

Agenda



PUBLIC PROTECTION COMMITTEE

Date:	Wednesday, 20 th July 2016 at 10am
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Angela Jacques (Chairman) Councillor Barbara Nash (Vice-Chairman)</p> <p>Councillors Frank Andrews, Jan Barker, Keith Beckett ISO, Brenda Blackshaw, Alan Clayton, Gail Goodman JP, Shirley Green, Peter Hardy, Neil Harvey.</p>

	PROCEDURAL ITEMS:	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, as previously circulated, of the meeting held on 1 April 2016 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 24(c).	1
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Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: democracy@fylde.gov.uk

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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	20 JULY 2016	4
APPLICATION FOR GRANT OF A ZOO 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 Zoo Licence. Members will be provided of the details of the application together with details of an inspection carried out by the Health and Safety Team and a zoological expert nominated by Department for Environment, Farming and Rural Affairs.

RECOMMENDATION

That the Committee considers the application and grant the application subject to the Directive Conditions in accordance with the Act and the conditions proposed by the Nominated Inspector of the Secretary of State.

SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions in this matter.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	√
Working with all partners (Vibrant Economy)	√
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	√
Promoting Fylde as a great destination to visit (A Great Place to Visit)	√

REPORT

1. An application for the grant of a new Zoo Licence has been received by the Licensing Team. The premises is to be situated on the site of the previous Riding Establishment at Ribby Hall Holiday Village, Wrea Green. In accordance with the Zoo Licensing Act 1981 (as amended), the Council is the body that grants such a licence. A copy of the application form is included at appendix 1.
2. The 1981 Act stipulates the procedures for consideration of the licence. The purpose of the licensing procedure is to ensure that public zoos are safe, properly run and that species kept within receive appropriate care and attention with special consideration being given to education and conservation.
3. A public advert was placed in the Daily Mail on Thursday 17th December 2015 confirming the Notice of Intention to apply for a Zoo Licence and a consultation exercise was undertaken on between the 28th April 2016 and 26th May 2016. There were no objections received.
4. The licensing process ensures that the Council pay due regard to the health or safety of persons living in the neighbourhood of the zoo. The Parish Council were consulted as part of the process and there have no objections to the application from either the Lancashire Fire and Rescue Service or Fylde's own Health and Safety team.
5. An inspection of the proposed Zoo was undertaken on the 13th June 2016 by an approved Inspector appointed by DEFRA and a member of the Licensing Team. A copy of the Inspectors Report is included at appendix 2 and it can be seen that the Inspector recommends approval of the licence subject to the Directive Conditions in the Act and the additional conditions listed in part 3 of the report.
6. It is therefore recommended that the Committee consider the application and grant the application subject to the suggested conditions.

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.

LEAD AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	6 th July 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Attached documents

App 1 Application form & Inspectors Report

APPLICATION FORM - FOR A ZOO LICENCE (NEW ZOOS AND ZOOS SUBJECT TO A DIRECTION UNDER SECTION 6(1)(b) OF THE ACT

Note - In accordance with section 2, this form may not be submitted to the local authority until at least 2 months after submission of the required notice of intention to make application for a zoo licence to the local authority; of publication of that intention in one local and one national newspaper; and of exhibition of a copy of the press notice at the site of the proposed zoo.

1. I/We [insert name and address of intended applicant/s]

_Wild Discovery, Ribby Hall Village, Wrea Green, PR4 2PR

in accordance with and following publication of, the notice of intention on [insert the date of publication of the notice of intention and the names of one local and one national newspaper in which the notice appeared]

_____ INFO SUPPLIED ALREADY _____ in

_____ and _____

hereby apply to Fylde Borough Council [local authority for the area which the whole or major part of the zoo is situated] for a licence to operate the zoo referred to in that notice.

2. Any significant changes in the information supplied in paragraph 2 of the notice to the local authority of intention to apply for a licence for the proposed zoo to be set out below.

No Changes

3. Additional matters - set out below any other matters (if any) which you would now like to bring to the attention of the local authority.

Signed _____ Neil Trickett _____ (Intended Zoo Operator)

Date _____ 10/04/16 _____

Please return this completed for to:

The Licensing Team, Fylde Borough Council, Town Hall, St Annes, FY8 1LH

APPENDIX A

MANDATORY CONDITIONS TO BE ATTACHED TO ZOO LICENCES (Taken from section 1A of the Zoo Licensing Act 1981 (Amendment) (England and Wales) Regulations 2002).

Conservation measures for zoos

1A. The following are conservation measures to be implemented in zoos in accordance with this Act-

- (a) participating in at least one of the following-
 - (i) research from which conservation benefits accrue to species of wild animals;
 - (ii) training in relevant conservation skills;
 - (iii) the exchange of information relating to the conservation of species of wild animals;
 - (iv) where appropriate, breeding of wild animals in captivity; and
 - (v) where appropriate, the repopulation of an area with, or the reintroduction into the wild of, wild animals;
- (b) promoting public education and awareness in relation to the conservation of biodiversity, in particular by providing information about the species of wild animals kept in the zoo and their natural habitats;
- (c) accommodating their animals under conditions which aim to satisfy the biological and conservation requirements of the species to which they belong, including-
 - (i) providing each animal with an environment well-adapted to meet the physical, psychological and social needs of the species to which it belongs; and
 - (ii) providing a high standard of animal husbandry with a developed programme of preventative and curative veterinary care and nutrition;
- (d) preventing the escape of animals and putting in place measures to be taken in the event of any escape or unauthorised release of animals;
- (e) preventing the intrusion of pests and vermin into the zoo premises; and
- (f) keeping up-to-date records of the zoo's collection, including records of-
 - (i) the numbers of different animals;
 - (ii) acquisitions, births, deaths, disposals and escapes of animals;
 - (iii) the causes of any such deaths; and
 - (iv) the health of the animals.

Notice to Local Authority

Intention to apply for a zoo License.

(1)

Neil Trickett
The Living Jungle's Zoological Park
Ribby Hall Village
Wrea Green
PR4 2PR

(2)

Taxonomic Category of Order & no

Owl	Stigiformes	6
Hawk	Accipitriformes	3
Red Squirrel/Porcupine	Rodentia	5
Meerkat/Genet	Carnivora	4
Cockroach	Blattodea	100
Stick insect	Phasmatodea	20
Reptiles	Reptilia	20
Sheep/Goat/Alpaca	Artiodactyla	13
Rhea	Chiroptera	10
Rabbit	Lagomorpha	6
Chicken/Turkey	Galliformes	8
Pigs	Artiodactyla	2

The animals health and wellbeing is paramount, they will be routinely monitored everyday by keepers and routinely wormed and treated for fleas and any other parasites as a preventative measure and when necessary throughout the year.

We have an animal food preparation room with refrigerators and freezers to keep food fresh and fit for purpose.

Veterinary care will be provided by a local vet whom has many years experience in treating exotic and domestic animals. I will arrange for routinely check ups to be carried out by the vet every six month or when needed.

(E)

Conservation Measures

Our Conservation efforts are going to be focused on UK wildlife. We will be breeding Red Squirrels to help preserve the species. We will have a Hedgehog rehabilitation zone, this zone is for injured/orphaned hedgehogs. We will provide a localised eco system to assist them on their release.

We will be breeding native butterfly species and releasing them on site. We will have a poly tunnel to rear the butterflies as well as being able to demonstrate to the public the metamorphic process the butterflies go through. The whole area will be planted with appropriate food plants to encourage them to reproduce onsite.

All our conservation efforts will include education for the visitor. The enclosures for the animals will be designed to prevent any escapes and provide the relevant environment.

NOTICE TO LOCAL AUTHORITY - OF INTENTION TO APPLY FOR A ZOO LICENCE (NEW ZOOS AND EXISTING ZOOS SUBJECT TO A DIRECTION UNDER SECTION 6(1)(b) OF THE ACT)

Note - Applicants seeking a licence for a new zoo (or applicants subject to a direction under section 6(1)(b) of the Act) are required to give to the local authority in accordance with section 2(1) of the Act.]

ZOO LICENSING ACT 1981 - SECTION 2

1. I [insert name and address of intended applicant/s]

Neil Trickett , The Living Jungle, Ribby Hall Village Wrea Green PR4 2PR

hereby give notice that in not less than 2 months after publication in one local newspaper and one national newspaper of a notice of intention to make an application for a licence to operate a proposed zoo at [insert situation of zoo]

Ribby Hall Village, Wrea Green, PR4 2PR

I intend to make an application for such a licence to Fylde Borough Council [local authority for the area within which the whole or major part of the zoo is to be situated].

2. The particulars with regard to the proposed zoo and its operation, as required by section 2(2) of the Act, are as follows-

(a) Section 2(2)(a) - animals

Taxonomic category of Order and approximate number in each group

Please attachment

(Note - As an alternative to listing on this form a proposed stock list may be attached)

Give brief details of the animal accommodation to be provided (i.e. the number, type, approximate size and security of enclosure, including confined quarters during the night and winter, and the grouping of animals).

[Note - if preferred, this information may be submitted in the form of annotated drawings or plans. In any event, a plan showing the proposed layout of the zoo should be submitted.]

Please attachment

Maintenance and well-being

Give brief details of arrangements to be made for the animals' maintenance and well-being, including information about the provision, storage and preparation of food and arrangements for veterinary care, including preventative measures.

Please attachment

(b) Section 2(2)(b) - staff
Staff numbers and categories

Give details of the numbers and categories of staff to be employed in the zoo

- (f). Senior administrative staff under director/manager _____
- (g). Other administrative staff _____
- (h). Keeper staff _____
- (i). Maintenance staff _____
- (j). Others (please specify) _____

(c) Section 2(2)(c) - visitors and motor vehicles

- (i) approximate number of visitors who are to be accommodated per day 60
- (ii) type and size of car-parking facilities (if any)

The car park facilities can hold approximately 60 cars.

- (iii) Safari Parks - approximate number of vehicles which are to be accommodated per day

(d) Section 2(2)(d) – access

Give details of the approximate number and position of the means of access to be provided to the premises. [Note – If preferred this information may be submitted in the form of an annotated drawing or plan.]

There will be one entrance to the park.

(e) Section (2A) – Conservation measures

Please specify and provide details of how the conservation measures referred to in section 1A of the Zoo Licensing Act 1981 (Amendment) (England and Wales) Regulations 2002 are being or will be implemented at the zoo – copy of section 1A attached at Appendix A

Please attachment

Signed _____.(Intended Zoo Operator) Date _____

Please return this completed form to:

The Licensing Team, Fylde Borough Council, Town Hall, St Annes, FY8 1LH

**Zoo Licensing Act 1981 (Amendment)
(England and Wales) Regulations 2002****Licence Inspection Report**

Date Report completed: 16/06/2016



Name of applicant

Mr. Neil Trickett

Name of institution

Wild Discovery at Ribby Hall.

Address of institution

Ribby Hall Village,
Ribby Road , Wrea Green,
Kirham, Lancs

Postcode PR4 2PR

Telephone number (incl. national dialling code)

01772673836

Fax number (incl. national dialling code)

Type of inspectionLicence inspection
under Section 4(1A)Significant change inspection
under Section 16(2B) or 16(3A)**Statutory composition of inspection team**

One or more Defra nominees

Any number of competent LA authorised appointees

This form is only for use for inspections before the grant or refusal of a new licence and before any significant alteration to a licence. Please use Appendix 11 (form ZOO 2) for all other inspections.

Names and designations of Inspectors	Name(s) of zoo representative(s)
M.J.Fielding BVM&S MRCVS, Sec of State's List 1 Inspector	Mr. Neil Trickett, Operator
Mr.A. Hough , Technical enforcement officer, Licensing	
Team, Fylde Council.	

Copies: Original to local authority, 1st copy to applicant/operator, 2nd copy to Defra, 3rd copy to inspectors

Useful information available to applicants

Information about the Zoo Licensing Act 1981 (Amendment) (England and Wales) Regulations 2002)

Where to find it – available from your local authority who are responsible for administering the Act or from Defra at <http://www.defra.gov.uk/wildlife-countryside/gwd/index.htm> or 0117 372 8209.

Secretary of State's Standards of Modern Zoo Practice

Where to find it - available at <http://www.defra.gov.uk/wildlife-countryside/gwd/index.htm> or from your local authority who are responsible for administering the Zoo Licensing Act 1981 (as amended). A limited number of hard copies are still available from Defra.

Government Circular Guidance 02/2003 on the Zoo Licensing Act 1981 (Amendment) (England and Wales) Regulations 2002)

Where to find it – available at <http://www.defra.gov.uk/wildlife-countryside/gwd/zoo.htm#circular>

Alternatively hard copies can be obtained by contacting:

Tom Adams,

Defra,

1/16 Temple Quay House,

2 The Square,

Temple Quay,

Bristol BS1 6EB

Tel: 0117 372 8209

E-mail: zoos.branch@defra.gsi.gov.uk

Zoos Forum Handbook

Where to find it – hard copies of available chapters can be obtained from Tom Adams at the above address (while stocks last). Electronic versions can be downloaded from <http://www.defra.gov.uk/wildlife-countryside/gwd/zoosforum/index.htm>.

Preamble to inspectors' report

The Zoo is a proposed new zoo exhibit which formerly contained some farm species and pet domestic animals only. It is intended to add to these several more exotic and zoo related species to extend and enhance the exhibit and thus will require a zoo licence in order to proceed.

The zoo is situated on an area of open ground inside the Ribby Hall village & adjacent to the Ribby hall leisure complex. It at present consists of a series of adapted loose boxes and several grassed enclosures. It is defined and separated from the leisure complex by its own perimeter fence of approximately 2 meters height with further enclosures marked within this perimeter. At this time not all enclosures are marked by their own perimeter fence, but it is anticipated that these will be completed as the different species are acquired. Some mixed exhibits are also anticipated.

The zoo is privately operated and will be dependent on public ticket sales for its operation.

NOTES FOR THE LOCAL LICENSING AUTHORITY:

1. In my opinion this zoo will require a licence to operate and as a result of the numbers and variety of species currently kept would be appropriate for consideration of a dispensation under Section 14 (2) of the Act.
2. A copy of any licence issued together with any additional conditions should be forwarded to Mr J Harwood, at the Centre for International Trade, Temple Quay House, Temple Quay Bristol.

1. Directive Conditions (In accordance with Section 1A of the amended Act)

Condition	Likely to be met	Not likely to be met	N/A	Notes
1A(a) Participate in at least one of the five activities listed from (i) to (v) below:				
(i) research from which conservation benefits accrue to species of wild animals	✓			This will be achieved by offering the facility for non invasive research in the collection to local academic institutions with animal related relevant studies.
(ii) training in relevant conservation skills	✓			This will initially be limited to keepers and staff, but in due course it is hoped to assist a wider range of students with training.
(iii) the exchange of information relating to the conservation of species of wild animals	✓			Initially will be limited. It is anticipated the zoo will hold some conservationally sensitive species, which entail contact & info exchange with similar institutions.
(iv) where appropriate, breeding of wild animals in captivity	✓			This will be limited to selected groups only.
(v) where appropriate, the repopulation of an area with, or the reintroduction into the wild of, wild animals			✓	This will not be undertaken until the zoo has sufficient breeding success and adequate stock to allow success.
(b) Promoting public education and awareness in relation to the conservation of biodiversity, in particular by providing information about the species of wild animals kept in the zoo and their natural habitats	✓			Initially this will be by signage and on site talks. A teaching/ exhibition room has been provided for educational purposes and it is anticipated that more formal educational session will be held for schools etc., in due course.
(c) Accommodating their animals under conditions which aim to satisfy the biological and conservation requirements of the species to which they belong, including:	✓			Some enclosures need review for the species at presently held and suitable adaptation for new species which are being acquired. Planning for this is in hand.
(i) providing each animal with an environment well adapted to meet the physical, psychological and social needs of the species to which it belongs; and	✓			As above some accommodation needs review and some is yet to be completed and may require further approval prior to licensing, but current plans appear constructive and should prove adequate.

Condition	Likely to be met	Not likely to be met	N/A	Notes
(ii) providing a high standard of animal husbandry with a developed programme of preventative and curative veterinary care and nutrition.	✓			This is mostly currently in hand, but there needs to be a single primary veterinary care officer who co-ordinates the activity of both practices in veterinary care plan for the zoo.
(d) Preventing the escape of animals and putting in place measures to be taken in the event of any escape or unauthorised release of animals	✓			Procedures have been prepared and will be regularly practised (and recorded) 4 times annually, but it must be ensured that SOPs for escapes of animals into public areas or outside the zoo are effective.
(e) Preventing the intrusion of pests and vermin into the zoo premises	✓			This is currently done in house but should be monitored and effectiveness recorded.
(f) Keeping up-to-date records of the zoo's collection, including records of:	✓			
(i) the numbers of different animals.	✓			This has been done, but needs to follow the 7 column system for ALL animals kept at the zoo and where possible individual
(ii) acquisitions, births, deaths, disposals and escapes of animals.	✓			animals should be identifiable.
(iii) the causes of any deaths.	✓			Deaths will be assessed by Vets for appropriate post mortem investigation
(iv) the health of the animals.	✓			This will be done by day book entries and by veterinary records in the zoo.

2. Other/New or Varied Conditions* (Proposed by the local authority)**

Proposed condition	Likely to be met	Not likely to be met	N/A	Notes
1. Insurance: A condition relating to the Public Liability insurance policy of the zoo and the lodging of a copy of same with the Authority to be applied to any licence issued	✓			
2. A condition relating to the proposed acquisition of any category 1 species to the collection will be applied to any licence issued.	✓			
3. A condition relating to the temporary removal of animals from the zoo will be applied to any licence issued.	✓			
4. A condition with regard to the procedures following animal escapes will be applied to any licence issued.	✓			
5. A condition with regard to the annual stocklist of animals kept will be applied to any licence issued.	✓			
The space available on this form does not allow of printing the full details of the above conditions, but will be printed in full on any licence issued. The full text may be found by reference to SSSMZP.				
SSMZP refers to the Secretary of State's standards of Modern Zoo Practice, which may be accessed on the APHA (DEFRA) internet site.				
Note 2 on any licence issued will state: "The grant of this licence does not imply that the requirements of any other legislation have been met"				

* 'Other' refers to conditions for a new licence (section 4(1A)(a)); 'New or Varied' refers to conditions proposed as a result of a significant change to a licence (Section 16).

** The local authority are required to have regard to the Secretary of State's Standards of Modern Zoo Practice when considering what other conditions should be added to a licence. These might include insurance against liability for damage caused by animals (Section 5(3) and Section 5(4) of the Act).

