Victoria Road East,,
Thornton,
Cleveleys,
Lancashire
FY5 5HT.
01253-859000

TAKE NOTICE THAT

WHEREAS on 28th August 2007 you made application for a site licence in respect of land situated at Lyndale Caravan Park, Preston New Road, Westby-With-Plumptions, Lancashire, FY4 5NF indicated on the plan submitted with the application (which land is hereinafter called "the land")

AND WHEREAS you are entitled to benefit of permission for the use of the land as a caravan site under the Town and Country Planning Acts, 1962 to 1990, granted on appeal by the Secretary of State on 7th August 2002; Reference App/M2325/A/02/1084876.

NOW THEREFORE the Council of the Borough of Fylde (hereinafter called "the Council") HEREBY GRANT a site licence in respect of the land pursuant to Section 3 of the Caravan Sites and Control of Development Act 1960, subject to the conditions specified in the schedule hereto.

This Licence cancels all previous licences.

The Schedule

1. The total number of caravans stationed on the site at any one time shall be such as to enable compliance with the requirements of this schedule to be maintained and in any case shall not exceed 14 caravans (Fourteen).
2. The site shall be maintained in a clean and tidy condition at all times. Every caravan stationed on the site shall be maintained in a good state of repair and external decoration.

Site Boundaries

3. The boundaries of the site should be clearly marked, for example by fences or hedges. In addition, the site owner should give the local authority a plan of its layout. It is recommended that a 3 meter wide area should be kept clear within the inside of all boundaries.

Density and Space Between Caravans

4. Subject to the following variations, every caravan should be not less than 6 meters from any other caravan which is occupied separately and not less than 2 meters from a road. The point of measurement for porches, awnings, etc is the exterior cladding of the caravan.
 - Porches may protrude 1 meter into the 6 metres and should be of the open type.
 - Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of two adjacent units is not less than 5.25 metres.
 - Where there are ramps for the disabled, verandas and stairs extending from the unit, there should be 4.5m clear space between them and two such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, should not intrude into the 6 metre space.
 - A garage, shed or a covered storage space should 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 should not face towards the units on either side. Car ports and covered walkways should in no circumstances be allowed within the six metre space.
5. The density should be consistent with safety standards and health and safety requirements. The gross density should not exceed 50 (fifty) caravans to the hectare, calculated on the basis of the usable area (ie excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

Roads, gateways and footpaths

6. Roads and footpaths should be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc is available from fire authorities).

Roads of suitable material should be provided so that no caravan standing is more than fifty metres from a road. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing should be connected to a carriageway by a footpath with a hard surface.

Roads should not be less than 3.7 metres wide, or, if they form part of a clearly-marked one way traffic system, three metres wide. Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths should not be less than 0.75 metres wide. Roads should have no overhead cable less than 4.5 metres above the ground. Roads and footpaths should be suitably lit. Emergency vehicle routes within the site should be kept clear of obstruction at all times.

Hard Standings

7. Every caravan should stand on a concrete hard-standing which should extend over the whole area occupied by the caravan placed upon it, and should project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely.

Fire Fighting Appliances

Fire Points

8. These should be established so that no caravan or site building is more than thirty metres from a fire point. They should be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

Fire Fighting Equipment

9. Where water standpipes are provided and there is a water supply for sufficient pressure and flow to project a jet of water approximately five metres from the nozzle, such water standpipes should be situated at each fire point. There should also be a reel that complies with British Standard 5306 Part 1, with a hose not less than thirty 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 control nozzle. Hoses should be housed in a box painted red and marked "HOSE REEL".
10. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing. Hydrants should conform to British Standard 750. Access to hydrants and other water supplies should not be obstructed or obscured.
11. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point should be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 (two) buckets and 1 (one) hand pump or bucket pump.

Fire Warning

12. A means of raising the alarm in the event of a fire should be provided at each fire point. This could be by means of a manually operated sounder, eg metal triangle with a striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

Maintenance

13. All alarm and fire fighting equipment should be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority. A log book should be kept to record all tests and any remedial action.
14. All equipment susceptible to damage by frost should be suitably protected.

Fire Notices

15. A clearly written and conspicuous notice should 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 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 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

16. Long grass and vegetation should be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings should be removed from the vicinity of caravans. The space beneath and between caravans should not be used for the storage of combustible materials.

Telephones

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

Storage of Liquefied Petroleum Gas (LPG)

18. The storage of LPG should comply with LPGA Code of Practice 7: "Storage of full and empty LPG cylinders and cartridges" or LPGA Code of Practice 1 Part 1: "Bulk storage at fixed installations: installation and operation of vessels located above ground", as appropriate.