3. Other Conditions* (Proposed by the nominated Secretary of State Inspector(s))**

Proposed condition	Likely to be met	Not likely to be met	N/A	Notes
1. The zoo must provide a mission statement to clarify its aims. 2. The zoo must supply an organisational chart which illustrates the hierarchy (cont->	✓			of responsibility to cover all actions taking place in the zoo. Within 1 month
3. The zoo must appoint an individual Vet to take responsibility for co-operating with the other practice involved in delivery of veterinary care throughout the collection. Copies of veterinary animal records must be kept in the zoo.	✓			The Primary Vet should ensure consistency and effectiveness of veterinary care in the zoo Within 1 month
3. Access to the vet room must not be via food prep areas. 4. There must be clear separation of prep areas for meat & veg along with dedicated utensils. No human food stuffs to be in animal areas.	✓			Either a separate entrance to the vet room must be made or the room relocated. Within 2 months An insector or similar device must be present. Within 1 month
5. No access by animals must be allowed in the food prep area. 6. A more refined and transparent ethical process is required and outcomes of discussion must be recorded.	✓			Suitable ventilation & screening must be provided. Immediate I advise the inclusion of some person who is not directly related to zoo activities. Within one month
7. A written policy on stock disposal must be prepared and approved by the ethics group. 8. All doors to animal enclosures where the public are not allowed direct access must be securely locked and notices posted	✓			Within 1 month. within 2 weeks.
9. The operator has not expressed any intention to acquire animals which are listed in the Sec of State's standards as category ONE (Hazardous). No addition of such species must be made without advance information to the Licensing Authority, the prior provision of suitable accommodation and the appropriate staff training for the management of such animals				Immediate.

*** This section does not apply to significant change inspections.

Additional space

The following space is provided for:

- additional notes and comments on the answers to the earlier questions;
- recommendations (other than in respect of grant or refusal of a licence and any specific conditions recommended for a licence - see overleaf); and
- any general remarks which the inspecting team may wish to record.

The operator is enthusiastic to open his zoo and appears competent to manage the facility at its present size and diversity. He appears to have support in his senior staff with a relevant degree of experience for the animals to be kept. He must accept that in applying for a licence to operate a zoo, he must meet not only the necessary standards, but also take into account the public perception and expectation of zoo visitors as well as improvements and developments in animal welfare which are constantly taking place in zoos.

In addition to the conditions listed the inspectors make the following RECOMMENDATIONS to be considered by the operators:

1. It should be ensured that any animals which normally are kept in social groups should not be displayed or kept in a solitary environment.
2. The natural lighting in the rabbit enclosure is low and the animals at present have no access to the out doors. This should be corrected or the animals moved to a more suitable enclosure.
3. In the construction of the reptile accommodation care must be taken to ensure proper temperature and humidity control and where required environmental enrichment. Size must also be taken into account particularly in the case of animals which will continue to grow and may be compromised in future if the accommodation is not adequate.
4. Any areas where disabled persons may have difficulty in access should be clearly marked and advice should be offered before entry to the collection.
5. Entries in the day diary should include reference to all required aspects of a positive nature as well as potential or existing problems. e.g a general note that all stock appears well, all enclosures are secure etc.
6. On completion of the veterinary room it is advised that as well as the general facilities provided there should be a small secure cupboard where drugs to be used on the animals in the collection may be kept and that a record of stock and administration be made.
7. A collection plan which matches the mission expressed by the collection should be drawn up and reviewed annually.
8. The collection should seek to make contact with local environmental and wildlife groups to enhance the effects of its projected squirrel and hedgehogs projects.
9. In formulating its staff information on zoonotic disease the operator is advised to consult the veterinary surgeons to the zoo to highlight potential areas of risk.
10. As part of the veterinary programme the operator is advised to consult the vets with a view to undertaking an annual clinical and pathological review.
11. At the next formal inspection details of the Vet surgeons C.P.D. should be available for the inspectors.
12. Where the public is permitted access to and handling of, animals in the collection, it should be ensured that hand disinfection can be carried out promptly and with reasonable access to full washing facilities close by.



The Secretary of State's nominated inspector(s) recommendation to the local authority

Having inspected
(name of zoo) Wild Discovery at Ribby Hall.

on

13/06/2016

the inspecting team make the following recommendation:

Please tick appropriate box

- it is recommended that a licence be refused ☐
- it is recommended that the above collection be licensed in accordance with the Act subject to the Directive Conditions listed in section 1 of this report ☐
- it is recommended that the above collection be licensed in accordance with the Act subject to the Directive Conditions listed in section 1 and the Additional Conditions listed in section 2 and/or 3 of this report ☒

Dispensation Status

If it is recommended that the above collection be licensed does the nominated Secretary of State inspector(s) consider that the collection may be suitable for a dispensation under Section 14 of the Act?

YES ☒ NO ☐

If YES, please specify type of dispensation recommended:

In my opinion and based on the numbers and variety of the animals to be held in the collection, I consider that this collection would appropriately fall within the conditions for a Dispensation, specified in Section 14 para 2 of the Act.

Signature of Secretary of State inspector(s)	Date signed:
<i>M. J. Fitching B.V.Mes, MRCVS.</i>	<i>16/06/2016</i>

The Data Protection Act 1998

This form is intended for use by local authorities in England for administering the Zoo Licensing Act 1981 (Amendment) (England and Wales) Regulations 2002. Completed forms held by public authorities are subject to the provisions of the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Copies of forms may be supplied to the Department for Environment, Food and Rural Affairs for the purpose of providing information on the administration of the Zoo Licensing Act 1981 (Amendment) (England and Wales) Regulations 2002.

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	20 JULY 2016	5
LICENSED VEHICLE EXCEPTIONAL QUALITY POLICY			

PUBLIC ITEM

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

SUMMARY

Fylde Borough Councils current Hackney Carriage and Private Hire Licensing Policy imposes a maximum age limit of 12 years on hackney carriages and private hire vehicles. An independent hackney carriage proprietor and driver has submitted a request requesting that this age limit be reviewed.

RECOMMENDATION

That the Committee considers the report determines whether to adopt an Exceptional Quality Policy.

SUMMARY OF PREVIOUS DECISIONS

The Hackney Carriage and Private Hire Licensing Policy came into force in 2006 introducing a vehicle age limit of 12 years.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. Sections 47 and 48 of the Local Government (Miscellaneous Provisions) Act 1976 considers the licensing of hackney carriage vehicles (S47) and Private Hire Vehicles (S48) and allows Local Authorities to attach conditions to the licences as is felt reasonable necessary.
2. As such, Fylde Borough Council's Hackney Carriage and Private Hire Policy states that all vehicles shall be less than twelve years old from the date of manufacture. There is no minimum age limit for vehicles on first application.
3. A request has been received from a current hackney carriage proprietor and driver to relax this age limit and introduce an Exceptional Quality policy. The driver suggests that such a policy may benefit the larger executive style vehicles and may also encourage proprietors to look to replace their existing vehicles with wheelchair accessible vehicles. It is understood there is a reluctance within the trade to purchase such vehicles due to the initial set up cost and the 12 year rule.
4. The Council does have a policy whereby additional hackney carriage licences will be issued to vehicles which are wheelchair accessible, purpose built and less than 2 years old but as suggested above, currently they have to be removed from the fleet when they are presented for licensing and are older than 12 years. Such a policy would be beneficial as it would continue to apply the age limits whilst acknowledging the efforts of proprietors in maintaining their vehicles.
5. The Committee is therefore requested to consider the report and determine whether to introduce an Exceptional Quality Vehicle Policy, a draft of which is shown in appendix 1.

IMPLICATIONS	
Finance	None arising directly from the report.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	The introduction of such a policy may encourage investment in DDA compliant vehicles yet remain affordable to disabled people.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	4 th July 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Hackney Carriage and Private Hire Licensing Policy		Town Hall

Attached documents

1. Draft policy

Exceptional Quality Policy

The Hackney Carriage and Private Hire Licensing Policy document provides that no vehicle shall be licensed if it is over the age of 12 years unless it satisfies an exceptional quality policy.

To be considered suitable for the Exceptional Quality Policy, the following conditions apply.

1. The vehicle must pass the initial pit test – vehicles with three or fewer faults (excluding bulbs) will be permitted to undertake the necessary repairs and submit for a re-test; vehicles with four or more faults will fail and will not be permitted a re-test.
2. The vehicle must meet the full exterior and interior specification detailed below (each point listed below would constitute one defect). Vehicles with three or fewer defects as detailed below will be permitted to undertake necessary repairs and submit for a re-test. Vehicles with four or more defects will fail, and will not be permitted a re-test.

Exterior

- a) All bodywork to be clean and sound, free from rust, corrosion, dents, scrapes or significant scratches or loose panels
- b) All paintwork must be in first class condition with no egg-shell finish or different shades or colours either inside or outside which are visible to the public
- c) All wheel trims to be fitted according to the manufacturer's specification and all matched
- d) Door or wing mirrors to be in good condition. 2 wing mirrors and an interior mirror are required.
- e) Front and rear registration plates to be clean, clear, unbroken and conform to the relevant legislation. Hinging rear number plates must be maintained so that the number plate is visible at all times.
- f) Front and rear bumpers to have no rust, corrosion, dents, cracks or scrapes and be securely fitted. End caps must be fitted
- g) Mud flaps, if fitted should be maintained
- h) No broken, cracked or missing glass or surrounds on all front and rear lights where fitted and must display the correct colour
- i) Radiator grills should be secure and the original specification
- j) Windscreen and rear screen wiper arms should be in good condition and rust free and properly fitted
- k) All door locks and boot locks fitted to be in working order
- l) All doors should be easily opened and in good working order
- m) All door handles should be properly fitted easily operated and of original specification
- n) A spare wheel which conforms to legal requirements must be carried and securely fitted along with the relevant jack and wheel brace
- o) All tyres to conform to legal requirements
- p) All road wheels to be clean and free from significant marks or damage and rust free
- q) Vehicle to have a current MOT certificate
- r) Evidence of servicing and maintenance over the last twelve months must be produced.

Interior

- a) All seats to be manufacturer's original design, should match, be securely fitted with no stains, holes or tears, without seat covers
- b) All seat belts should be clean, in good working order. There must be sufficient seatbelts to cover every licensed seat. All anchorage point covers should be properly fitted and match original trim

- c) All panels should be clean and match original trim
- d) Fitted carpets should be of original specification, securely fitted with no stains or holes
- e) All instruments and accessories should be fitted securely, match trim and be in good working order.
- f) Headlining to be stain free, clean with no holes or tears
- g) All windows to operate correctly and easily
- h) Brake, clutch and accelerator pedal rubbers to be fitted and in good condition
- i) The inside of the vehicle should be free from any trailing or loose wires
- j) The boot and/or luggage space should be clean and tidy with an unstained carpet or cover to manufacturer's specification
- k) If a hatchback, the boot cover must be original with both lifting straps fitted. A cargo guard should be fitted in estate vehicles
- l) Gear lever gaiters, if fitted, should be in good condition
- m) All lights should be in working order with appropriate covers securely fitted
- n) Window locks, handles where provided by the manufacturer to be in working order
- o) Heated rear screen to be in proper working order.
- n) Ramps, if fitted must be in good working order.

In the event of a vehicle being issued with an immediate or delayed prohibition notice by VOSA, the vehicle will immediately be disqualified from complying with the exceptional condition exemption.

Vehicle owners should note that this document only details the elements necessary to comply with the exceptional quality policy. Any licensed vehicle must comply with the requirements of Annexe A of the Hackney Carriage and Private Hire Policy at all times

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	20 JULY 2016	6
REQUEST FOR INCREASE IN LEVEL OF HACKNEY CARRIAGE FARES			

PUBLIC ITEM

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

SUMMARY

A request has recently been received from Whitesides Taxis seeking an increase in the level of hackney carriage fares. The national average increase in the level of fares has been ascertained and the Committee will be requested to consider the request and make a recommendation to Full Council.

RECOMMENDATION

That the Committee considers the report and makes a recommendation to Full Council to determine the request to increase the level of fares.

SUMMARY OF PREVIOUS DECISIONS

The latest fare increase came into force January 2014. Previous increases have been in September 2012, May 2011, May 2009, January 2008 and June 2005.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	√
Working with all partners (Vibrant Economy)	√
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	√
Promoting Fylde as a great destination to visit (A Great Place to Visit)	√

REPORT

1. The provisions of Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 allow Local Authorities to fix the level of fares that may be demanded in connection with the hire of a Hackney Carriage.
2. The Office of Fair Trading Best Practice Guidance for Taxi and Private Hire Vehicle Licensing considers fares and comments at paragraph 36 that,

“Fare scales should be designed with a view to practicality. The Department sees it as good practice to review the fare scales at regular intervals, including any graduation of the fare scale by time of day or day of the week. Authorities may wish to consider adopting a simple formula for deciding on fare revisions as this will increase understanding and improve the transparency of the process. The Department also suggests that in reviewing fares authorities should pay particular regard to the needs of the travelling public, with reference both to what it is reasonable to expect people to pay but also to the need to give drivers sufficient incentive to provide a service when it is needed. There may well be a case for higher fares at times of higher demand.”

3. Fylde Borough Councils Hackney Carriage and Private Hire Licensing Policy acknowledges the comments of the OFT and states at paragraph 10.4.2,

“Fare scales will, accordingly, be reviewed no more than once per year between January and March with any change agreed being implemented on 1st April following. In reviewing the scale of maximum fares to be charged locally, consideration will be given to the percentage by which the “National Average” of Tariff One and Tariff Two, 2 mile journey fares (as published in Private Hire & Taxi Monthly magazine) increased over the previous calendar year (i.e. January to January). In general, this average percentage will constitute the maximum Tariff One and Tariff Two percentage increase in fares above which the authority would not generally consider any application for a tariff increase.”

4. A request for an increase in the level of fares has been received from Whitesides Taxis which is included at appendix 1 and may be summarised below:
 - a) An increase in the initial hiring charge on tariff 1 from £2.60 to £2.70
 - b) To reduce the initial hiring distance on tariff 1 from 404 yards to 384 yards and to reduce the subsequent flag drops from 202 yards to 192 yards.
 - c) An increase in the initial hiring charge on tariff 2 from £2.80 to £3.00
 - d) To reduce the initial hiring distance on tariff 2 from 318 yards to 303 yards and to reduce the subsequent flag drops from 159 yards to 152 yards.
 - e) To increase the initial hiring on Tariff 4 to
 - f) To reduce the initial hiring distance on tariff 4 from 318 yards to 303 yards and to reduce the subsequent flag drops from 159 yards to 152 yards.
5. A table is shown below which demonstrates the current fares and the proposed fares should the Committee recommend approval of the request together with the national average level of fares:

Flag	T1 current	T1 proposed	T1 National Ave	T2 current	T2 proposed	T2 Nat Ave
	2.60	2.70	2.76	2.80	3.00	3.63
1 mile	4.00	4.30	3.82	4.80	5.00	5.04
2	5.80	6.10	5.70	7.00	7.40	7.45
3	7.60	7.90		9.20	9.60	
4	9.20	9.70		11.40	12.00	
5	11.00	11.70	11.27	13.60	14.20	14.73
6	12.80	13.50		15.80	16.60	
7	14.40	15.30		18.00	19.00	
8	16.20	17.10		20.20	21.20	
9	18.00	18.90		22.40	23.60	
10	19.00	20.90	20.71	24.60	25.80	27.06

6. The previous increase in Hackney Carriage Fares came into force in January 2014 having been approved by the Portfolio Holder in November 2013. It can be seen from the January 2014 and May 2016 editions of the Private Hire and Taxi Magazine that the national average fares for 2 mile journeys on tariff 1 have increased by 2.3% and 1.82% on tariff 2. The request represents increases of 5.2% on Tariff 1 and 5.7% on tariff 2.
7. Officers from the Licensing Team have consulted with the trade to seek their thoughts as the views amongst the trade can differ. Any responses from the trade will be provided to Members at the meeting. It should be noted that should any increase be subsequently approved, the matter will require advertising in the local press and representations from the public may be made.
8. For the information of members, a table is shown below detailing the current fares in Fylde, Blackpool and Wyre. The latest fare increases came into force in April 2011 in Wyre and August 2015 in Blackpool. The 2015 increase in Blackpool effectively amended the times at which tariff came into effect rather than increasing the cost per mile of journeys.

Authority	1 Mile	2 Miles	5 miles	10 miles
Fylde T1	£4.00	£5.80	£11.00	£19.00
Blackpool T1	£4.10	£5.80	£11.20	£20.00
Wyre T1	£3.80	£5.60	£10.60	£19.00
Fylde T2	£4.80	£7.00	£13.60	£24.60
Blackpool T2	£4.60	£7.00	£14.00	£25.80
Wyre T2	£4.50	£6.70	£13.30	£24.30

9. Members will recall that a fuel surcharge is in place at Fylde so that 20pence may be added to the fare when the price of diesel reaches £1.50p per litre at Kilnhouse Service Station, St Annes and a further 20p when the price of diesel reaches £1.75p.
The Shell Kilnhouse Garage is no longer trading and it is therefore suggested that the Shell Heyhouses garage is now used for purposes of this fuel surcharge. As at the 1st July, the price of a litre of diesel was 112.9p.

10. Members may wish to note that the level of fares set by the Authority is the maximum a driver is entitled to demand. It is our interpretation of the legislation that hackney carriage proprietors and drivers are entitled to discount fares and calibrate their meters to a tariff less than the Council tariff. However, should a proprietor choose to do this, they should make it clear within the vehicle that the meter is set to a lower tariff so as to avoid any confusion and allegations of overcharging.
11. Following transition from the Cabinet to the Committee system, the existing terms of reference of Public Protection Committee were not altered to include responsibility for setting fares. As such, the Committee does not have the power to set fares, and the final decision is one for Full Council. It is therefore suggested that the Committee consider the matter and make a recommendation to Full Council.
12. The Committee may also wish to make a recommendation to the effect that responsibility for determining any further requests for increases in the level of hackney carriage fares is delegated to the Public Protection Committee.

IMPLICATIONS	
Finance	There are no direct financial implications for the Council in setting the fares for hackney carriages.
Legal	None arising directly from the report.
Community Safety	The provision of taxis is an integral part of the transport infrastructure and is particularly influential in the transportation of individuals late at night when bus services have ceased. The provision of affordable taxis assist in community safety by ensuring people are removed from town centres safely and helps to reduce the incidence of drink driving.
Human Rights and Equalities	Hackney carriages are a vital form of transport for the disabled who may have difficulties accessing other forms of public transport. It is important therefore that fares are maintained at a level which will encourage investment in DDA compliant vehicles yet remain affordable to disabled people.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	1 st July 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Hackney Carriage and Private Hire Licensing Policy		Town Hall

Attached documents

1. Request for Increase in Level of Fares

From: Daniel Whiteside [mailto:daniel@whitesidetaxis.co.uk]

Sent: 02 April 2016 10:53

To: Chris Hambly <chris.hambly@fylde.gov.uk>

Subject: Fare Increase Proposal

Hi Chris – Thanks for the considering this request. I can confirm we are charging the latest tariff from 3rd January 2014, however we only charge Tariff 2 between 11pm and 6am as we believe Saturday and Sundays are normally working days for many locals. I would like to formally request that the flag drop on Tariff 1 is increased from £2.60 to £2.70 (0.10p), and Tariff 2's flag drop rise by 0.20p, from £2.80 to £3.00. I would also ask for a 5% reduction of yardage on all tariffs (from 404 to 384 tariff 1 flag drop and 202 to 192 for every 0.20p thereafter and 318 to 303 tariff 2 flag drop and reduce the yardage for each 0.20p thereafter from 159 to 152 – This is just less than 5%) . In principle I agree with the fares linked to the national average as this is a sensible means of keeping prices middle of the road for passengers. However, I would argue for this small increment for the following reasons:-

1. The national average flag drop for Tariff 1 is £2.76, so even with a 0.10p increase we would be under this guideline.
2. The current national average for Tariff 2's flag drop is £3.63, so a rise of 0.20p to £3.00 would still keep us well below this guideline (0.63p)
3. This increase would still keep us below the national average on a 2 mile journey on tariff 2 (by 0.06p) so keep us in line with the policy.
4. This request would encourage more drivers to pay for a licenses and help reduce the problem of driver shortages for companies which is an issue particularly at nights where the current flag drop and 2 mile fare are well below the national average.
(Figures are from September 2015's edition of PHTM as I have not seen the National Table of Fares in a later copy so I would estimate that the Fylde Borough is even lower down the table as typically councils around the country approve fare increases at the beginning of the year. As soon as I have the most up to date info I will revise my calculations).

The following points are simply my observations and reasons I believe it is time for a small fare increase however, although I feel they are valid, they contradict the policy of keeping to the national average:-

5. This proposed fare rise would be proactive as appose to reactive as we seem to wait till we fall below the national average before moving. This policy makes sense however, it does not reduce the 'shock' to paying customers as increases tend to be relatively large when left for several years. Also, I believe that 5% is manageable to both paying customers and owner driver due to the percentage amount and time scale from last time(the drivers won't feel aggrieved paying for a new tariff to programmed to their meter when a percent here and there doesn't really warrant this) and I feel customers will understand when we haven't had a rise for over 2 years. I feel it is more acceptable to have a 5% increase now than a 10%+ increase in a year or two.
6. Companies now incur unforeseen operating costs with the National Living Wage and Automatic Enrolment for Pensions which all have to be paid for. This have come in to play before it was decided to keep to the national average. It would give companies more scope to adjust driver rents to help pay for increased costs.
7. This proposal would bring us in to line with the average, indeed just below it on both the flag drop and 2 mile journey, on tariff 2, maintain us below the national average flag drop on tariff 1 and keep us in the bottom two thirds on tariff 1. Note: this positioning could be lower but I cannot accurately say until I have seen the latest national average table. This fare

increase would still keep us in line with most benchmarks of the national average but would give a little extra income to improve facilities.

8. Customers now benefit from new technology (Booking Apps, Online Booking, Vehicle Tracking, Emailed Receipts, Text Back) with more to come this year such as true priority IVR, Customer2Driver/Driver2Customer calling, ABOP and much more. This small increment would help cover these costs and assist some drivers replace their tired vehicle with a more modern cab.

These are my views on this matter and thanks for taking the time to reflect on them.

Warm regards

Daniel

Daniel Whiteside

Whiteside Taxis

The Station Yard

St. Andrews Road North

St. Annes

Lancashire

FY8 2JE

Tel: 01253 711611

Fax: 01253 720837

www.whitesidetaxis.co.uk



From: Chris Hambly [<mailto:chris.hambly@fylde.gov.uk>]

Sent: 01 April 2016 14:43

To: 'daniel@whitesidetaxis.co.uk'

Subject: FW: Plates Transfer and Fare Increase

Good afternoon Daniel, Andy forwarded me the request for the fare increase and I apologise for the delay in replying.

Any increase in fares is linked to the national average and we suggest that any request for a fare increase should not be greater than the national average increase. This is Policy and whilst it suggests this is our process we would be failing if we rejected any request without consideration, simply because it was not in line with our policy. If we do depart from our Policy then we should be giving reasons for doing so.

May I just clarify that Whitesides are now charging the Council maximum tariff 7 days a week? The last increase came into effect on the 3rd January 2014.

I note from your request that you do not intend to seek an increase by reduction of yardage but by an increase on the initial hiring of 10p on T1 and 20p on T2.

As such, if this is a formal request, I will set the ball rolling with a view to putting it before the next Public Protection Committee and seeking the views of the trade. But in the meantime, I would be obliged if you could confirm your current charging structure.

Many thanks

Chris

Chris Hambly

Environmental Health Manager

Fylde Borough Council

From: Daniel Whiteside [<mailto:daniel@whitesidetaxis.co.uk>]

Sent: 23 March 2016 16:37

To: Andy Hough <andy.hough@fylde.gov.uk>

Subject: Plates Transfer and Fare Increase

Hi Andy, XXXXXXXXXXXXXXXXXXXXXXXXXXXX TEXT REMOVED AS NOT RELATED TO THIS REQUESTXXXXXXXXXXXXXXXXXXXXXXXXX

Secondly, I am aware that the Fylde's table of fares is linked to the National Private Hire Association's national average, as I believe my father successfully argued that this seems common sense; and I agree in principle. However, soon companies will have to cope with the burden of the national living wage and, for Whiteside Taxis, we have the extra cost of automatic enrolment to employee pensions funds. We are also investing in new tech that will benefit clients and offer them new services and this costs money. In addition, although fuel has been relatively inexpensive, it is slowly rising again, and business and living costs have all increased since the last fare increase in 2014. I was wondering if this link to the national average is non-negotiable or is there room for manoeuvre if unforeseen costs come to light after the link was made? I ask as I actual believe that drivers deserve a small increase at the moment and the public would stand a 5% increase. Our flag drop on tariff 1 is currently 0.16p less than the national average and our 2 mile journey is only 0.12p above. We are 150th in the table, about midway, and my suggestion would still keep us in the bottom two thirds.

I would like to see a 0.10p increase in the flag drop on tariff 1 which would take us to £2.70 (the national average is £2.76) and a 0.20p increase to £3.00 on tariff 2 (national average is £3.63) and reduce the yardage by 5%. I feel it is better for the customer to have a gradual increase than to have a sharp hike in prices because they have been left too long.

It was just an ideas and I would like your thoughts.

Many thanks

Daniel

Daniel Whiteside

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	20 JULY 2016	7
CARAVAN LICENSING- REVIEW OF MOBILE HOME FEE POLICY			

PUBLIC ITEM

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

SUMMARY

A report will be made to the members regarding the Mobile Homes Act 2013 and the potential impact upon Caravan Site licensing in the Borough.

RECOMMENDATION

Members to note and approve amendments to Mobile Home Fee Policy

SUMMARY OF PREVIOUS DECISIONS

Public Protection Committee Meeting- 27th March 2015 the committee approved Mobile Home Fee Policy

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	√
Working with all partners (Vibrant Economy)	√
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	√
Promoting Fylde as a great destination to visit (A Great Place to Visit)	√

REPORT

1. On 26 March 2013 the Government passed the Mobile Homes Act 2013 which is designed to give greater protection to occupiers of residential mobile (park) homes.
2. The Act allows the Council to set fees for the following statutory functions in respect of residential park home only-
 - Application fee for a new site licence;
 - Annual site licence fee;
 - To transfer and existing site licence;
 - Altering a condition to an existing site licence;
 - Depositing site rules;
 - Fees for enforcement action and statutory notices.
3. Section 9.2 of the Mobile Home Fee Policy, dated February 2015 states "The policy will be revised no later than March 2016.
4. On reviewing the Mobile Home Fee Policy the following amendments are to be made-
 - Paragraph 2.10 first line to remove the number "...2015..." and replace the number with "...2016...".
 - Paragraph 2.10 first line to remove the number "...2016..." and replace the number with "...2017...".
 - Paragraph 6.5 first line to remove the wording "Charges for the first year (2015/16) will be based upon estimates".
 - Paragraph 6.11 first line to remove the word "Invoices..." and replace with the word "Letters...".
 - Paragraph 6.13 first line to remove the word "...invoice..." and replace with the word "...letter..."
 - Paragraph 6.13 third line to introduce the following sentence "The Local Authority will seek to recover all incurred court costs from the licence holder".
 - Introduce new paragraph 6.14 to read "Payment can be made by cheque to Fylde Council in respect of your annual fee.
 - Or electronically to:
 - Fylde Council
 - HSBC A/C 1006428
 - Sort Code 40-40-02
 - Quoting "Annual Site Licence Fee for £.....in respect of.....Caravan Park.
 - Paragraph 9.2 first line to remove the number "...2016..." and replace the number with "...2017...".

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


LEAD AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	4 th July 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Premises File	4 th July 2016	Top Floor Public Offices

Attached Documents


Appendix 1 - Mobile Home Fee Policy For Protected Residential Sites

Appendix 2 – Amended Draft Mobile Home Fee Policy For Protected Residential Sites

	Mobile Home Fee Policy					
	SUBJECT:	Mobile Home Fee Policy for Residential Relevant Protected Sites				
	Date of issue:	February 2015	Reference:	MHFP/1		
	Revision No:	1	Page:	1	of	7

1.0 EXECUTIVE SUMMARY

- 1.1 The Mobile Homes Act 2013 (MHA 13) was introduced to provide greater protection to occupiers of residential caravans, and park homes.
- 1.2 Royal Assent was received on 26th March 2013 with some parts introduced on 26th May 2013. The MHA 2013 will introduce some important changes to park home licensing on 1st April 2014, due to its amendment of the Caravan Sites and Control of Development Act 1960.
- 1.3 Such changes include the ability of Local Authorities to charge site owners a fee for:
 - Applying for a site licence;
 - Amendments and transfers of existing licences;
 - Depositing site rules and
 - Annual fees.
- 1.4 In order to be able to charge for these fees the Council needs to publish them within a fees policy.
The fees associated with site licensing include:
 - Applying for a new site licence,
 - Transfer of an existing licence;
 - Alteration of a condition of an existing licence; and
 - Setting of an annual fee.
- 1.5 Sites that are for holiday use only or sites where caravans are only to be permitted to be stationed on the land at certain times of the year are exempt from licensing fees. These are the only statutory exemptions.
- 1.6 It is felt that it is appropriate to make single pitch sites exempt from annual fees (but not fees for applying, amending and transferring a site licence) as these are considered to be lower risk sites and are less onerous to inspect and collecting annual fees from them would not be cost effective.
- 1.7 The MHA 2013 also introduced the ability for Local Authorities to serve enforcement notices and to carry out works in default to remedy breaches of site licence conditions from 1st April 2014. The Council will be able to charge fees in relation to this.
- 1.8 Local Authorities will be able to require a fee when the site rules are deposited with the Local Authority. Furthermore, the Local Authority will be required to publish an up to date site register of the rules.


	Mobile Home Fee Policy					
	SUBJECT:	Mobile Home Fee Policy for Residential Relevant Protected Sites				
	Date of issue:	February 2015	Reference:	MHFP/1		
	Revision No:	1	Page:	2	of	7

2.0 INTRODUCTION

- 2.1 The Caravan Sites and Control of Development Act 1960 (CSCDA 60)¹ introduced a licensing system to regulate the establishment and operation of caravan sites.
- 2.2 The Mobile Homes Act 2013 (MHA 13)² was introduced in order to provide greater protection to occupiers of residential park homes and caravans as the current legislation had been in existence for more than 50 years.
- 2.3 The MHA 13 introduces some important changes to the buying, selling or gifting of park homes and a pitch free review process.
- 2.4 Councils can now also charge a fee for their different licensing functions. There is an expectation that Councils will inspect sites annually and use additional powers to ensure compliance with site licence conditions. The legislation allows the Council to serve enforcement notices and to publish any site rules relating to a site.
- 2.5 The Changes introduced by the MHA 13 only apply to 'relative protected' sites, as defined by section 5A(5) and (6) of CSCDA 60. Further guidance has also been issued by the Department for Communities and Local Government (DCLG) entitled 'Park Homes: Site Licensing, Definition of Relevant Protected Sites' (January 2014)³-
- "Any licensable caravan site is a 'relevant protected site' unless it is specifically exempted from being so. A site is exempted if:
- It has planning permission or a site licence for exclusive holiday use;
 - There is a restriction on use as permanent residential" DCLG 2014.
- 2.6 Section 10A (2) of CSCDA 60 (as amended by MHA 13) requires a local authority to prepare and publish a fee policy, where they propose to charge for functions associated with the regulations of 'relevant protected sites'.
- 2.7 Sites which do not fall into within the definition of a 'relevant protected sites' are still subject to the licensing requirements contained within CSCDA S6, but the provisions relating to payment of fees do not apply.
- 2.8 This policy details the level of fees Fylde Council will charge in relation to the different functions covered by the legislation.

¹ <http://www.legislation.gov.uk/ukpga/Eliz2/8-9/62/contents>

² <http://www.legislation.gov.uk/ukpga/2013/14/contents>

	Mobile Home Fee Policy					
	SUBJECT:	Mobile Home Fee Policy for Residential Relevant Protected Sites				
	Date of issue:	February 2015	Reference:	MHFP/1		
	Revision No:	1	Page:	3	of	7

- 2.9 The fee levels have been calculated based on the time and cost involved in undertaking the activities involved. The costs typically cover officer time, overheads Appendix 1 details what the Council can consider in calculating the fee levels.
- 2.10 The fee rates in this policy cover the period 1st April 2015 to 31st March 2016 and each section details when a fee is payable.
- 2.11 Currently, Fylde Council administers site licences for 21 Park Home sites with the total number of units across all sites exceeding 665. The extent of work with each individual site will vary according to the size, complexity and whether there are any issues arising with residents.

3.0 APPLICATION FOR A NEW LICENCE


- 3.1 All sites (subject to exemptions contained within the Act) require a licence to operate a residential park home site. Failure to make an application for a site licence is an offence under Section 1(2) of CSCDSA 1960.
- 3.2 Section 3(2A) of the CSCDA 1960 amended Act, allows the local authority to require a fee to accompany applications for licences, and this should accompany any new application.
- 3.3 The Council may only issue a licence for a site with a valid and correct planning permission for the use of the land as a residential park home site. Any application made before the planning status must be processed within 6 weeks of the planning decision. Sites which already have the correct planning permission in place, must be processed within 2 months of the receipt of the site licence application.
- 3.4 The fee below reflects the fixed costs which would apply to any new licence application.
- 3.5 **New licence application fee £320**

4.0 TRANSFER OF AN EXISTING LICENCE

- 4.1 Where an existing licence holder or new site owner wishes to transfer a licence, an application must be made to the Council, for which a fee is payable (Section 10(1A) of the Caravan Sites and Control of Development Act 1960 (as amended), allows the Council to charge a fee for this function.
- 4.2 **Fee to accompany an application to transfer a licence £190**

5.0 ALTERATION OF CONDITIONS ON AN EXISTING LICENCE

- 5.1 Where a site owner requests a variation of a site licence conditions. Section 8(1B) of the Caravan Sites and Control of Development Act 1960 (as amended), allows the Council to charge a fee for this function.

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5.2 Applications can be made by the licence holders to amend, add or remove conditions, the fee is payable at the application stage.

5.3 **Fee to accompany an application to alter conditions £375**

6.0 ANNUAL FEES

6.1 All 'relevant protected sites' must pay an annual fee to the Council (subject to any exemptions). The first fee is due on 30th April 2015 and annually thereafter.

6.2 The annual fee covers the costs associated with an annual site inspection to ensure compliance with site licence conditions and a follow up visit to ensure compliance with any formal schedule of works. If there is still a breach in site licence conditions at the point of the follow up visit, further charges may be payable to cover the costs of any enforcement action which may be taken. Further details can be found in Section 7- Enforcement Action.

6.3 DCLG Guidance offers a variety of suggested options for local authorities in calculating the annual fee and Option 1 has been adopted as it is considered to be the most transparent and fairness to both residents and owners.

6.4 The fee is calculated on a price per unit based on the total estimated cost to the Council of carrying out its annual licensing function for all 'relevant protected sites' in the Borough. The unit cost is multiplied by the actual number of each unit on each site to provide the annual fee payable.


Annual Fee £250 x £5 per pitch fee –

6.5 Charges for the first year (2015/16) will be based on estimates. The Council is not permitted to make surplus from this function section – 5A(2) of the Act requires all surplus and deficits to be included in the fees policy. These will be calculated and included in future revisions of the fee policy i.e. any deficits or surpluses from this activity will be carried forward at the end of the financial year to the next financial year and will affect the charges for the next financial year.

6.6 **Exemptions from Annual Fees**

6.7 Sites where there is only one park home are excluded from the annual licensing fee.

6.8 This category of site is exempt from the annual licensing fee as the Council do not intend to carry out annual inspections of these sites. However, any complaints received will be dealt with as appropriate.


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6.9 **Charging Arrangements**

- 6.10 Section 10A(5) of CSCDA 60 (as amended) states that fees policy must include provision about the time at which the fee is payable. For the purpose of this policy the period covered by the annual fee will be 1st April to 31st March in each financial year.
- 6.11 Invoices will be sent to licence holders of 'relevant protected sites' at the start of the financial year and payment will be due within 30 days.
- 6.12 Where a new licence is issued part way through the year the annual fee will also be due in the same year and an invoice will be sent after the licence has been granted, for the pro-rata amount.
- 6.13 In the event of an annual fee is not being paid within the terms of the invoice the Council may apply to the First Tier Tribunal (Property Chamber) for an order requiring the licence holder pay the amount due.