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For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

In cases where the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

Electrical Installations

19. Sites should be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
20. Such electrical installations, other than Electricity Board 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, should be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE)

Regulations for Electrical Installations for the time being in force, and where applicable, to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No 1057.

21. Work on electrical installations and appliances should be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' 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.

The installations should be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding three years) as is considered appropriate in each case. When an installation is inspected, it should be judged against the current regulations.

The inspector should, within 1 (one) month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which should be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report should be met by the site operator or licence holder.

22. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies should be rectified. Any major alterations and extensions to an installation affected by them should comply with the latest version of the IEE Wiring Regulations.

23. If there are overhead electric lines on the site, suitable warning notices should be displayed at the entrance to the site on supports for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line.

Water Supply

24. All sites should be provided with a water supply in accordance with appropriate Water Bye-laws and statutory quality standards.

Drainage, Sanitation and Washing Facilities

25. Satisfactory provision should 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.

26. Every caravan should have its own water supply and internal water closet, properly connected to the foul drainage system. In addition, every caravan should be provided with a bath or shower, wash-hand basin and sink, each with a constant supply of hot and cold water. All amenities should be properly connected to the drainage system.

27. Every site and every hard standing should 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.

Refuse Disposal

28. Every caravan standing should have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags. Arrangements should be made for the bins to be emptied regularly. Where communal refuse bins are also provided these should be of similar construction and housed within a properly constructed bin store.

29. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats should not be parked between units.

Recreation Space

30. Where children live on site, space equivalent to about one-tenth of the total area should be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

Notices

31. A suitable sign should be prominently displayed at the site entrance indicating the name of the site.

32. A copy of the site licence with its conditions should be displayed prominently on the site.

33. Notices and a plan should be displayed on the site setting out the action to be taken in the event of an emergency. They should show where the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone. The notices should also give the name and location/ telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.

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

Dated 4th day of September 2007

Clare Platt

Business Unit Manager
Consumer Wellbeing and Protection



Model Standards 2008 for Caravan Sites in England
Caravan Sites and Control of Development Act 1960 – Section 5



Model Standards 2008 for Caravan Sites in England
Caravan Sites and Control of Development Act 1960 – Section 5

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Introduction

- 1.** Under section 5(6) of the Caravan Sites and Control of Development Act 1960 (the Act) the Secretary of State may from time to time specify model standards with respect to the lay-out and the provision of facilities, services and equipment for caravan sites or particular types of caravan site; and that, in deciding what (if any) conditions to attach to a site licence, the local authority shall have regard to any standards so specified.
- 2.** These standards only apply to those sites which contain caravans that are used as permanent residential units. They do not apply to sites used exclusively for holidays or touring caravan sites (for which separate model standards have been issued). The standards also do not apply to sites occupied by gypsies or travellers or caravan sites which house agricultural workers.
- 3.** These standards should be considered when applying licence conditions to new sites and sites that have been substantially redeveloped. In considering variations to existing site licences or applications for new site licences for existing sites local authorities should consider whether it is appropriate for these standards to apply. In relation to variation of a licence the local authority must consult the site licence holder on its proposed variations and may wish to consult with residents or a Residents' Association, where appropriate. Where a current licence condition is adequate in serving its purpose, the authority should not normally apply the new standard. Where it is appropriate to apply the new standard to a condition the local authority should be able to justify its reasons for doing so, having regard to all the relevant circumstances of the site. In deciding whether to apply a new standard the local authority must have regard to the benefit that the standard will achieve and the interests of both residents and site owners (including the cost of complying with the new or altered condition).
- 4.** The model standards represent those standards normally to be expected as a matter of good practice on caravan sites. They should be applied with due regard to the particular circumstances of the relevant site, including its physical character, any relevant services, facilities or other amenities that are available within or in the locality of the site and other applicable conditions.
- 5.** The annex to this document provides advice on the application and enforcement of the model standards when considering attaching conditions to licences.

6. In the model standards any references to “site” includes a park home site (including a mobile home site) and to “caravan” includes a mobile or park home.
7. This document should be referred to as Model Standards 2008 for Caravan Sites in England.

Previous Standards

8. The 2008 Standards replace the document “Model Standards 1989: Permanent Residential Mobile Homes Sites”. When issuing any new licences or reviewing current ones the local authority must have regard to the 2008 Standards in setting or varying any of the conditions attached.

THE STANDARDS

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 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 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 where practicable 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. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.