7.0 ENFORCEMENT ACTION

- 7.1 Where there has been a breach of the site licence condition, which comes to the attention of the Council, who may serve a Compliance Notice.
- 7.2 Section 9(c) of the CSCDA 60 (as amended) details the elements which the local authority may include when imposing a charge for enforcement action. These include the time involved in deciding to serve and prepare the Compliance Notice. A detailed breakdown of the relevant expenses would be provided with the Compliance Notice.
- 7.3 Charges would be based on an hourly rate, in addition to any other costs incurred.
- 7.4 Where the works identified within the Compliance Notice are not carried out by the site licence holder. The licence holder commits an offence and the local authority may consider taking legal proceedings. Failure to comply with the notice would be a criminal offence, punishable by a fine on the standard scale (currently £5000), Any costs associated with this process would be at the discretion of the court.
- 7.5 A site licence could be revoked upon a third or subsequent prosecution.
- 7.6 Where the prosecution is successfully taken, the Council would have the power to serve a notice to enter the site and carry out the works in default of the licence holder. An administration cost of 20% would be added to the cost of the works.
- 7.7 A local authority may enter the site and take emergency action where there is imminent risk of serious harm to residents or the wider community.
- 7.8 Unpaid charges can be placed as charge against the site owners land.

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8.0 SITE RULES- FEES FOR DEPOSITING, AMENDING, OR DELETING SITE RULES

- 8.1 Site rules are different to the site licence conditions and are put in place by the owner of the site to ensure acceptable standards are maintained. For the benefit of residents to promote and maintain community cohesion on the site.
- 8.2 The MHA 13 changes the way in which the site rules must be agreed between the site owner and residents.
- 8.3 Before publishing the site rules the Council will ensure the rules deposited have been made in accordance with the Statutory Procedure.
- 8.4 The Mobile Home Act 1983 (as amended by the MHA 13) allows the Council to charge a fee for depositing, amending, or deleting site rules.
- 8.5 **Fee to deposit, amend or delete site rules £80**
- 8.6 The Council must keep an up to date public register of site rules on protected sites and publish the register on-line.

9.0 REVISING THE FEE POLICY

- 9.1 The fees detailed in this policy have been determined based upon experience of dealing with site licensing historically with consideration of the changes the new Act has introduced. Some of the processes are new (for example the depositing of site rules) and therefore the estimates have been made as to the cost of providing these services.
- 9.2 This policy will be revised no later than March 2016.


10.0 APPENDIX 1- GUIDANCE FROM DCLG- SETTING OUT OF ACTIVITIES TO BE INCLUDING IN SETTING OF SITE LICENSING FEES

- 10.1 The DCLG- Mobile Homes Act 2013- A Guide for Local Authorities on Setting Licence Fees⁴- sets out activities that the Council can include when calculating its site licensing fee, these include-


Setting Site Licensing Fees

- Initial enquires;
- Pre-application advice;

⁴ <https://www.gov.uk/government/publications/mobile-homes-act-2013-a-guide-for-local-authorities-on-setting-licence-fees>


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- Letter writing/telephone calls etc. to make an appointment and requesting any documents or other information from the site owner or from any third party in connection with the licensing process;
- Sending out forms;
- Land registry searches;
- Handling enquires and complaints;
- Updating hard files/computer systems;
- Processing the licence fee;
- Time for reviewing necessary documents and certificates;
- Downloading photographs;
- Preparing draft and final licences;
- Updating public register;
- Preparing reports on contraventions;
- Review by manager or lawyers;
- Review of any consultation responses from third parties;
- Carrying out any risk assessment process considered necessary;
- Consultation with Planning and Fire and Rescue Services;
- A pre-programmed full site inspection; and
- A follow-up inspection to check compliance following a programmed inspection.

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1.0 EXECUTIVE SUMMARY

- 1.1 The Mobile Homes Act 2013 (MHA 13) was introduced to provide greater protection to occupiers of residential caravans, and park homes.
- 1.2 Royal Assent was received on 26th March 2013 with some parts introduced on 26th May 2013. The MHA 2013 will introduce some important changes to park home licensing on 1st April 2014, due to its amendment of the Caravan Sites and Control of Development Act 1960.
- 1.3 Such changes include the ability of Local Authorities to charge site owners a fee for:
 - Applying for a site licence;
 - Amendments and transfers of existing licences;
 - Depositing site rules and
 - Annual fees.
- 1.4 In order to be able to charge for these fees the Council needs to publish them within a fees policy.
The fees associated with site licensing include:
 - Applying for a new site licence,
 - Transfer of an existing licence;
 - Alteration of a condition of an existing licence; and
 - Setting of an annual fee.
- 1.5 Sites that are for holiday use only or sites where caravans are only to be permitted to be stationed on the land at certain times of the year are exempt from licensing fees. These are the only statutory exemptions.
- 1.6 It is felt that it is appropriate to make single pitch sites exempt from annual fees (but not fees for applying, amending and transferring a site licence) as these are considered to be lower risk sites and are less onerous to inspect and collecting annual fees from them would not be cost effective.
- 1.7 The MHA 2013 also introduced the ability for Local Authorities to serve enforcement notices and to carry out works in default to remedy breaches of site licence conditions from 1st April 2014. The Council will be able to charge fees in relation to this.
- 1.8 Local Authorities will be able to require a fee when the site rules are deposited with the Local Authority. Furthermore, the Local Authority will be required to publish an up to date site register of the rules.


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2.0 INTRODUCTION

- 2.1 The Caravan Sites and Control of Development Act 1960 (CSCDA 60)¹ introduced a licensing system to regulate the establishment and operation of caravan sites.
- 2.2 The Mobile Homes Act 2013 (MHA 13)² was introduced in order to provide greater protection to occupiers of residential park homes and caravans as the current legislation had been in existence for more than 50 years.
- 2.3 The MHA 13 introduces some important changes to the buying, selling or gifting of park homes and a pitch free review process.
- 2.4 Councils can now also charge a fee for their different licensing functions. There is an expectation that Councils will inspect sites annually and use additional powers to ensure compliance with site licence conditions. The legislation allows the Council to serve enforcement notices and to publish any site rules relating to a site.
- 2.5 The Changes introduced by the MHA 13 only apply to 'relative protected' sites, as defined by section 5A(5) and (6) of CSCDA 60. Further guidance has also been issued by the Department for Communities and Local Government (DCLG) entitled 'Park Homes: Site Licensing, Definition of Relevant Protected Sites' (January 2014)³-
- "Any licensable caravan site is a 'relevant protected site' unless it is specifically exempted from being so. A site is exempted if:
- It has planning permission or a site licence for exclusive holiday use;
 - There is a restriction on use as permanent residential" DCLG 2014.
- 2.6 Section 10A (2) of CSCDA 60 (as amended by MHA 13) requires a local authority to prepare and publish a fee policy, where they propose to charge for functions associated with the regulations of 'relevant protected sites'.
- 2.7 Sites which do not fall into within the definition of a 'relevant protected sites' are still subject to the licensing requirements contained within CSCDA S6, but the provisions relating to payment of fees do not apply.
- 2.8 This policy details the level of fees Fylde Council will charge in relation to the different functions covered by the legislation.

¹ <http://www.legislation.gov.uk/ukpga/Eliz2/8-9/62/contents>

² <http://www.legislation.gov.uk/ukpga/2013/14/contents>

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- 2.9 The fee levels have been calculated based on the time and cost involved in undertaking the activities involved. The costs typically cover officer time, overheads Appendix 1 details what the Council can consider in calculating the fee levels.
- 2.10 The fee rates in this policy cover the period 1st April 2016 to 31st March 2017 and each section details when a fee is payable.
- 2.11 Currently, Fylde Council administers site licences for 21 Park Home sites with the total number of units across all sites exceeding 665. The extent of work with each individual site will vary according to the size, complexity and whether there are any issues arising with residents.

3.0 APPLICATION FOR A NEW LICENCE


- 3.1 All sites (subject to exemptions contained within the Act) require a licence to operate a residential park home site. Failure to make an application for a site licence is an offence under Section 1(2) of CSCDSA 1960.
- 3.2 Section 3(2A) of the CSCDA 1960 amended Act, allows the local authority to require a fee to accompany applications for licences, and this should accompany any new application.
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- 3.4 The fee below reflects the fixed costs which would apply to any new licence application.
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4.0 TRANSFER OF AN EXISTING LICENCE

- 4.1 Where an existing licence holder or new site owner wishes to transfer a licence, an application must be made to the Council, for which a fee is payable (Section 10(1A) of the Caravan Sites and Control of Development Act 1960 (as amended), allows the Council to charge a fee for this function.
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5.2 Applications can be made by the licence holders to amend, add or remove conditions, the fee is payable at the application stage.

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6.1 All 'relevant protected sites' must pay an annual fee to the Council (subject to any exemptions). The first fee is due on 30th April 2015 and annually thereafter.

6.2 The annual fee covers the costs associated with an annual site inspection to ensure compliance with site licence conditions and a follow up visit to ensure compliance with any formal schedule of works. If there is still a breach in site licence conditions at the point of the follow up visit, further charges may be payable to cover the costs of any enforcement action which may be taken. Further details can be found in Section 7- Enforcement Action.

6.3 DCLG Guidance offers a variety of suggested options for local authorities in calculating the annual fee and Option 1 has been adopted as it is considered to be the most transparent and fairness to both residents and owners.

6.4 The fee is calculated on a price per unit based on the total estimated cost to the Council of carrying out its annual licensing function for all 'relevant protected sites' in the Borough. The unit cost is multiplied by the actual number of each unit on each site to provide the annual fee payable.

Annual Fee £250 x £5 per pitch fee –

6.5 The Council is not permitted to make surplus from this function section – 5A(2) of the Act requires all surplus and deficits to be included in the fees policy. These will be calculated and included in future revisions of the fee policy i.e. any deficits or surpluses from this activity will be carried forward at the end of the financial year to the next financial year and will affect the charges for the next financial year.


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6.7 Sites where there is only one park home are excluded from the annual licensing fee.

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period covered by the annual fee will be 1st April to 31st March in each financial year.

- 6.11 Letters will be sent to licence holders of 'relevant protected sites' at the start of the financial year and payment will be due within 30 days.
- 6.12 Where a new licence is issued part way through the year the annual fee will also be due in the same year and an invoice will be sent after the licence has been granted, for the pro-rata amount.
- 6.13 In the event of an annual fee not being paid within the terms of the letter. The Council may apply to the First Tier Tribunal (Property Chamber) for an order requiring the licence holder pay the amount due. The Local Authority will seek to recover all incurred court costs from the licence holder.
- 6.14 Payment can be made by cheque to Fylde Council in respect of your annual fee.
Or electronically to: Fylde Council
HSBC A/C 1006428
Sort Code 40-40-02
Quoting "Annual Site Licence Fee for £..... in respect of
..... Caravan Park"

7.0 ENFORCEMENT ACTION

- 7.1 Where there has been a breach of the site licence condition, which comes to the attention of the Council, who may serve a Compliance Notice.
- 7.2 Section 9(c) of the CSCDA 60 (as amended) details the elements which the local authority may include when imposing a charge for enforcement action. These include the time involved in deciding to serve and prepare the Compliance Notice. A detailed breakdown of the relevant expenses would be provided with the Compliance Notice.
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- 7.5 A site licence could be revoked upon a third or subsequent prosecution.
- 7.6 Where the prosecution is successfully taken, the Council would have the power to serve a notice to enter the site and carry out the works in default of the licence holder. An administration cost of 20% would be added to the cost of the works.
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- 8.2 The MHA 13 changes the way in which the site rules must be agreed between the site owner and residents.
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- 8.4 The Mobile Home Act 1983 (as amended by the MHA 13) allows the Council to charge a fee for depositing, amending, or deleting site rules.
- 8.5 **Fee to deposit, amend or delete site rules £80**
- 8.6 The Council must keep an up to date public register of site rules on protected sites and publish the register on-line.

9.0 REVISING THE FEE POLICY


- 9.1 The fees detailed in this policy have been determined based upon experience of dealing with site licensing historically with consideration of the changes the new Act has introduced. Some of the processes are new (for example the depositing of site rules) and therefore the estimates have been made as to the cost of providing these services.
- 9.2 This policy will be revised no later than March 2017.

10.0 APPENDIX 1- GUIDANCE FROM DCLG- SETTING OUT OF ACTIVITIES TO BE INCLUDING IN SETTING OF SITE LICENSING FEES

- 10.1 The DCLG- Mobile Homes Act 2013- A Guide for Local Authorities on Setting Licence Fees⁴- sets out activities that the Council can include when calculating its site licensing fee, these include-

Setting Site Licensing Fees

⁴ <https://www.gov.uk/government/publications/mobile-homes-act-2013-a-guide-for-local-authorities-on-setting-licence-fees>

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- Initial enquires;
- Pre-application advice;
- Letter writing/telephone calls etc. to make an appointment and requesting any documents or other information from the site owner or from any third party in connection with the licensing process;
- Sending out forms;
- Land registry searches;
- Handling enquires and complaints;
- Updating hard files/computer systems;
- Processing the licence fee;
- Time for reviewing necessary documents and certificates;
- Downloading photographs;
- Preparing draft and final licences;
- Updating public register;
- Preparing reports on contraventions;
- Review by manager or lawyers;
- Review of any consultation responses from third parties;
- Carrying out any risk assessment process considered necessary;
- Consultation with Planning and Fire and Rescue Services;
- A pre-programmed full site inspection; and
- A follow-up inspection to check compliance following a programmed inspection.

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	20 JULY 2016	8
CARAVAN LICENSING- PEEL HILL FARM			

PUBLIC ITEM

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

SUMMARY

Application is to increase the total number of holiday caravans on site licence from 18 to 49.

Removal of condition relating to the seasonal closure period to holiday caravan site to allow year round holiday use.

RECOMMENDATIONS

1. To consider approval to amend Condition 1 of the site licence, to increase the total number of caravans from 18 to 49.
2. To consider removing part of Condition 23 of the site licence to allow year round holiday use.

SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions relating to this matter.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. An application was received on 8th March 2016¹ from Peel Hill Farm for Fylde Council to increase the total number of caravans from 18 and to issue a licence for 49 holiday caravans. With the current site licence being issued on 4th November 2004².
2. Condition 1 of the site licence states *"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 eighteen"*.
3. Change of use was granted in 2011 for *"Use to part of the site used for touring caravans from 33 tourer's to 21 static caravans for holiday use from 1st March-31st October in each year"* [Ref: 11/0403³].
4. In 2006 change of use to relocate 10 circus caravans to within the existing touring area and re-use vacant land for 10 static caravans for holiday use was permitted.
5. The applicant is further seeking to remove part of Condition 23 of the site licence which states *"Caravans shall not be used for the purposes of human habitation except during the period from 1st March to 31st October, in any year"*
6. Change of use was granted [Ref 14/0016⁴] on 07th May 2014 for *"Change of use of land from holiday caravan site with seasonal closure period to holiday caravan site available for year round holiday use"*.

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

LEAD AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	1 st July 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Premises File	1 st July 2016	Top Floor Public Offices

Appendices

1. Site Licence Application dated 08/03/2016
2. Current site licence issued on 04/11/2004
3. Change of use – ref 11/0403
4. Change of use- ref 14/0016

¹ Site Licence Application- 08/03/2016

² Current site licence dated 4th November 2004.

³ Change of use- ref 11/0403

⁴ Change of use- ref 14/0016

FYLDE BOROUGH COUNCIL
08 MAR 2016



228441
Item 8 - Appendix 1

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

1. Brief Site Details

Name of Site: PEEL HILL FARM	
Postal address of Site: PEEL HILL FARM PRESTON NEW RD BLACKPOOL LANCASHIRE	
Post Code: FY4 5JP	Phone: 07808006014 Fax: e-Mail:

2. Applicants Details

Name: MR GRAHAM BARTLETT MRS SUSAN BARTLETT	
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 checked="" type="checkbox"/>	49 Caravans
Holiday Chalets	<input type="checkbox"/> Chalets
Touring Holiday	<input type="checkbox"/>	65 Units

Opening Season:

Static Sites	<input checked="" type="checkbox"/> to All Year round
Touring Sites	<input checked="" type="checkbox"/> to All Year round.

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"/>	49 Caravans
Holiday Chalets	<input type="checkbox"/> Chalets
Touring Holiday	<input checked="" type="checkbox"/>	65 Units

Opening Season:

Static Sites	<input type="checkbox"/> to All year round
Touring Sites	<input type="checkbox"/> to All year round

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:

5/2014/0016

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? mains

Communal toilet blocks



...65... Units

Units have their own facilities



...49... Units

10. How are showers provided?

Communal shower blocks



...65... Units

Units have their own showers



...49... Units

11. Type of foul drainage?

Mains drainage



..... Units

Cesspool or cesspit



..... Units

*Sephic tanks.***12. How is kitchen waste water disposed of?**

Units have their own sinks connected to foul drainage.



...49... Units

Communal washing up sinks/waste water disposal points connected to foul drainage.



...60... Units

Other (Please give details)



..... Units

No waste water disposal



..... Units

13. How is surface water drainage provided?**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:

4th 5th 6th 1961?

19. Address for correspondence:

Caravan site ☒

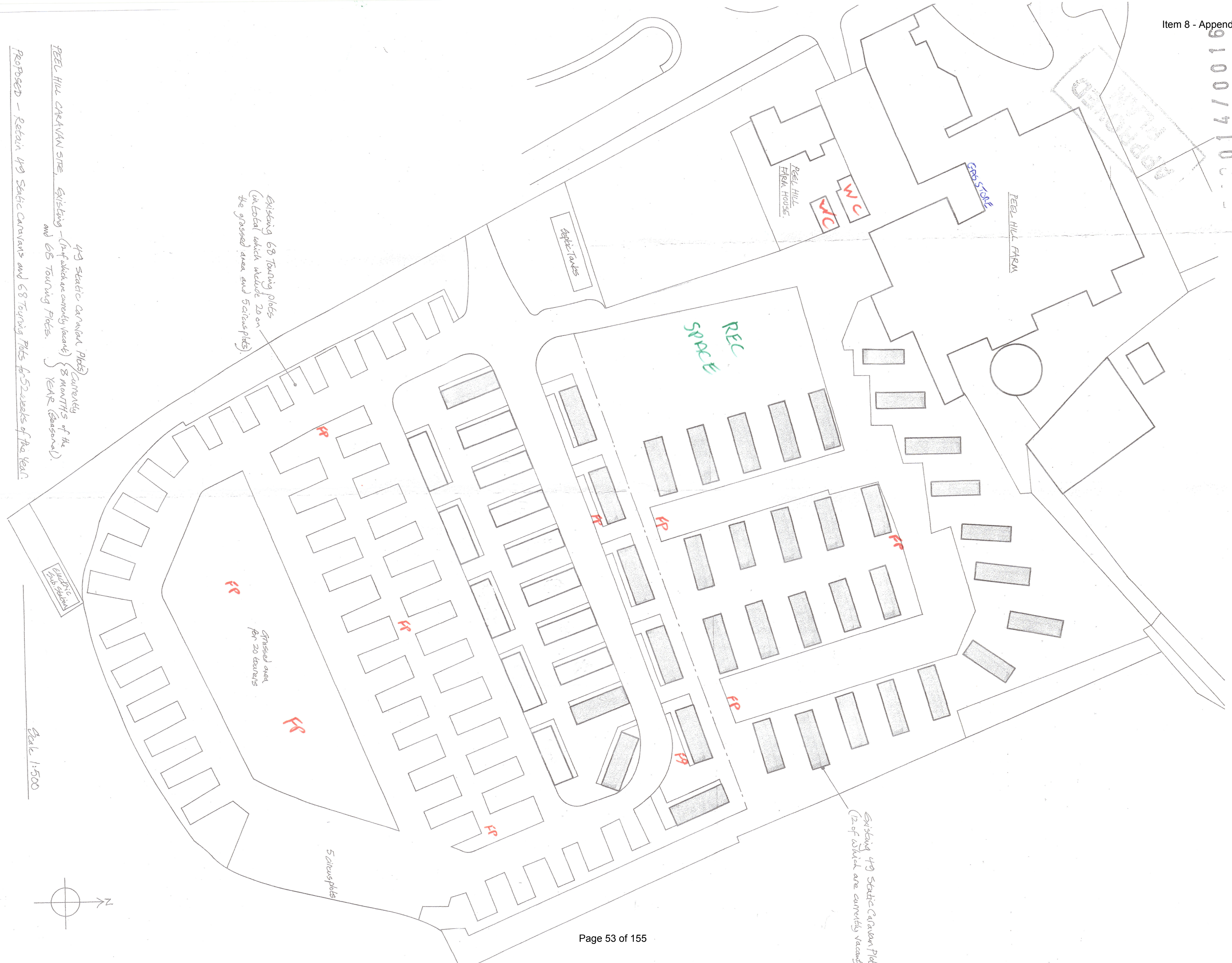
Applicants address ☐

Other (please state below) ☐

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

Signed: <i>J. GSBent</i>	Dated: 2-3-16										
<p>With the application Form, please send the following:</p> <p>A layout plan of the site at 1:500 scale including:</p> <table> <tr> <td>A. Site Boundaries</td> <td>B. Position and numbering of touring/holiday caravans and residentia park homes.</td> </tr> <tr> <td>C. Roads and footpaths</td> <td>D. Toilet blocks, stores and other buildings</td> </tr> <tr> <td>E. Water Supplies</td> <td>F. Recreational spaces</td> </tr> <tr> <td>G Fire points</td> <td>H. Parking spaces</td> </tr> <tr> <td>I. Foul and surface water drainage</td> <td></td> </tr> </table>		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	
A. Site Boundaries	B. Position and numbering of touring/holiday caravans and residentia park homes.										
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E. Water Supplies	F. Recreational spaces										
G Fire points	H. Parking spaces										
I. Foul and surface water drainage											

91000/71023



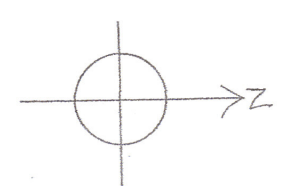
Existing 49 Static Caravan Plots
(12 of which are currently vacant)

Existing 68 Touring Plots
(in total which include 20 on
the grassed area and 5 circus plots)

49 Static Caravan Plots Currently
(12 of which are currently vacant) } 8 MONTHS of the
YEAR (Seasonal).
PEEL HILL CARAVAN SITE, Existing -

PROPOSED - Retain 49 Static Caravans and 68 Touring Plots for 52 weeks of the year.

Scale 1:500





CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
Section 3
HOLIDAY SITE LICENCE

To: Mr G Bartlett
Peel Hill Farm
Peel
Little Marton
Near Blackpool

TAKE NOTICE THAT WHEREAS

1. On the 23rd April 2004 you made application for an extension to your existing site licence, which was issued on the 5th April 1961 for the siting of caravans not exceeding fifteen. This further application is for the siting of an additional three static holiday caravans.
2. You are entitled to the benefit of permission for the additional use of the land as a caravan site for three static holiday caravans 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 revised 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 eighteen.
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
1 shower or bath (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 not be used for the purposes of human habitation except during the period from 1st March to 31st October, in any 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 4th November 2004

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



Town and Country Planning Acts

Change of Use Granted

Part 1 - Particulars of Application

Application Number: 11/0403

Location: PEEL HILL FARM, PRESTON NEW ROAD, WESTBY WITH PLUMPTONS, BLACKPOOL, FY4 5JP

Description: PROPOSED CHANGE OF USE TO PART OF SITE USED FOR TOURING CARAVANS FROM 33 TOURER'S TO 21 STATIC CARAVANS FOR HOLIDAY USE FROM 1ST MARCH - 31ST OCTOBER IN EACH YEAR.

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.

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 caravans stationed on that part of the site the subject of this permission shall only be used for holiday purposes and shall not be occupied as a person's sole, or main place of residence.

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 and the Council's adopted Interim Housing Policy.

- 3 The static pitches hereby approved shall be laid out and occupied in accordance with the details indicated in the approved plans.

In order to minimise the visual impact in this rural location.

- 4 The owners/operators of the caravan site shall maintain a register of names of all owners/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 and the Council's adopted Interim Housing Policy.

- 5 The caravans sited on the static pitches hereby approved shall only be used for holiday purposes and shall not be occupied between 1st November in any one year and the last day of February in the following year.

To enable the Local Planning Authority to retain control over the occupation of the site and to ensure non-permanent accommodation on the site is secured.

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.

REASON FOR APPROVAL

The proposal complies with the relevant development plan policies and guidance and does not have an undue impact on the amenities of nearby residents or the visual amenity of the area.

SUMMARY OF RELEVANT POLICIES & GUIDANCE

This decision has been made having regard to the policies contained within the adopted Development Plan which comprises the saved policies of:
the Fylde Borough Local Plan;
the Joint Lancashire Structure Plan;
and all other relevant planning guidance and in particular policies:

Regional Spatial Strategy:

DP03 Promote Sustainable Economic Development

RDF02 Rural areas

W06 Tourism and the visitor economy

Fylde Borough Local Plan:

SP02 Development in countryside areas

TREC06 Static Caravans and Chalets

Informative notes: NONE

Date of Decision: 03/10/2011

Signed:



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



Town and Country Planning Acts Change of Use Granted

Part 1 - Particulars of Application

Application Number: 14/0016

Location: PEEL HILL FARM, PRESTON NEW ROAD, WESTBY WITH PLUMPTONS,
BLACKPOOL, FY4 5JP

Description: CHANGE OF USE OF LAND FROM HOLIDAY CARAVAN SITE WITH
SEASONAL CLOSURE PERIOD TO HOLIDAY CARAVAN SITE
AVAILABLE FOR YEAR ROUND HOLIDAY USE.

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.

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 That any holiday static or touring caravans, and other form of accommodation, within the area edged in red on the approved plan shall be occupied for holiday purposes only and not as a person's permanent, sole or main place of residence.

To ensure that the site is not occupied by owners as their permanent residential home as the permission is for holiday use only, having regard to the location of the site within the countryside and in the interests of policies SP2 and TREC6 of the Fylde Borough Local Plan (As Altered) October 2005, and paragraph 55 of the NPPF.

- 3 The owners/operators of the caravan site shall maintain a register of names of all owners/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 site is not occupied by owners as their permanent residential home as the permission is for holiday use only, having regard to the location of the site within the countryside and in the interests of policies SP2 and TREC6 of the Fylde Borough Local Plan (As Altered) October 2005, and paragraph 55 of the NPPF.

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 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: 07/05/2014

Signed:



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

Mr H Irving
Maracana
Rosslyn Ave
Preesall
Lancs
FY6 0HE

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	20 JULY 2016	9
CARAVAN LICENSING- THORNFIELD HOLIDAY CAMP			

PUBLIC ITEM

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

SUMMARY

Application is seeking to remove and amend a number of conditions attached to the site licence relating to-

1. To cancel part of condition 25 of the site licence relating to 5 of the caravans being used for residential purposes by employees.
2. Amendment to condition 2 of the site licence to reduce the distances between caravans from 20 feet (6.096 meters) to 5 meters in accordance with the Model Standards for Holiday Caravans 1989 and removal of residential pitches
3. To cancel Condition 16 of the licence concerning provision of communal toilet block.
4. Amendment to Condition 17 concerning laundry facilities.
5. Removal of Condition 15 of the site licence relating to foul drainage.

RECOMMENDATION

1. To consider a number of amendments to the site licence to reduce the distances between holiday caravans
2. To consider removing residential element of the site licence relating to occupancy and use by employees, restricting the site licence for holiday use only.
3. To consider the cancelling of condition 15 concerning foul drainage.
4. To consider amendment to laundry facilities (Condition 17).
5. To consider removal of Condition 16 relating to use of communal toilet block

SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions relating to this matter.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	√
Working with all partners (Vibrant Economy)	√
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	√
Promoting Fylde as a great destination to visit (A Great Place to Visit)	√

REPORT

1. An application¹ was received on 29th June 2016 from Thornfield Holiday Camp Ltd to remove and amended a number of conditions attached to the original site licence issued on 7th June 1961².
2. Thornfield Holiday Camp Ltd are seeking to remove part of Condition 25 of the site licence which states *"With the exception of five caravans for the use by employees of the licence holders..."*. The reason being that the Company no longer employees who occupy the five caravans on a residential basis. Condition 25 goes onto state *"....caravans shall not be stationed on the site for the purposes of human habitation except during the period from 1st March to 31st October in any year. Implicating that the site will not for residential use but for holiday purposes with a distinct closure period.*
3. *Condition 2 of the site licence states "Every caravan shall not be less than twenty feet from any other caravan in a separate occupation, and not less than ten feet from a carriageway".* The distance of twenty feet arises is based upon the Model Standards at the time of issuing the licence for a mixed site of holiday and residential use. The site owner is seeking for the distances between caravans to be reduced to that of the Model Standards for Holiday Caravans thus bring five meters.
4. The site is connected to the main public sewer for the disposal of foul drainage, therefore the site owner is seeking to cancel Condition 15 of the site licence which states *"Unless provision has already been made, provision shall be made within 12 months from the date thereof for the disposal of all foul drainage from the site by connection to a public sewer or discharge into a properly constructed septic tank, having an outlet satisfactory to the local authority and the Lancashire River Board"*.
5. The site owner is seeking to cancel Condition 16 of the site licence, as all holiday caravans have use of their own toilet, showers and WHB's contained within their own caravan. Although they will continue to provide a *"...family/disabled single shower zone/area as courtesy"*. Condition 16 of the site licence states *"Unless already provided, communal toilet blocks shall be provided within twelve months from the date thereof with adequate supplies of water on at least the following scales-*

<i>Men</i>	<i>5 waterclosets and 5 urinals; 5 wash basins; 4 showers or baths (each with hot and cold water)"</i> .
<i>Women</i>	<i>10 waterclosets; 5 wash basins; 4 showers or baths (each with hot and cold water).</i>
6. The site owner is seeking to amend Condition 17 of the site licence states *"Unless already provided, laundry facilities shall be provided within twelve months from the date thereof in separate room and shall include not less than three deep sinks each with running hot and cold water"*. Thornfield Holiday Camp Ltd are volunteering the following wording in respect of Condition 17 *"Laundry facilities shall be provided in a separate room and have installed a hot/cold washing machine and dryer"*.
7. With respect to Condition 2 of the site licence and distance, Lancashire Fire and Rescue services are to be consulted on the matter.

¹ Site licence application, dated 29/06/2016

² Site licence dated 07/06/1961 (as amended)

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

LEAD AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	28 th June 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Premises File	28 th June 2016	Top Floor Public Offices

Appendices

1. Site Licence application dated 29/06/2016
2. Site licence dated 07/06/1961 (as amended)

Michael Duck
Environmental Health Officer - Commercial
Fylde Council

29th June 2016

DELIVERED BY HAND

Dear Michael

RE: Your Ref 241975-mcl

Thank you for your letter acknowledging payment to amend our Site Licence. As discussed, we are seeking to amend several conditions, as detailed below.

Condition 2 "Every caravan shall not be less than..." Please amend in accordance with holiday caravan distances to align with our removing residential pitches.

Condition 15 "Unless provision has already been made..." regarding foul drainage, please remove as all holiday caravans have conveniences installed.

Condition 16 "Unless already provided, communal toilet blocks..." Please remove as all holiday caravans are privately owned and have conveniences installed.

Condition 17 "Unless already provided, laundry facilities..." please amend to read something along the lines of laundry facilities shall be provided in a separate room and have installed a hot/cold washing machine and dryer.

Condition 26 "Every caravan used for permanent residential..." please remove as we will have residential pitches.

- CONTINUED -

We confirm that we wish to have the 5 residential pitches currently within our site licence removed. We will then be left with 70 holiday pitches on our Site Licence.

Thank you for your time and the many conversations we have had over this matter. We are grateful for your knowledge of our industry, as your support and advice has always assisted us in making the crucial decisions that affect our livelihood.

We trust this letter sets out our position with the noted matters. However, if there is anything you need to discuss then please don't hesitate to contact us. We look forward to hearing from you in due course. Enjoy the rest of your day.

Yours faithfully

Keeley

Noana Keeley Swinton
Director, Manager, Proprietor
Thornfield Holiday Camp Ltd
0790 9917109
Email: theswintons@hotmail.com

ENCs : Application / Variation for a Site Licence
: Site map (please excuse its Rustic appearance, as laptop has broken)

From: Mr and Mrs Swinton [mailto:theswintons@hotmail.com]
Sent: 04 July 2016 11:13
To: Michael Duck <michael.duck@fylde.gov.uk>
Subject: Re: Condition 15

Hi Micky

Thanks for your email.

Further to our conversation I confirm we would like condition 26 to Remain as it denotes structural requirements on residential pitches. We further confirm we would like Condition 25 amended to remove part of the condition that relates to residential allowance.

I trust this will be sufficient.

Thank you for your time and attention to this matter.

Kind regards
Keeley Swinton
Director, Manager, Proprietor
Thornfield Holiday Camp Ltd
079099 17109



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

1. Brief Site Details

Name of Site: THORNFIELD HOLIDAY CAMP LIMITED	
Postal address of Site: STAINING ROAD STAINING VILLAGE NR. BLACKPOOL	
Post Code: FY30BW	Phone: 07909917109 Fax: _____ e-Mail: theswintons@hotmail.com

2. Applicants Details

Name: BRETT ARRON and MOANA KEELEY SWINTON	
Postal address of Applicant (If different from above): AS ABOVE	
Post Code: AS ABOVE	Phone: _____ Mobile: AS ABOVE 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 checked="" type="checkbox"/>	05 Caravans
Static Holiday	<input checked="" type="checkbox"/>	70 Caravans
Holiday Chalets	<input type="checkbox"/>	Chalets
Touring Holiday	<input type="checkbox"/>	Units

Opening Season:

Static Sites	<input checked="" type="checkbox"/>	01.03 to 31.10
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"/>	75 Caravans
Holiday Chalets	<input type="checkbox"/>	Chalets
Touring Holiday	<input type="checkbox"/>	Units

Opening Season:

Static Sites	<input checked="" type="checkbox"/>	01.03 to 15.11
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: @ 1953/54/60

If yes, please give relevant permissions and references:

ON FILE

8. How is drinking water provided?

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

** We also have a family / disabled single shower zone / area AS COURTESY*

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?

*COMBINATION OF THE FOLLOWING:
 ENVIRONMENTAL WATER BUTTS, CARAVAN WATER BUTTS,
 NATURAL DRAINAGE (AS AT ANY OTHER CARAVAN SITE)*

14. How is refuse stored on the site?

Individual bins at each unit ☐ Units
 Communal wheeled bins or skips ☒ *ALL* Units
 Communal bin store ☒ *ALL* Units

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

Yes ☒ *WE USE CALOR GAS*
 No ☐

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

Yes ☒ *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:

1st March 1954 (prior to our family, 1800's as well!)

19. Address for correspondence:

Caravan site ☒

Applicants address ☐

Other (please state below) ☐

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

Signed: <u><i>K Hunter</i></u>	Dated: <u>29.06.16</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 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	

X = removed **□ = actual pitch** **● = water**

Item 9 - Appendix 1

Thornfield Holiday Camp LTD.
Electrical installations
Map. (2003)

Key:

B = Box

e.g. 1BA =

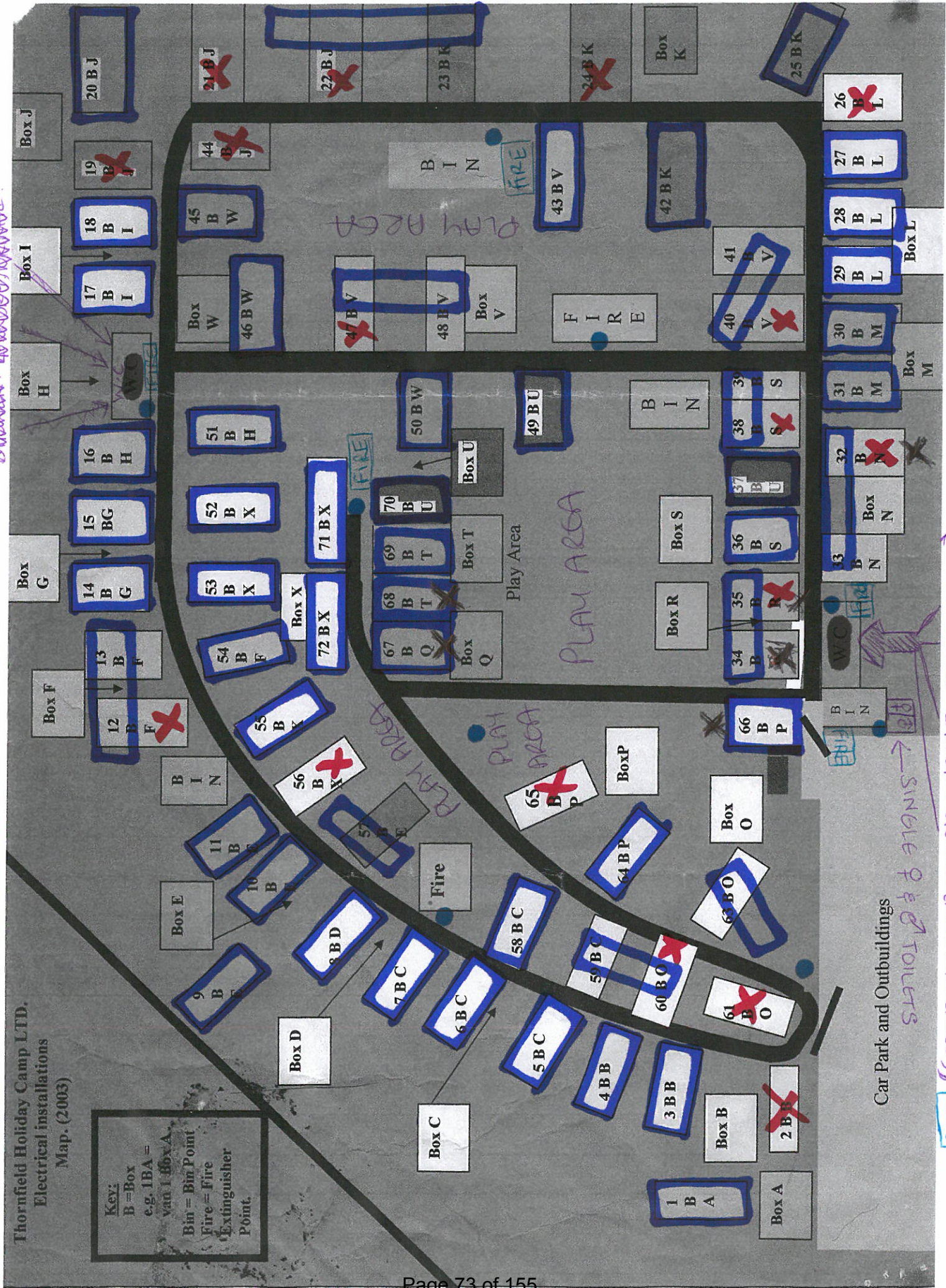
van 1 Box A.