- (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 metre 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 caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

3. 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 macadem 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. Supply & Storage of Gas etc

- (i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- (ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

9. 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 of the current relevant statutory requirements.
- (iii) Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, 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.

10. Water Supply

- (i) 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.
- (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 with 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.

11. 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.

12. 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.

13. Communal Vehicular Parking

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

14. 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.

15. Notices and Information

- (i) The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard 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 prominently displayed at the entrances to it.
- (iii) A copy of the current site licence shall be available for inspection in a prominent place on the site.
- (iv) In addition at the prominent place the following information shall also be available for inspection at the prominent place:
 - (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.
 - (d) A copy of the fire risk assessment made for the site.
- (v) All notices shall be suitably protected from the weather and from direct sunlight.

16. 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.

17. 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.

18. 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 weather-proof 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, hydrants 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.

Fire Notices

- (xi) 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).”

Annex to Model Standards 2008 for Caravan Sites in England: Explanatory Notes

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Preface

1. These explanatory notes are designed to be read in conjunction with Model Standards 2008 for Caravan Sites in England (“the Standards”) and are intended to offer guidance on the application and enforcement of the standards for local authorities.
2. The standards are a revision and modernisation of the 1989 standards, incorporating a number of new requirements, particularly in relation to maintenance of sites and flood protection measures, other standards have been modified and the standard relating to telephones has been deleted. The standards also take account of the effect of the Regulatory Reform (Fire Safety) Order 2005.
3. These standards do not apply to sites used exclusively for siting holiday or touring caravans. However, the standards apply to holiday sites containing permanent residential caravans (except those holiday sites where the only permanent residents are the site owner and members of his family and/or his employees who are employed on the site and occupy the caravan pursuant to their contract of employment). The standards should be applied with due regard to the particular circumstance of the site to which they are intended to apply, including its physical characteristics, size, density, layout, amenities and services. See also paragraph 3 of the Standards document for further advice on the application of the standards.
4. In this document the term “site owner” is referred to throughout, as normally that person would be the licence holder.

Legal background

5. The use of land as caravan sites is controlled by relevant planning legislation, whereas the physical standards and layout, amenities and other standards are controlled by a site licence issued under the Caravan Sites and Control of Development Act 1960 (“the Act”). Section 5 of the Act enables local authorities to set licence conditions.
6. Under the Act, most privately owned sites must be licensed by the local authority, unless exempted under the Act¹. A licence will be granted unless the applicant does not have relevant planning permission to operate the site or has had a licence revoked in the last three years.²

¹ Section 2 and Schedule 1 to the Act set out in which circumstances a site licence is not required.

² Section 3 (4) and (6).

- 7.** The local authority may attach conditions to the licence, but these can only relate to the physical use of the site and its management³. The Secretary of State may issue Model Standards which the local authority must have regard to in deciding what conditions to attach to a licence⁴. The authority may from time to time alter a site licence condition (either of its own volition or upon the application of the licence holder)⁵.
- 8.** A licence holder may appeal against the imposition of a condition in a licence or any proposed alteration to a condition or a refusal to alter a condition⁶.
- 9.** It is an offence to breach a licence condition and on summary conviction the offender can currently be fined up to £2,500⁷. Where a condition requires works to the site to be carried out and these are not done either within the time specified or to satisfaction of the local authority, the authority may carry out the works itself and recover from the licence holder any expenses it has reasonably incurred in doing so⁸.
- 10.** The local authority may apply to the court to have a licence revoked if the licence holder has been convicted on two or more occasions of breaches of licence conditions⁹.
- 11.** The local authority is required, under Section 25 of the Act, to maintain an accurate register of the site licences in their area. Given the number of different types of sites that local authorities may deal with, it is recommended that the register shows what type of site each is, be it holiday, residential, mixed use or gypsy and traveller. It is recommended as a minimum the information the site register has is:
 - Name and address of site (if available the Geographic Information Service mapping code should also be logged)
 - Name of the licence holder, the site owner (if different) and any person managing the site on behalf of either of those persons
 - Type of site
 - The number of pitches
 - The licence conditions (if any)

³ Section 5 (1) to (5). For restriction see *Mixnam's Properties v Chertsey UDC* A.C. 735.

⁴ Section 5 (6).

⁵ Section 8.

⁶ Sections 7 and 8 (2).

⁷ Section 9 (1). The maximum penalty on summary conviction is a fine not exceeding level 4 on the standard scale.

⁸ Section 9 (3).

⁹ Section 9 (2).

MODEL STANDARDS – EXPLANATORY NOTES

Introduction

- 12.** The Model Standards 2008 for Caravan Sites in England have been made under powers conferred on the Secretary of State under section 5(6) of the Caravan Sites & Control of Development Act 1960 (the Act). A local authority must have regard to the standards when it imposes conditions in a site licence.
- 13.** The standards do not apply to sites used solely for caravan holiday homes (although they do apply to mixed residential/ holiday sites), touring caravans or to sites occupied by gypsies and travellers or agricultural workers. The standards as laid out represent what would normally be expected as a matter of good practice on such sites. They should be applied with due regard to the particular circumstances of each case, including the physical character of the site, any facilities or services that may already be available within convenient reach and other local conditions.
- 14.** The local authority must apply the Model Standards with regard to the particular characteristics of the site to which they are intended to apply, and in particular its existing layout and size. It is recognised that not all sites will easily be able to meet the Model Standards in every case due to their particular characteristics, but a local authority will need to be able to justify any decision not to have regard to a standard in setting a licence condition.
- 15.** The standards are not intended to be the “ideal”; local authorities may in the circumstances set more demanding ones if that can be justified.
- 16.** There will be some licence conditions which require inter and cross agency input and advice from other teams within the local authority and outside organisations, such as the Health and Safety Executive, the local Fire and Rescue Service and the Environment Agency. It is important for all parties concerned with sites that effective lines of communication are established to ensure that any problems are identified and resolved as early as possible.
- 17.** Disability Discrimination legislation applies to sites and this should be borne in mind when framing licence conditions and considering possible enforcement action. Guidance can be found at www.dwp.gov.uk and this can also help local authorities in their consideration of licence conditions. Further guidance can also be found on the Equality and Rights Commission website at www.equalityhumanrights.com.

Enforcement

- 18.** Any decision to enforce a licence condition should be taken in line with the Compliance Code (ISBN: 978-0-85605-712-0) which came into force in April 2008, for which comprehensive guidance is available on the Department for Business, Enterprise and Regulatory Reform website, www.bre.berr.gov.uk.
- 19.** Local authorities should allow a reasonable period of time after any site licence alteration for compliance with the revised conditions, unless the reason for making the alteration was to address a matter requiring immediate attention.
- 20.** When considering taking enforcement action local authorities should undertake a risk assessment to take into account all possible factors in relation to the prosecution.