Bin = Bin Point

Fire = Fire

Extinguisher

Point.



Car Park and Outbuildings

SINGLE 2 & 3 TOILETS

NOTE: STIRLING - LANDSCAPE WORK IN PROGRESS

Section 3.S I T E L I C E N C E

To: The Secretary,
Thornfield Holiday Camp Ltd.,
Thornfield,
Staining,
near Blackpool,
Lancashire.

TAKE NOTICE THAT WHEREAS

1. On the 27th day of October, 1960, you made application for a site licence in respect of land situate at Thornfield, Staining, near Blackpool, 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 Part III of the Town and Country Planning Act, 1947, otherwise than by a Development Order.

NOW THEREFORE the Council of the Rural District 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.

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 seventy five.
2. Every caravan shall be not less than twenty feet from any other caravan in a separate occupation, and not less than ten feet from a carriageway.
3. Unless already provided, roads of suitable material shall be provided within twelve months from the date hereof so that no caravan standing or toilet block is more than one hundred and fifty feet from a road.
4. The carriageways shall be not less than thirteen feet wide or, if they form part of a one-way traffic system, nine feet wide.
5. All carriageways shall be kept free from parked vehicles and other obstructions so as to ensure, at all times, a free traffic flow.
6. With the exception of the caravans used for permanent residential purposes a paved area shall be provided at the entrance to each caravan, such area to be not less than four feet long by three feet deep.
7. Unless already provided, a fire hydrant to conform with British Standard Specification 750 shall be provided within twelve months of the date hereof in a position satisfactory to the Lancashire County Fire Authority.
8. Unless already provided, not less than 2 fire points each equipped with a water tank (containing at least 100 gallons of water) provided with a hinged cover, two buckets and one hand pump shall be provided within twelve months of the date hereof in suitable

A suitable hand operated bell or other means of raising an alarm shall be provided at each fire point.

10. The fire points shall be clearly marked and easily accessible in case of fire, and should not be such as to endanger children.
11. A suitable notice shall be exhibited at all times in a conspicuous place on the site indicating the positions of the fire points, the measures to be taken upon the outbreak of fire and the location of the nearest telephones.
12. Unless already provided, the site shall be provided within six months from the date hereof with a water supply complying with British Standard Code of Practice C.P. 310 (1952).
13. Unless already provided, sufficient water standpipes with an adequate supply of water shall be provided within twelve months from the date hereof so that no caravan or caravan standing shall be more than 150 feet from a standpipe.
14. A properly trapped gulley and at least sixteen square feet of paved area shall be provided at the base of each water standpipe.
15. Unless provision has already been made, provision shall be made within 12 months from the date hereof for the disposal of all foul drainage from the site by connection to a public sewer or by discharge into a properly constructed septic tank, having an outlet satisfactory to the local authority and the Lancashire River Board.
16. Unless already provided, communal toilet blocks shall be provided within twelve months from the date hereof with adequate supplies of water on at least the following scales:-

Men... ..	5 waterclosets and 5 urinals; 5 wash basins; 4 showers or baths (each with hot and cold water).
Women.	10 waterclosets; 5 wash basins; 4 showers or baths (each with hot and cold water).
17. Unless already provided, laundry facilities shall be provided within twelve months from the date hereof in a separate room and shall include not less than three deep sinks each with running hot and cold water.
18. If chemical closets are used on the site and unless already provided, a properly designed disposal point for the contents of chemical closets shall be provided in a suitable position within six months of the date hereof with an adequate supply of water for cleaning the containers.
19. Unless already provided, there shall be provided in approved positions under the control of the applicant a sufficient number of refuse bins with close fitting lids and with handles; the refuse bins to be situated conveniently for collection by the Council's staff.
20. Adequate provision shall be made for surface water drainage for carriageways, footways and paved areas and for the site generally.
21. Unless already provided, suitably surfaced parking places shall be provided within 12 months from the date hereof with space for at least 25 cars; additional space shall be set aside (to be surfaced as required) to accommodate a further 50 cars.

22. Space equivalent to approximately one-tenth of the total site area shall be allocated for children's games and other recreational purposes.
23. No railway vehicle, tramcar, omnibus body, aeroplane fuselage or similar structure whether on wheels or not and howsoever adapted shall be stationed or erected on the site.
24. No structure (other than a caravan) used for the purposes of human habitation or tent shall be placed or erected on the site at any time when caravans are stationed on the site for the purposes of human habitation.
25. With the exception of five caravans for use by employees of the licence holders caravans shall not be stationed on the site for the purposes of human habitation except during the period from 1st March to 31st October in any year.
26. Every caravan used for permanent residential purposes by employees of the licence holders shall stand on a hardstanding of suitable material, which shall extend over the whole area occupied by the caravan placed upon it, and shall project not less than three feet outwards from the entrance or entrances of the caravan.
27. 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.
28. At all times when caravans are stationed on the site for the purposes of human habitation a copy of the site licence as for the time being in force shall be displayed on the site in some place.

DATED this 7th day of June, 1961.



Clerk of the Council.

Council Offices,
Wesham, Firkham,
near Preston,
Lancashire.

Licence No. 3/7/1026

THORNFIELD HOLIDAY CAMP LIMITED, STAINING.

Amendment to site licence

Conditions numbered 7, 8, 9, 10 and 11 are cancelled and the following conditions are added to the site licence:-

Condition 29

a) Fire points shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be easily accessible and clearly and conspicuously marked "FIRE POINT". Each such fire point shall consist of EITHER:-

- (i) a water standpipe together with a reel of small diameter hose of not less than 30 metres in length having a means of connection to the standpipe (preferably a screw thread connection) and terminating in a small hand control nozzle. Such standpipe shall have a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle of the hose. The hose shall be housed in a box painted red and marked "HOSE REEL"; or
- (ii) two x 9 litre (gas expelled type) fire extinguishers, suitably protected as far as possible against vandalism; or
- (iii) a water tank of a least 500 litres capacity fitted with a hinged lid, two buckets and one hand pump or bucket pump.

b) A means of raising the alarm in the event of a fire shall be provided at each fire point. This may be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren.

c) 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 at ...)
- iv) attack the fire using the fire fighting equipment provided"

d) Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans.

e) Provision shall be made for the storage of liquefied petroleum gas and regard shall be had to the Health and Safety Executive Code of Practice for the keeping of Liquefied Petroleum in Cylinders and Similar Containers.

Condition 30

The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.

Condition 31

Any electrical installation on the site other than Electricity Board works and circuits subject to regulations made by the Secretary of State for Energy, under Section 60 of the Electricity Act 1947, shall be installed and maintained in accordance with the requirements of the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (the IEE Wiring Regulations) for the time being in force, and where appropriate to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1970, SI 1970 No. 1355.

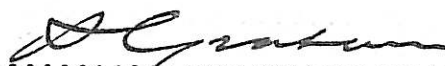
Condition 32

The installation shall be inspected not less than once every 12 months, (in the case of underground installations 3 years) or in such longer period as may be recommended by a person who shall be one of the following:-

- A professionally qualified electrical engineer;
- A member of the Electrical Contractors' Association;
- A member of the Electrical Contractors' Association of Scotland;
- A certificate holder of the National Inspection Council for Electrical Installation Contracting; or
- A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).

Such person shall within 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 with the site licence. The cost of the inspection and report should be met by the site operator.

DATED this 12th day of February 1979


.....
Chief Environmental Health Officer

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	20 JULY 2016	10
CARAVAN LICENSING- MOSS VIEW CARAVAN PARK			

PUBLIC ITEM

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

SUMMARY

Application to increase the total number of touring caravans on site licence from 9 to 17. Furthermore, to consider extension of existing site to provide 10 static holiday caravan pitches.

RECOMMENDATIONS

1. To consider approval to amend Condition 1 of the site licence, to increase the total number of touring caravans from 9 to 17.
2. To consider the extension of the existing site, to accommodate the 10 static holiday caravan pitches within the site licence.

SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions relating to this matter.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. An application¹ was received on 12th January 2016 from Moss View Caravan Park for Fylde Council to increase number of touring caravans to 27. Furthermore, the site licence to be amended to cover the extension to the site to accommodate 10 holiday static pitches within the current site licence, being issued on 2nd May 2013².
2. Condition 1 of the site licence states *"The total number of caravans stationed on the site at any one time shall not exceed 14 (fourteen) and shall be positioned in accordance with the approved layout plan."*
 - *Nine pitches shall be reserved for touring caravans".*
3. Change of use was granted [ref 13/0298³] on 12/12/2013, *"Proposed increase in number of caravans to provide an additional 8 holiday touring caravan pitches and change of use of existing livery premises and paddock to form extension to caravan park to provide an additional 10 holiday static caravan pitches".*

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

LEAD AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	28 th June 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Premises File	28 th June 2016	Top Floor Public Offices

Appendices

1. Original application dated 12/01/2016
2. Current site licence issued on 02/05/2016
3. Planning Consent 13/0298

¹ Site licence application, dated 18/01/2016

² Moss View Caravan Park site licence, issue on 02/05/2013

³ Planning Consent 12/0609

Caravan Sites and Control of Development Act 1960

Variation of a condition the Site Licence

1. Brief Site Details

Name of Site: <div style="font-family: cursive; font-size: 1.2em;">MOSS VIEW CARAVAN PARK</div>	
Postal address of Site: <div style="font-family: cursive; font-size: 1.2em;">BAMBERS LANE BLACKPOOL</div>	
Post Code: <div style="font-family: cursive; font-size: 1.2em;">FY4 5LH</div>	Phone: <div style="font-family: cursive; font-size: 1.2em;">01253 696640</div> Fax: e-Mail: <div style="font-family: cursive; font-size: 1.2em;">ROBSAN LEE1@G-Mail.com</div>

2. Applicants Details

Name: <div style="font-family: cursive; font-size: 1.2em;">ROBERT MYLES LEE</div>	
Postal address of Applicant (If different from above): <div style="height: 100px;"></div>	
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

NumberAPPROVED.
A. J. M. M. K.

Permanent residential

☒

.....5..... Caravans

Static Holiday

☒

.....10..... Caravans

Holiday Chalets

☐

..... Chalets

Touring Holiday

☒

.....17..... Units

Opening Season:

Static Sites

☐

.....7/1..... to 31/12.....

Touring Sites

☐

.....1/1..... to 31/12.....

6. Proposed Application to alter Licence Condition: EXISTING**Type of unit**

Please Tick as appropriate

Number

Permanent residential

☐

..... Caravans

Static Holiday

☒

.....10..... Caravans

Holiday Chalets

☐

..... Chalets

Touring Holiday

☒

.....8..... Units

Opening Season:

Static Sites

☐

.....7/1..... to 31/12.....

Touring Sites

☐

.....1/1..... to 31/12.....

7. Does the site have planning permission?

Yes

☒

No

☐

Applied For

☐

Date:

If yes, please give relevant permissions and references:

APPLICATION NO/13/0298

8. How is drinking water provided?

Mains supply to unit

☒

.....10..... Units

Standpipes

☒

.....2..... Units

9. How are toilets and wash hand basins provided?

Communal toilet blocks ☒17..... Units
 Units have their own facilities ☒10..... Units

10. How are showers provided?

Communal shower blocks ☒17..... Units
 Units have their own showers ☒15..... Units

11. Type of foul drainage?

Mains drainage ☐ Units
 Cesspool or cesspit ☒17/15..... Units

12. How is kitchen waste water disposed of?

Units have their own sinks connected to foul drainage. ☒15..... Units

Communal washing up sinks/waste water disposal points connected to foul drainage. ☒22 Toilets Units
 COMMUNAL

Other (Please give details) ☒ Toilet Vats Units

2 x WC Ladies - 2 x SINKS 2 x SHOWERS.
 2 x WC GENTS. 2 x SINKS 1 x URINAL 2 x SHOWERS
 1 x communal ELIASAN (Chemical Water Disposal.)

No waste water disposal ☐ Units

13. How is surface water drainage provided?

NATURAL SEWERAGE - GRAVEL ROADS.

14. How is refuse stored on the site?

Individual bins at each unit ☐ Units
 Communal wheeled bins or skips ☒17/10..... 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 1960On 29th March 1960At any other time since 9th March 1958

If so, when:

*Approx 1995/1996.***19. Address for correspondence:**

Caravan site



Applicants address



Other (please state below)



Name:

Address:

Post Code:

Phone:

Mobile:

e-Mail:

Signed:

[Signature]

Dated:

12/1/2016.

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



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
Section 3
SITE LICENCE

To: Mr. Robert Miles Lee
Moss View Caravan Site
Bambers Lane,
Marton,
Blackpool,
FY4 5LH

TAKE NOTICE THAT WHEREAS

On the 6th August 2012 you made application for a site licence in respect of land situated at "The Moss View Caravan Site", Bambers Lane, The Moss, Marton, Blackpool, Lancashire, FY4 5LH, indicated on the plan submitted with the application (which land is hereinafter called "the land").

You are entitled to the benefit of permission for the use of the land as a caravan site under the Town and Country Planning Act 1990, Ref: 11/0743 on the enclosed plan.

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.

THE SCHEDULE

1. Number of Caravans on the Site

The total number of caravans stationed on the site at any one time shall not exceed 14 (fourteen) and shall be positioned in accordance with the approved layout plan.

- Nine pitches shall be reserved for touring caravans.
- Five pitches shall be reserved for residential use, located in the positions shown the plan.

2. 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 of 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.

4. Density, Spacing and Parking between Caravans

(i) Except in cases mentioned in sub paragraph(iii) and subject to sub paragraph (iv), every caravan must be 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 paragraphs (i) or (iii):

- a. A porch attached to the caravan may protrude one metre into the separation distances 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 the entrance to the home, either on the porch side 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 paragraph 7 applies in which case the extension into the separation distances 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 distances shall be of a non-combustible construction. There should be a 4.5 metre clear distance between any 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 distances shall not face towards the caravan on either side.
- f. Fences, 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 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.

5. 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 with a suitable compacted base.

(iii) All roads shall have adequate surface water/storm drainage.

(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.

6. 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 0.9metres wide.

7 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.

8. Bases

(i) Every unit must stand on a suitable 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.

9. 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 (subject to necessary consents) be maintained.

- (v). Any cuttings litter or waste shall be removed from the immediate surrounds of the pitch.

10. 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.

11. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravan 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.

12. Water Supply

- (i) All residential pitches on 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 particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.
- (v) Each touring pitch shall not be more than 90 metres from a water tap. At each tap there should be a soak away or gully.

13. 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.

(v) Wastewater disposal points should be provided so that each touring pitch is no further than 90 metres from a waste disposal point. The appropriate authority should be consulted about the arrangements for disposal of water likely to be contaminated.

(vi) Whether or not WCs are provided, a properly designed disposal point for the content of chemical closets should be provided together with an adjacent supply of water for cleansing containers. The method of disposal will need to be considered in the light of the particular circumstances and should be to the satisfaction of the local authority and the appropriate water Authority. Where appropriate, the water supply should be clearly labelled as non-potable.

14. Toilets: WC's and Chemical Closets

(i) For touring caravans without their own facilities communal toilet blocks should be provided, with adequate supplies of water, on at least the following scales:

- Men: one WC and one urinal per thirty touring caravans;
- Women: two WC's per thirty touring caravans;
- There should be a minimum of four wash basins supplied with water per thirty units, two each for men and women, if showers are required they should be provided to the following ratio:
- One shower or bath (with hot and cold water) for each sex per twenty touring caravans.
- Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.

14. 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.

15. Communal Vehicular Parking

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

(ii) 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.

16. Communal Recreation Space

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

17. Notices and Information

(i) The name of the site shall be displayed on a sign in a prominent position at the entrance to the site together with the current name, address and telephone number of the site 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.

18. 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 a 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.

19. 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.