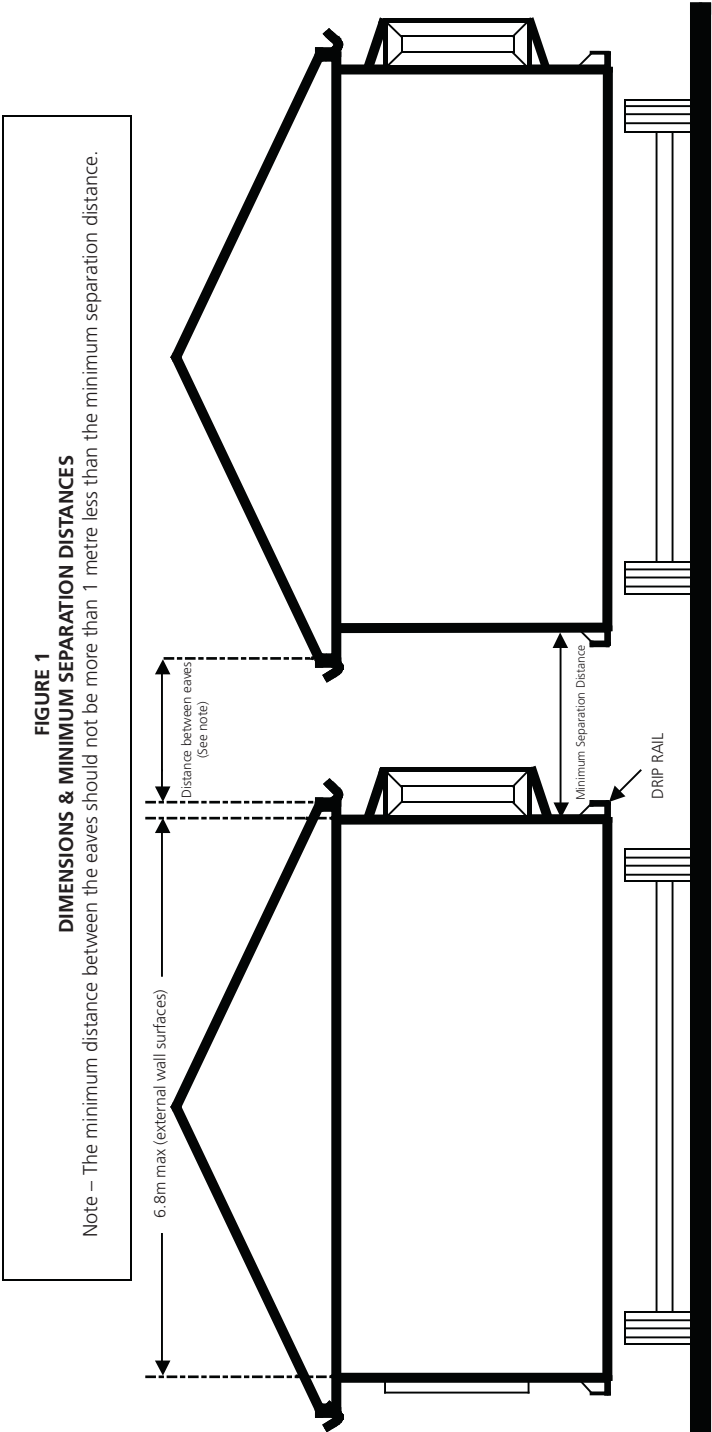
The Boundaries and Plan of the Site

- 21.** 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.
- 22.** Plans of the site shall be provided to the local authority at the site owners' expense.
- 23.** It is best practice for copies of the plan to be made available to the emergency services.
- 24.** The 3 metre separation distance inside the boundary serves the purpose of ensuring privacy from whatever is on the other side of the boundary, such as a road, and other developments, such as houses etc.
- 25.** The 3 metre separation distance measurement should be taken from the caravan wall.

Density, Spacing and Parking Between Caravans

- 26. The 6 metre separation distance is required for two reasons:
 - Health and safety considerations; and
 - Privacy from neighbouring caravans.

- 27. A diagram explaining the separation distances is attached below.



- 28.** If a caravan has been fitted with cladding from class 1 fire rated materials, then the distance between units may be reduced. However, there is a need for the privacy of residents to be taken into consideration. Health and safety matters, such as the positioning of gas bottles, etc. will also need to be taken into account.
- 29.** For the purposes of calculating the distance between the caravans, the point from which measurements are taken is the exterior cladding of the relevant caravan. Eaves, drainpipes, gutters, sills, threshold, door canopies and bay windows should be discounted.
- 30.** Porches should not render the home incapable of being moved, which means they should be demountable.
- 31.** If structures, other than garages, are on pitches within the separation distance and are of a combustible construction, then the local authority should consider allowing sufficient time for them to be replaced with an acceptable non combustible model.
- 32.** At no time should a garage constructed of combustible material be allowed in the separation distance.

Enforcement

- 33.** In considering the enforcement of the separation distance the local authority should consult with the local Fire and Rescue Service. It should also seek the views and take account of representations from the site owner and affected residents before taking any steps to enforce this standard, where practicable.
- 34.** Before the local authority undertakes any enforcement action it should consider the benefit of the works against the potential impact on the residents' enjoyment of their homes and the cost to the site owner.

Roads Gateways and Overhead Cables

- 35.** Roads should be constructed of bitumen macadam or concrete with suitable compacted base. However, sites with roads constructed of tarmacadam (which is now obsolete and no longer commercially available) should not be required to automatically upgrade their roads. The roads should only be required to be upgraded as and when they begin to fall into disrepair.

- 36.** Some larger sites may have traffic calming measures such as speed humps on their roads. Though not specifically covered in this standard, it will be worth ensuring that any legal requirements applying to un-adopted roads are met. Guidance and assistance can be found on the Department for Transport website, www.dft.gov.uk.
- 37.** Gateways, roads and turnings should have enough clearance to allow safe entry for emergency vehicles and new units on lorries. The widths and heights given are based on the maximum sizes of emergency vehicles that may regularly attend incidents on sites.
- 38.** In determining the permitted height of cable overhangs the local authority must take into account the current statutory requirements. Those applying as at the date of this guidance are found in the Electricity Safety Quality and Continuity Regulations 2002 SI 2002/2665 (ESQCR). These regulations provide that, in general, cables should not overhang a road at a height of less than 5.8 metres. In the case of fully insulated overhead conductors the ground clearance is 3.8 metres. There are a number of exceptions where:
- The overhead line follows a route along a hedgerow, fences, boundary walls or similar features. The minimum clearance in these circumstances is 4 metres.
 - If it crosses a driveway with an access width of no more than 2.5 metres (and the driveway is defined by gateposts or similar features), the minimum clearance is 4.3 metres.

Further advice on minimum clearances is available from the Health and Safety Executive.