20. Fire Safety Measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those 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 (2x9litres) 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 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

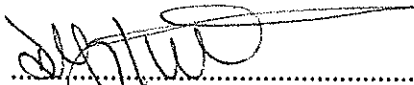
(xi) A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire. This notice should include the following:

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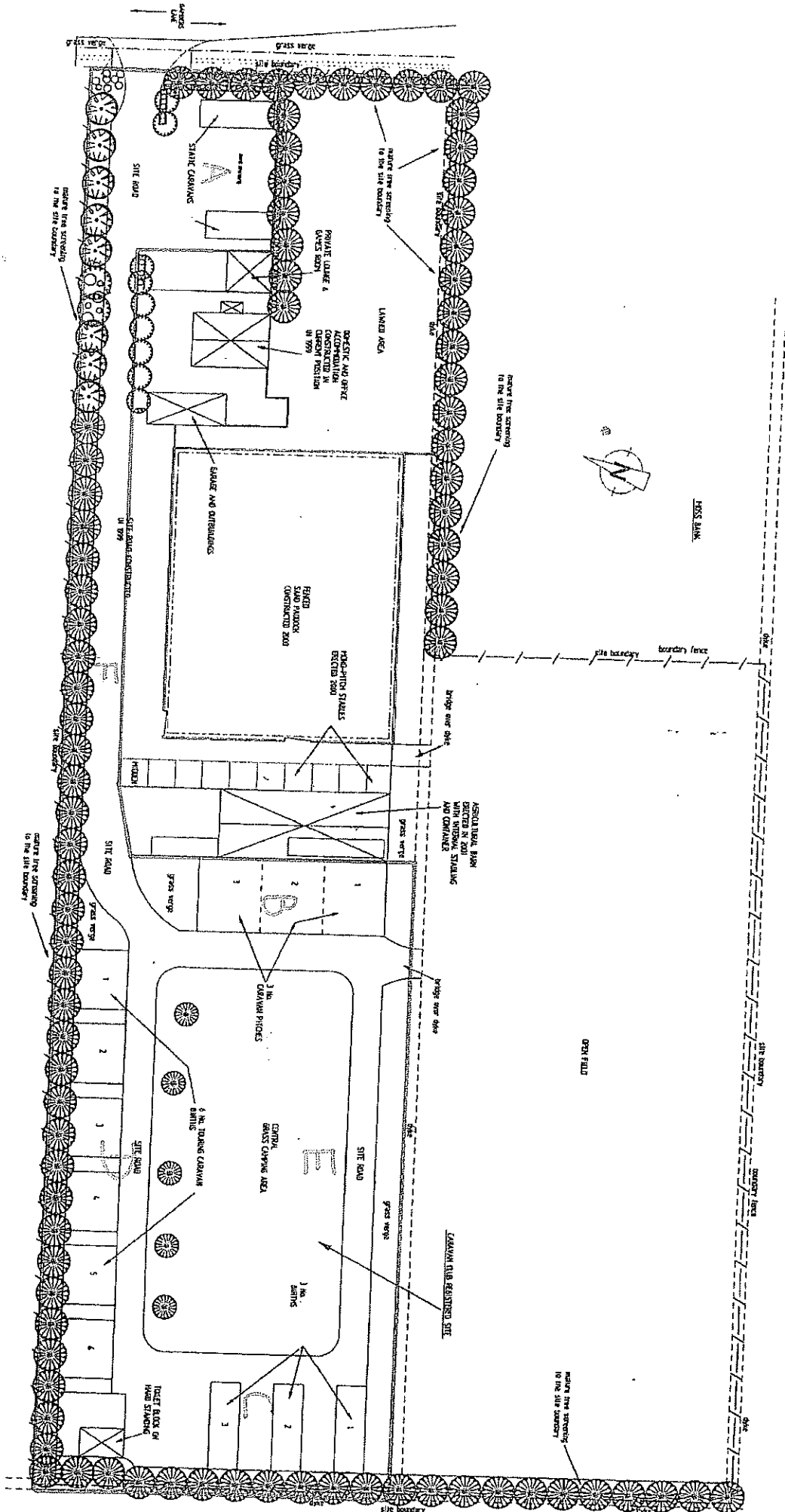
“On discovering a fire:

- I. Ensure the caravan or site building involved is evacuated.
- II. Raise the alarm.
- III. Call the fire brigade (the nearest phone is situated at.....)”).

Dated 2 day of May 2013



David Gillett
Head of Environmental Health & Housing
Fylde Borough Council



Site layout as existing

** REDUCED TO 1500 SCALE @ A3 TO PRINT **



**Town and Country Planning Act 1990
Town and Country Planning (Development Management Procedure)
(England) Order 2010**

Full Planning Permission Granted

Part 1 - Particulars of Application

Application Number: 13/0298

Location: MOSS VIEW, BAMBERS LANE, WESTBY WITH PLUMPTONS,
BLACKPOOL, FY4 5LQ

Description: PROPOSED INCREASE IN NUMBER OF CARAVANS TO PROVIDE AN
ADDITIONAL 8 HOLIDAY TOURING CARAVAN PITCHES AND CHANGE
OF USE OF EXISTING LIVERY PREMISES AND PADDOCK TO FORM
EXTENSION TO CARAVAN PARK TO PROVIDE AN ADDITIONAL 10
STATIC HOLIDAY CARAVAN PITCHES

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.

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 holiday static and holiday touring caravans to be stationed on that part of the site which is the subject of this permission shall be used for holiday purposes only.

To ensure that the approved holiday accommodation is not used for permanent residential occupation which would be contrary to Policies SP2, TREC 6 and TREC 7 of the Fylde Borough Local Plan (As Altered) October 2005, and to minimise the visual impact on the Countryside by limiting the potential duration that a caravan is on site..
- 3 The holiday static and holiday touring caravans stationed on that part of the site the subject of this permission shall not be occupied as a person's sole, or main place of residence.

To ensure that the approved holiday accommodation is not used for permanent residential occupation which would be contrary to Policies SP2, TREC 6 and TREC 7 of the Fylde Borough Local Plan (As Altered) October 2005.

- 4 The owners/operators of the caravan site shall maintain a register of names of all owners/occupiers of individual holiday static and holiday touring 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 Policies SP2, TREC 6 and TREC 7 of the Fylde Borough Local Plan (As Altered) October 2005.

- 5 Landscaping, including hard surface landscaping shall be carried out and preserved in accordance with a scheme and programme which shall be submitted to and approved by the Local Planning Authority in writing before any development is commenced. Specific details shall include finished levels, means of enclosures, car parking [as applicable] hard surfacing materials, minor artifacts and street furniture, play equipment, refuse receptacles, lighting and services as applicable soft landscape works shall include plans and written specifications noting species, plant size, number and densities and an implementation programme. The scheme and programme shall thereafter be varied only in accordance with proposals submitted to and approved by the Local Planning Authority and such variations shall be deemed to be incorporated in the approved scheme and programme. The approved landscaping scheme shall be implemented in a timetable of planting to be agreed in writing with the Local Planning Authority but which in any event shall be undertaken prior to the first occupation of any of the holiday static or touring caravan pitches hereby approved. The developer shall advise the Local Planning Authority in writing of the date upon which landscaping works commence on site prior to the commencement of those works.

To enhance the quality of the development in the interests of the amenities of the locality.

- 6 The whole of the landscape works, as approved shall be implemented and subsequently maintained for a period of 10 years following the completion of the works. Maintenance shall comprise and include for the replacement of any trees, shrubs or hedges that are removed, dying, being seriously damaged or becoming seriously diseased within the above specified period, which shall be replaced by trees of a similar size and species. The whole of the planted areas shall be kept free of weeds, trees shall be pruned or thinned, at the appropriate times in accordance with current syvicultural practice. All tree stakes, ties, guys, guards and protective fencing shall be maintained in good repair and renewed as necessary. Mulching is required to a minimum layer of 75mm of spent mushroom compost or farm yard manure which should be applied around all tree and shrub planting after the initial watering. Weed growth over the whole of the planted area should be minimised. Any grassed area shall be kept mown to the appropriate height and managed in accordance with the approved scheme and programme.

To ensure a satisfactory standard of development and in the interest of visual amenity in the locality.

- 7 That the extended site area hereby approved shall provide no more than an additional 8 holiday touring caravan pitches and 10 holiday static caravan pitches. These shall be operated as an extension to the existing Moss View Caravan Site with access and management arrangements handled through that site only, and shall be laid out as shown on drawing A 13.2 / 05 Rev A hereby approved.

To define the permission in the interests of clarity, highway safety and the character of the area

- 8 Prior to any of the additional touring caravan pitches hereby approved being brought into use the existing on site communal facilities (WC's and washing facilities) shall be upgraded to meet the minimum requirement of the Model Standards for Touring Caravans 1983.

To ensure an adequate standard of amenity is available for the visitors to the site as required by criteria 8 of Policy TREC 7 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

SP08 Expansion of existing business & commercial operations


TREC06 Static Caravans and Chalets

TREC07 Touring Caravan & Camping Sites

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: 12/12/2013

Signed: 

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

Miss Fox
Fox Planning Consultancy
75 Garstang Road East
POULTON-LE-FYLDE
Lancashire
FY6 8HL

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	20 JULY 2016	11
CARAVAN LICENSING- POOL BROW CARAVAN PARK			

PUBLIC ITEM

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

SUMMARY

Application is to remove Conditions 1 and 2 of the site licence to permit unrestricted use of the site in terms of caravan numbers, their residential/holiday occupation and to allow year round use.

RECOMMENDATION

1. To consider approval to remove Conditions 1 and 2 of the site licence, to allow unrestricted use of numbers, occupation and to allow year round use.
2. To consider amending the existing licence to include an additional condition requiring the site owner to provide on an annual basis the actual usage of all the units whether they be used for holiday or residential purposes. Alternatively, a condition requiring the owner to inform the licensing department on all residential units as and when a customer takes it.

SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions relating to this matter.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. On the 19th May 2016, the Council received and application ¹to remove Conditions 1 and 2 of the existing site licence, issued on 5th April 2016²
2. Condition 1 of the site licence states “ *The total number of permanent residential park homes 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 8 (eight). Their siting shall be limited to the area indicated in blue on plan PBCP-2015*”.
3. Condition 2 of the site licence states “*The total number of static holiday 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 37 (thirty-seven). Their siting shall be limited to the area indicated in green on plan PBCP-2015*”.
4. A Lawful Development Certificate Existing Approve Certificate was decided on 20th May 2015³ by the Planning Department for “*Certificate of lawfulness for existing use of land as a caravan park with unrestricted use in terms of caravan numbers their residential/holiday occupation, and to allow year round use*”.
5. In order for the Council to charge the site owner, an annual site licence fee for the current number of residential caravans on site. The site owner is willing to include an additional condition to the existing site licence and proposed one of the following options-

Option 1 “*The site owner is required to confirm the actual usage of all the units i.e. holiday or residential on an annual basis (date to suit the Council)*”.

Option 2 “*The site owner is required to inform the Council’s licensing and rating department on all residential units as and when a customer takes it*”.

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

LEAD AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	1 st July 2016	

¹ Application dated 19th May 2016

² Site Licence issued 5th April 2016

³ Lawful Development Certificate- 20/05/2015

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Premises File	1 st July 2016	Top Floor Public Offices

Appendices

1. Application dated 1/05/2016
2. Current site licence issued on 05/04/2016
3. Lawful Development Certificate Existing Approve Certificate 20/05/2015

2 Croston Villa
High Street
Garstang
Preston
Lancashire
PR3 1EA

GA



planning • architecture • design
ASSOCIATES

T: 01995 604 514

E: info@GrahamAnthonyAssociates.com

W: www.GrahamAnthonyAssociates.com

Mr M Duck
The Licensing Team
Town Hall
Lytham St Annes
FY8 1LW

Our Ref: GA2072

17/05/16

Dear Mr Duck

Re Pool Brow Caravan Park

As per our email please see attached the application for the variation of the site licence along with a copy of the site area and the planning application fee of £375.

Can you please confirm receipt of this letter with its contents and please advise regarding a time scale for issuing the amended licence.

Kind regards

PP
Graham Salisbury

Graham Anthony Associates



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

1. Brief Site Details

Name of Site: POOL BROW CARAVAN PARK	
Postal address of Site: POOL FOOT LANE LITTLE SINGLETON POULTON LE FYLDE	
Post Code: FY6 8LY	Phone: Fax: e-Mail:

2. Applicants Details

Name: MR JOHN HANLEY & MR PATRICK HANLEY	
Postal address of Applicant (If different from above): C/O GRAHAM ANTHONY ASSOCIATES 2 CROSTON VILLA HIGH ST GARSTANG	
Post Code: PR3 1EA	Phone: 01995 604514 Mobile: e-Mail: arnish@grahamanthony associates.com

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 type="checkbox"/> Units

Opening Season:

Static Sites	<input type="checkbox"/> to
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"/> <i>unrestricted</i> Caravans
Static Holiday	<input checked="" type="checkbox"/> <i>unrestricted</i> Caravans
Holiday Chalets	<input type="checkbox"/> Chalets
Touring Holiday	<input type="checkbox"/> Units

Opening Season:

Static Sites	<input checked="" type="checkbox"/> to <i>ALL YEAR ROUND</i>
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: <i>12TH MARCH 2015</i>

If yes, please give relevant permissions and references:

Application Number 15/0155
Decision Date 20/5/2015

8. How is drinking water provided?

Mains supply to unit	<input checked="" type="checkbox"/>	<i>45</i> 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 ☒ *SCEPTIC TANK* 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?

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: AGENT :- AYNISH PANCHAL

Address: GRAHAM ANTHONY ASSOCIATE
2 CROSTON VILLA
HIGH ST
GARSTANG

Post Code: PR31EA

Phone: 01995 604514

Mobile:

e-Mail: aynish@grahamanthony
associates.com

Signed: John Stanley Dated: 13/5/16

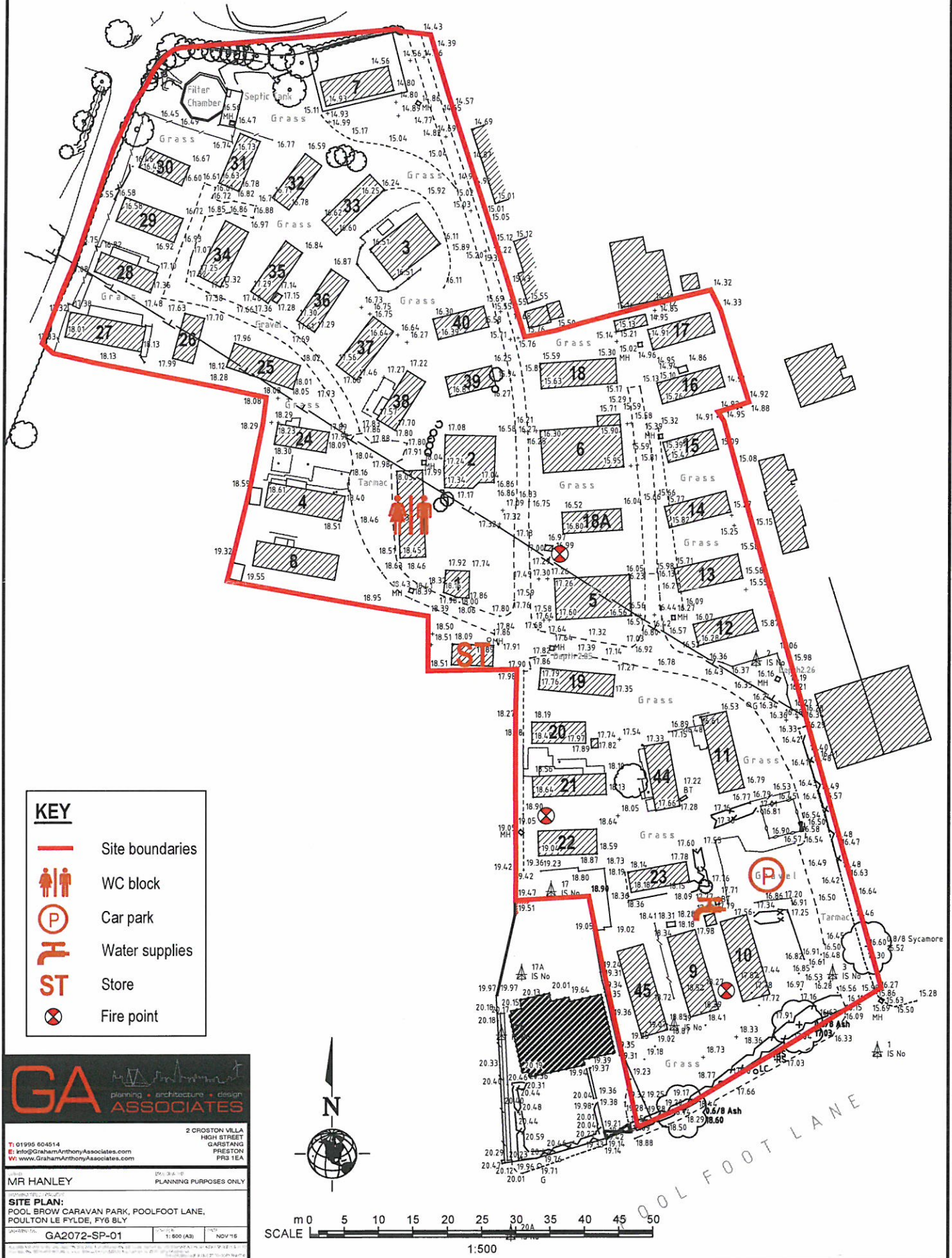
With the application Form, please send the following:

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

- | | |
|------------------------------------|--|
| A. Site Boundaries | B. Position and numbering of touring/holiday caravans and 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 | |

SITE PLAN

POOL BROW CARAVAN PARK, POOLFOOT LANE, POULTON LE FYLDE, FY6 8LY





Caravan Sites and Control of Development Act 1960

Section 3

Caravan Site Licence

Pool Brow Caravan Park

To: Mr M. E. Ball and Mrs S. L Ball

Pool Brow Caravan Park
Pool Foot Lane
Little Singleton
Poulton-Le-Fylde
Lancashire
FY6 8LY

TAKE NOTICE THAT

On 21st February 2015 you made application for a site licence in respect of land situated at Pool Foot Lane, Little Singleton, Poulton-Le-Fylde, Lancashire, FY6 8LY (which land is hereinafter called "the land").

AND WHEREAS you are entitled to benefit of permissions for the use of the land as a caravan site under the Town and Country Planning Acts, 1962 to 1990, otherwise than by 15/0155 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 shown edged black on the attached plan and pursuant to Section 3 of the Caravan Sites and Control of Development Act 1960, subject to the conditions specified in the schedule hereto.

The Schedule

1. The total number of permanent residential park homes 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 8 (*eight*). Their siting shall be limited to the area indicated in blue on plan PBCP-2015
2. The total number of static holiday 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 37 (thirty-seven). Their siting shall be limited to the area indicated in green on plan PBCP-2015.
3. Development Order 15/0155 permits the use of the land as a caravan park with unrestricted use in terms of caravan numbers, their residential/holiday occupation,

and to allow year round use. An application to alter/vary the current licence condition usage and/or number must be formally applied for in writing, pursuant to the Caravan Sites and Control of Development Act 1960 to the Licensing Team, Town Hall, Lytham St Annes, Lancashire, FY8 1LW.