- 39.** It is good practice that all overhead lines on sites should be fully insulated and where a cable is in within easy reach of a property; it must be so and protected from interference.
- 40.** The authority should require the site owner to comply with regulation 3 of the ESQCR and in considering any enforcement action in relation to cables must consult with the HSE.

Footpaths and Pavements

- 41.** Communal path widths should normally be 0.9 metres in respect of new sites or sites that are undergoing substantial redevelopment (including expansion to part of the site); otherwise paths of not less than 0.75 metres should be accepted where they already exist.

Lighting

- 42.** The lighting provided for communal paths and roads should be adequate to allow safe movement around the site during the hours of darkness. Many sites use low lighters rather than traditional street lamps and these work well as long as they are well maintained and plants/vegetation are not allowed to grow around them and stop them emitting light effectively. The lighting must be fit for purpose i.e. to allow vehicles and pedestrians to navigate around the site between dusk and dawn.

Bases

- 43.** It is important to note that the construction, maintenance and repair of the concrete base are the responsibility of the site owner. New bases should be laid as a minimum in accordance with the current industry guidelines issued by the National Park Homes Council and the British Holiday and Home Parks Association. The Industry's current standard for the bases provides:

"A hard core base to a minimum depth of 150 mm, well consolidated and topped with 100 mm of concrete (mix as BS8500-2:2006¹⁰) shall be used. The finished raft must be generally level with due allowance for surface drainage. Where the ground conditions so require, thickening or the introduction of reinforcement of the raft may be necessary."

- 44.** Particular attention should be paid to the terrain of the site before a base is laid, which may mean a thicker base is needed. The base should be sufficient to handle the load placed upon it by the caravan and its contents.

Enforcement

- 45.** When considering any enforcement action, the authority should also seek the views and take account of representations from the site owner and affected residents before taking any steps to enforce this standard, where practicable.
- 46.** Before the local authority undertakes any enforcement action it should consider the benefit of the works against the potential impact on the residents' enjoyment of their homes and the cost to the site owner.
- 47.** Where a caravan has to be removed in order to facilitate works to the base the authority should normally, if it is feasible and if it is the resident's wish, require the site owner to reinstate, at his own expense, the caravan on the original pitch on completion of the works.

¹⁰ Copies of the Standard can be obtained from the British Standards Institute.

Maintenance of Common Areas, including Grass, Vegetation and Trees

48. Cut grass and vegetation should be removed from the site as soon as practicable. Bonfires should not be used as a means of disposal. Vegetation is often used for sight screening but should be kept at a reasonable height.
49. Trees on the site will normally be the responsibility of the site owner. Where trees are in need of care and maintenance the local authority should, before any action is taken, liaise with the officer responsible for trees at the authority to ensure that all statutory and other requirements are complied with.
50. The common parts of the site (including roads, paths and pavements) must be kept free of any rubbish and maintained in a clean and tidy condition. The local authority may wish to consider whether appropriate receptacles for litter need to be provided in such areas. In any case the site owner should be required to make arrangement for the regular collection of routine rubbish from the site. He should also be required to make arrangements for the prompt disposal of waste and other materials which accumulate on the site during any works etc. Secure non combustible facilities should be provided on the site for the proper storage of rubbish and waste prior to its removal and disposal off the site.

Supply and Storage of Gas etc

51. The HSE website, www.hse.gov.uk, provides details and information about the various legislative requirements and contacts if further information is needed. In addition the trade body for LPG suppliers, [uklpg](http://uklpg.com), www.lpga.co.uk, also has information which may be of use.
52. Anyone being employed by a site owner to carry out work on gas (including natural gas) or oil installations should be suitably qualified to do the work. The HSE pages contain details of some of the schemes. The Communities and Local Government website contains details of various certification schemes which may apply. The details of these schemes can be found at www.communities.gov.uk .

Enforcement

53. In considering whether to take enforcement action for a breach of site licence conditions officers should liaise with the Health and Safety Executive to ensure any action taken by the authority is not in conflict with any action the HSE are proposing to take.

- 54. Local authority officials who identify areas of concern on sites should always consult the HSE about the problem(s).
- 55. All new installations must be to the current regulations and maintained at that standard.

Electrical Installations

- 56. The electrical installations on the site will be a distributor's network either belonging to the local regional electricity network operator or the owner of the site. The HSE website: www.hse.gov.uk contains information on the electricity legislation which may well apply to the site and can provide further information if needed.
- 57. A suitably qualified person for the purpose of carrying out work on electrical installations and appliances, including maintenance and inspections, includes a professionally qualified electrical engineer, a member of the Electrical Contractors Association, a contractor approved by the National Inspection Council for Electrical Installations Contracting, or a qualified person acting on behalf of the above.
- 58. It may be necessary to ensure the electricity distribution network complies with ESQCR, in which case such work should only be undertaken by a competent person familiar with those Regulations.
- 59. All new installations must meet the requirements of the current regulations and maintained at that standard.

Enforcement

- 60. In considering whether to take enforcement action for a breach of site licence conditions, officers should liaise with the Health and Safety Executive to ensure any action taken by the authority is not in conflict with any action the HSE are proposing to take.
- 61. Local authority officials who identify significant areas of concern with site electrical networks and installations should always consult the HSE about the problem(s).

Water Supply

- 62.** OFWAT lay down service standards for the water suppliers and details can be found on their website at www.ofwat.gov.uk. In addition there are various schemes for suitably qualified persons and authorities should check to see those undertaking works are qualified. The main scheme is run by NIC certification and details can be found about the scheme at www.niccertification.com.

Enforcement

- 63.** With the majority of well established sites, enforcement of this section will need to be carefully handled, as most sites will have long established water systems. As with gas and electricity above, there may be a case for dual enforcement if an offence is identified. Consultation with the Environment Agency and the local water company is essential.
- 64.** As with the previous sections, local authority officers who identify an issue with water supply on a particular site may wish to advise the Environment Agency, and the local water company of the problem.
- 65.** All new installations must be to the current regulations and maintained at the appropriate standard.

Drainage and Sanitation

- 66.** As with water supplies, provision of sewerage facilities is overseen by OFWAT and codes of practice are in place.
- 67.** It is important that all drains and sewers are well maintained and are connected to the appropriate system. If left unchecked, there can be consequences for the health of residents, along with those who live near the site.
- 68.** It should be noted that the environmental quality of drainage is regulated by the Environment Agency, with whom the local authority must consult about any problems.

Enforcement

- 69.** In considering whether to take enforcement action for a breach of site licence conditions officers should liaise with the Environment Agency to ensure any action taken by the authority is not in conflict with any action the Agency are proposing to take.

- 70.** Local authority officials who identify areas of concern on sites should alert the Environment Agency and the local water company to the possible defects.
- 71.** All new installations must be to the current regulations and maintained at that standard.

Domestic Refuse Storage and Disposal

- 72.** If communal bins are provided they should be of a type that is non-combustible and stored properly. Liaison with colleagues who deal with refuse collection matters will help in ensuring that the bins provided by the site owner (in the case of communal bins) are acceptable to the local authority in pursuance of its collection of rubbish from them.
- 73.** The site owner should be required to discuss with the local authority arrangements for the separation of waste for the purpose of recycling it, and require him to provide the necessary receptacles etc on the site.

Communal Vehicular Parking

- 74.** Parking needs will vary considerably between individual parks. Parking requirements should reflect the reasonable needs of the residents, having regard to the size and layout of the site, the number of units, the occupation criteria of the site and the availability of public transport in the immediate vicinity.
- 75.** Provision of parking spaces on new sites or those undergoing redevelopment or extension should be consistent with local planning policies.

Communal Recreation Space

- 76.** This standard should only be applied if the local authority is satisfied that it is both practicable to provide recreation space on the site and there is insufficient recreation space off the site in the near locality.
- 77.** It will only be practicable to provide such space on the site if there is sufficient open space which is available and it is possible to safely use that space for recreation. The standard requires the local authority to consider the need for recreation space; it does not require it to consider the need for

recreation facilities, although the local authority may consider that need as part of a licence condition. The larger the site the more recreation space or spaces may be needed. On small sites there may be no need for space at all. In deciding whether it is practicable to provide the space the authority should also consider the site layout, the availability of private open spaces (e.g. within the pitch), the availability of other amenities on the site (e.g. club houses) and the age and number of residents on the site.

- 78.** On site recreation space may be considered unnecessary if there is sufficient suitable space available off site within close (walking) distance of it. The space must, however, be freely accessible by the public, such as a municipal park, commons land, and greens or any part of the countryside to which the public have a right to walk.

Notices and Information

- 79.** It is important that all notices are protected from the weather and are prominently displayed, either on a board, in an office open to the public, or other places on the site which the residents have free and reasonable access to.
- 80.** The notices must include the most recent site licence, and the contact details of the site manager, and if different the licence holder. This should include an out of hours contact number for emergencies, and if available an e-mail address.
- 81.** The site owner is also required to make available certain information for inspection by residents in a prominent position on the site. That could be the site office provided it is open at reasonable times, a community room which every resident was entitled to use and which is also open at reasonable sites or a notice board located at the entrance to or in a central part of the site.

Flooding

- 82.** It is important that if a site is in an area susceptible to flooding, procedures are in place to ensure that all those on the site are alerted quickly, and that they are aware of any evacuation procedures that may be in place. A notice should be prominently displayed with all relevant information.

83. The site should be included in any local authority flood evacuation plan.
84. Advice on flood risks is available from the Environment Agency website: www.environment-agency.gov.uk
85. It is important in those parts of the country where flooding is an issue that local authorities have effective liaison with the Environment Agency office for their area, as well as relevant officials across their own local authority. Local water companies should also be contacted.

Fire Safety Measures

86. The Regulatory Reform (Fire Safety) Order 2005 (the Order) applies to caravan sites. The Order disapplies some fire related standards that may be in current site licensing conditions. It applies to all non domestic premises in England and Wales, including certain types of caravan sites:
 - all sites with common or shared parts; and
 - individual caravans which are holiday-let type i.e. they are rented out
87. On such sites the local authority should advise the 'responsible person', who will be the licence holder of his duty under that Order to undertake a fire risk assessment and decide what prevention and protection arrangements are appropriate and adequate to mitigate the identified risks.
88. However, there are some sites around the country which do not fall under the Order. These may include single unit sites and those sites which are occupied by single family groups.
89. Where the Order applies the authority should satisfy itself that the site owner is aware of, and complying with, his obligations under it, in particular that a fire risk assessment has been carried out. In this regard the local authority should seek the advice of the local Fire and Rescue Service who are the main enforcers of the Order.
90. The Communities and Local Government website: www.communities.gov.uk contains a range of helpful information on fire safety and the requirements of the Fire Safety Order. This includes links to technical guides for specific types of accommodation, including one for sleeping accommodation.

91. The Fire and Rescue Service has a duty to provide fire safety advice to those who ask for it, although it will not carry out risk assessments.
92. In applying any standards relating to fire safety measures where the Order does not apply, the local authority must consult the local Fire and Rescue Service.

Fire Fighting Equipment

93. The Guidance under the remaining sections only applies to sites to which the Order does not apply; however these standards will provide a useful benchmark of the sort of preventative and protective measures that may be necessary following completion of a fire risk assessment.
94. The siting of the fire points should be so that they are visible at all times, and marked in a way that makes it obvious as to what they are. They will need to be kept clear of any obstructions at all times should they be needed in the event that a fire breaks out.
95. Fire Points are the places on sites where fire fighting equipment is stored, ready for use by anyone in the event of an emergency.
96. If hosepipes are provided, they should be of the relevant British and European Standards¹¹, and positioned in such a way that they are easily attachable to the mains water supply, if not permanently attached. Any valves connecting the hose to the water supply should be easily accessible. The hose reel should be well maintained and in good working order.
97. Any hydrants provided on the site should be kept clear of any obstruction in the event that they need to be used. The positioning of mains connected hydrants is the responsibility of the local water company, and any queries as to whether a site has a hydrant should be directed to them. The positioning of the hydrants should be recorded on the site map, which will assist the emergency service in locating them in the event of an emergency.
98. Fire Extinguishers should only be used if there is not enough water pressure for a hose reel. Where provided, extinguishers should comply with the current British or European Standard.

¹¹ Details of relevant British Standards can be found at www.communities.gov.uk

- 99.** A water tank with buckets and a pump should not be the main means of fighting fire for the following reasons:
- Pumps and buckets are likely to be vandalised or stolen.
 - Pumps and buckets are inadequate for fighting a fire.
 - A water storage tank should be securely covered to prevent it becoming a health or safety hazard.

Fire Warning

- 100.** The means of raising the alarm in the event of a fire should be appropriate to the size and layout of the site. If you are unsure of which form of raising the alarm is the most suitable to the site, then contact the local Fire and Rescue Service, who will be able to advise you.

Maintenance and Testing of Fire Fighting Equipment

- 101.** It is important that all fire warning systems and fire fighting equipment are regularly inspected and maintained. The suggestion is that these checks should be carried out on an annual basis. All testing and maintenance should be carried out by a person suitably qualified to do the work. Records should be kept of any testing and when the most recent inspections were carried out. The record of all tests and inspections should be kept on the site for inspection.

Fire Notices

- 102.** The fire action notice should be displayed on a notice board, and at other suitable points around the site. The full address of the site, including the postcode should be included.

Enforcement

- 103.** The main enforcer for the Order is the Fire and Rescue Service.

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