4. 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 of 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.

5. Density, Spacing and Parking between Caravans

(i) Except in cases mentioned in paragraph (iii) and subject to paragraph (iv), every caravan must be practicably 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 paragraphs (i) or (iii):

a. A porch attached to the caravan may protrude one metre into the separation distances 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 the entrance to the home, either on the porch side 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 paragraph 7 applies in which case the extension into the separation distances 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 distances

shall be of a non-combustible construction. There should be a 4.5 metre clear distance between any 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 distances shall not face towards the caravan on either side.
- f. Fences, 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 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.

6. 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 macadam 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.

7. 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 0.9metres wide.

8. 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.

9. 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.

10. 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 (subject to necessary consents) be maintained.
- (v). Any cuttings litter or waste shall be removed from the immediate surrounds of the pitch.

11. 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.

12. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravan 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.

13. Water Supply

(i) All pitches on 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 particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

14. 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.

15. 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.

16. Communal Vehicular Parking

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

17. Communal Recreation Space

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

18. Notices and Information

- (i) The name of the site shall be displayed on a sign in a prominent position at the entrance to the site together with the current name, address and telephone number of the site 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.

19. 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 a 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.

20. 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.

21. Fire Safety Measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those 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 (2x9lres) 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 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 situated at.....)”.

Dated 13th day of July 2015



.....
T. Morrison

Director of Resources



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

Pool Brow Caravan Park, Pool Foot Lane, Little Singleton, Poulton-Le-Fylde
Lancashire, FY6 8LY

Site Licence Transfer

Licence transfer endorsement- In pursuance of section 10 of the Caravan Sites and Control of Development Act 1960, the Council hereby consent to the transfer of the licence to **Mr. John Hanley & Mr. Patrick Hanley**

Dated 5th day of April 2016

A handwritten signature in black ink that reads 'Tracy Morrison'.

.....
T Morrison Director of Resources
Resources Directorate



Town and Country Planning Act 1990: s191 (as amended)

**Town and Country Planning (Development Management
Procedure)(England) Order 2015
Lawful Development Certificate Existing Approve Certificate**

The Fylde Borough Council hereby certify that on 12 March 2015 the use/operations described in the First Schedule in respect of the land specified in the Second Schedule and edged in red on the plan attached to this certificate, was lawful within the meaning of Section 191(2) of the Town & Country Planning Act 1990 for the following reason(s):

- 1 This certificate shall relate to the land shown edged red on the attached location plan.
- 2 The Local Planning Authority is satisfied that, on the balance of probability, the land described in the First Schedule below has been used in the manner described in the Second Schedule for not less than ten years prior to the submission of this application on 12 March 2015.

NOTES:

1. This certificate is issued solely for the purpose of Section 191 of the Town and Country Planning Act 1990 (as amended).
2. It certifies that the use /operations described in the First Schedule taking place of the land specified in the Second Schedule were lawful, on the certified date and, thus, were not liable to enforcement action, under section 172 of the 1990 Act, on that date.
3. This certificate applies only to the extent of the use /operations described in the First Schedule and to the land specified in the Second Schedule and identified on the attached plan. Any use /operation which is materially different from that described, or which relates to any other land, may result in a breach of planning control which is liable to enforcement action by the local planning authority.

First Schedule: CERTIFICATE OF LAWFULNESS FOR EXISTING USE OF LAND AS A CARAVAN PARK WITH UNRESTRICTED USE IN TERMS OF CARAVAN NUMBERS, THEIR RESIDENTIAL/HOLIDAY OCCUPATION, AND TO ALLOW YEAR ROUND USE

Second Schedule: POOLBROW CARAVAN PARK, POOL FOOT LANE, SINGLETON, POULTON-LE-FYLDE, FY6 8LY

Application Number: 15/0155

Date of Decision: 20/05/2015

Signed:

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

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	20 JULY 2016	12
CARAVAN LICENSING- THE CONIFERS			

PUBLIC ITEM

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

SUMMARY

Application is to increase the total number of caravans on site licence from 12 to 24.

RECOMMENDATION

To consider approval to amend Condition 2 of the site licence, to increase the total number of caravans from 12 to 24.

SUMMARY OF PREVIOUS DECISIONS

Public Protection Committee Meeting- 12th October 2012-Committee approved application to remove condition 1 of the site licence to reflect planning permission (ref: 10/0321) for a use of the land as a permanent gypsy caravan site.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	√
Working with all partners (Vibrant Economy)	√
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	√
Promoting Fylde as a great destination to visit (A Great Place to Visit)	√

REPORT

1. An application¹ was received on 18th January 2016 from The Conifers for Fylde Council to issue a licence for 24 caravans. With the current site licence being issued on 6th January 2016².
2. Condition 2 of the site licence states *"The total number of caravans stationed on the site at any one time shall not exceed 12 (twelve)."*
3. Change of use was granted [ref 12/0609³] on 13/02/2013, *"Proposed change of use from grazing land to form extension to existing...caravan site...total of 24 caravans"*.

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

LEAD AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	28 th June 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Premises File	28 th June 2016	Top Floor Public Offices

Appendices

1. Original application dated 18/01/2016
2. Current site licence issued on 06/01/2016
3. Planning Consent 12/0609

¹ Original site licence application, dated 18/01/2016

² The Conifers site licence, issue on 06/01/2016

³ Planning Consent 12/0609

Caravan Sites and Control of Development Act 1960

Variation of a condition the Site Licence

1. Brief Site Details

Name of Site: <i>THE CONIFERS</i>	
Postal address of Site: 	
Post Code:	Phone: Fax: e-Mail:

2. Applicants Details

Name: <i>JOHN IRELAND, MARK IRELAND, TOM IRELAND, WESLEY IRELAND, JOHN W. JENKINS, S LARKHAM</i>	
Postal address of Applicant (If different from above): <i>AS ABOVE</i>	
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

☒.....¹² Caravans

Static Holiday

☐

..... Caravans

Holiday Chalets

☐

..... Chalets

Touring Holiday

☐

..... Units

Opening Season:

Static Sites

☐

..... to

Touring Sites

☐

..... to

6. Proposed Application to alter Licence Condition:**Type of unit**

Please Tick as appropriate

Number

Permanent residential

☒.....²⁴ Caravans

Static Holiday

☐

..... Caravans

Holiday Chalets

☐

..... Chalets

Touring Holiday

☐

..... Units

Opening Season:

Static Sites

☐

..... to

Touring Sites

☐

..... to

7. Does the site have planning permission?

Yes

☐

No

☐

Applied For

☐

Date:

If yes, please give relevant permissions and references:

12/06/09 13/02/2013

8. How is drinking water provided?

Mains supply to unit

☒.....²⁴ Units

Standpipes

☐

..... Units

9. How are toilets and wash hand basins provided?

Communal toilet blocks ☒ 24 Units
 Units have their own facilities ☐ Units

10. How are showers provided?

Communal shower blocks ☒ 24 Units
 Units have their own showers ☐ Units

11. Type of foul drainage?

Mains drainage ☐ Units
 Cesspool or cesspit ☒ 24 Units

12. How is kitchen waste water disposed of?

Units have their own sinks connected to foul drainage. ☒ 24 Units

Communal washing up sinks/waste water disposal points connected to foul drainage. ☒ 24 Units

Other (Please give details) ☐ Units

No waste water disposal ☐ Units

13. How is surface water drainage provided?

NATURAL RUNOFF TO DITCHES

14. How is refuse stored on the site?

Individual bins at each unit ☐ Units
 Communal wheeled bins or skips ☒ 24 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:

2007/08 Approx

19. Address for correspondence:

Caravan site

☒

Applicants address

☐

Other (please state below)

☐

Name:

Address:

Post Code:

Phone:

Mobile:

e-Mail:

Signed:  Dated: 18/01/2016.

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 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

THE CONFEWS.

181116

CURRENT LICENCE 12.

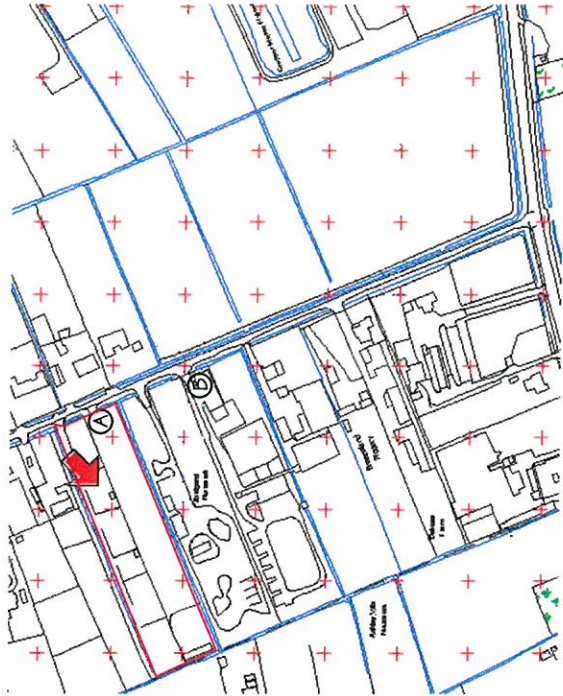
PLANNING APP- 24. 126609.

ON SITE 181116 - IS NOT ALL LINED IN +
SOME AWAY.

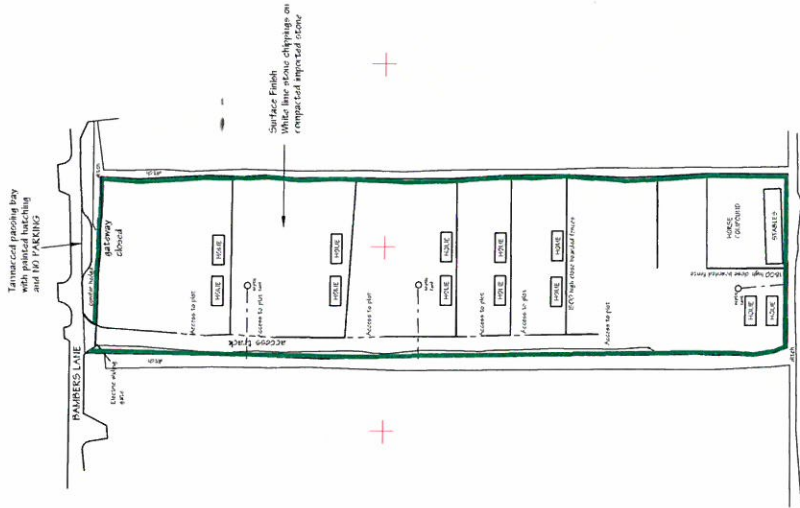
At 250. + 24 = 270.

Passing Bays

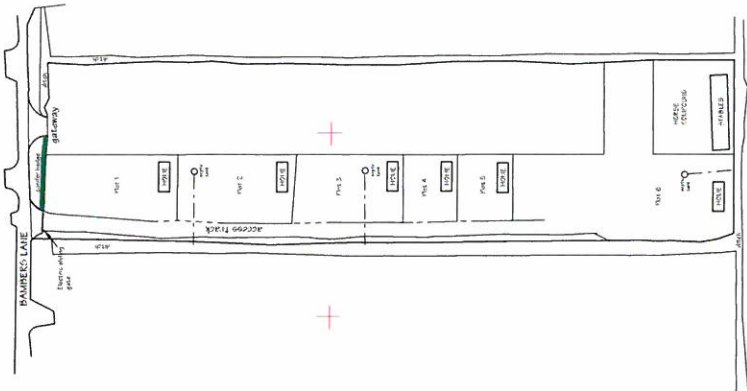
- Ⓐ New at closed off gateway
- Ⓑ Existing entrance to MOSS VIEW converted to passing bay with owners approval



Location Plan 1:2500



Proposed Site Layout



Existing Site Layout

Existing foul drainage into septic tanks with discharge into wet ditches.

Scale 1:1000



Proposed Boundary Fence Treatment (fencing only between plots)

Caravan Site - additional 6 no caravans
at The Conifers
Barnham Lane
Blackpool FY45LH
for Mr Ireland

scale 1:1000
date Jan 2013

**ENGINEERING and
BUILDING
DESIGN**

41 Millard Avenue
Thames-Creech
Lanes FY5 3JR
Tel: 01492 515555
email: enr@edgdesign.co.uk

drg No. C 13/209 /1
© copyright



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
Section 3
SITE LICENCE

To: Mr. John Ireland; Mark Ireland;
 Tom Ireland; Wesley Ireland;
 John. W. Jenkins; and S. Larkham.
 The Conifers,
 Bambers Lane,
 The Moss,
 Marton,
 Blackpool,
 Lancashire,
 FY4 5LH.

TAKE NOTICE THAT WHEREAS

On the 17th September 2012 you made application for a site licence in respect of land situated at “The Conifers”, Bambers Lane, The Moss, Marton, Blackpool, Lancashire, FY4 5LH, indicated on the plan submitted with the application (which land is hereinafter called “the land”).

You are entitled to the benefit of permission for the use of the land as a Gypsy caravan site under the Town and Country Planning Act 1990, Ref: 10/0321 on the enclosed plan.

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.

THE SCHEDULE

1. Occupation of Land

The occupation of the site hereby permitted shall be carried on only by the existing residents, that is Mr. John Ireland; Mark Ireland; Tom Ireland; Wesley Ireland; John. W. Jenkins; and S. Larkham and their resident dependants. When the land ceases to be occupied by those named in this condition the use permitted in planning consent 10/0321 shall cease and all caravans, structures, materials and equipment brought onto the land in connection with the use shall be removed. Within three months of that time the land shall be restored in accordance with a scheme submitted to and approved in writing.

2.. Number of Caravans on the Site

The total number of caravans stationed on the site at any one time shall not exceed 12 (twelve) and shall be positioned in accordance with the approved layout plan.

3. 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 of 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.

4. Density, Spacing and Parking between Caravans

- (i) Except in cases mentioned in sub paragraph(iii) and subject to sub paragraph (iv), every caravan must be 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 paragraphs (i) or (iii):
 - a. A porch attached to the caravan may protrude one metre into the separation distances 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 the entrance to the home, either on the porch side 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 paragraph 7 applies in which case the extension into the separation distances 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 distances shall be of a non-combustible construction. There should be a 4.5 metre clear distance between any 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 distances shall not face towards the caravan on either side.
- f. Fences, 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 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.

5. 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 with a suitable compacted base.
- (iii) All roads shall have adequate surface water/storm drainage.
- (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.

6. 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 0.9metres wide.

7 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.

8. Bases

- (i) Every unit must stand on a suitable 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.

9. 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 (subject to necessary consents) be maintained.
- (v). Any cuttings litter or waste shall be removed from the immediate surrounds of the pitch.

10. 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.

11. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravan 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.

12. Water Supply

- (i) All pitches on 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 particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

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- (i) Surface water drainage shall be provided where appropriate to avoid standing pools of water.
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- (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.

15. Communal Vehicular Parking

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

16. Communal Recreation Space

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

17. Notices and Information

- (i) The name of the site shall be displayed on a sign in a prominent position at the entrance to the site together with the current name, address and telephone number of the site 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.

18. 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 a 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.

19. 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.

20. Fire Safety Measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those 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 (2x9lires) 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 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 situated at.....)”.

Dated 6th day of January 2016



.....
T Morrison Director of Resources
Resources Directorate



Town and Country Planning Acts

Change of Use Granted

Part 1 - Particulars of Application

Application Number: 12/0609

Location: THE CONIFERS, BAMBERS LANE, WESTBY WITH PLUMPTONS,
BLACKPOOL, FY4 5LH

Description: PROPOSED CHANGE OF USE FROM GRAZING LAND TO FORM
EXTENSION TO EXISTING 6 PITCH ROMANY GYPSY CARAVAN SITE
WITH ASSOCIATED FENCING, SURFACING, LANDSCAPING AND
OTHER WORKS

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.

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 Notwithstanding the provisions of the Town & Country Planning (Use Classes) Order 1987 (as amended), the caravan site hereby approved shall be occupied solely as a Gypsy caravan site.

The grant of planning permission for a residential caravan park or a holiday caravan park would not be appropriate in this locality.

- 3 Notwithstanding the provisions of the Town & Country Planning (General Permitted Development) Order 1995, there shall be no more than 6 pitches established on the site as shown on drawing C13/209/1 dated Jan 2013, and each pitch shall only be occupied by a single family. At no time shall there be allowed to remain on the application site as a whole, as edged red and blue on the approved plan, any more than a total of 24 caravans (including both static and touring/towing caravans).

In order to control the intensity of development having regard to the restricted width of Bambers Lane and the character of the area.

- 4 The occupation of the site hereby permitted shall be carried on only by the existing residents (as specified in the approved schedule of names) and their resident dependents. When the land ceases to be occupied by those named in this condition, the use hereby permitted shall cease and all caravans, structures, materials and equipment brought on to the land in connection with the use shall be removed. Within 3 months of that time the land shall be restored in accordance with a scheme previously submitted to and approved in writing by the local planning authority.

To retain an appropriate level of control over the occupation of the site in accordance with the proper planning of the area and to comply with Policy SP2 and Policy HL8 of the Fylde Borough Local Plan.
- 5 That the extended Gypsy site shall only be laid out in accordance with the access arrangements, pitch layout, fencing heights and routes, perimeter site landscaping and surface materials shown on approved drawing C13/209/1 dated Jan 2013.

To ensure an appropriate layout to the site.
- 6 That prior to the first use of the extended Gypsy site hereby approved the two additional passing places on Bambers Lane between the site entrance and the junction with School Road as shown on the approved plan shall be constructed to the standard in the Lancashire County Council Specification for Construction of Estate Roads (2011).

In the interests of improving the safety of users of all users of Bambers Lane in accordance with criteria 7 of Policy HL8 of the Fylde Borough Local Plan.
- 7 Prior to the first use of the extended pitches hereby approved full details of the foul and surface water drainage of the extended area, shall be submitted to and approved in writing by the Local Planning Authority. These facilities shall be constructed as part of the development and shall be operated throughout occupation so as to ensure adequate drainage of the site.

To ensure that the site has appropriate arrangements for drainage as required by condition 10 of Policy HL8 to the Fylde Borough Local Plan.
- 8 Notwithstanding the provisions of the Town & Country Planning (General Permitted Development) Order 1995 (as amended) or the Town & Country Planning (Use Classes) Order 1987 (as amended), with the exception of the parking of commercial vehicles utilised by the residents of the site for travelling to and from their place of work, the site shall not be used for any form of commercial activity.

The establishment of a commercial activity on this locality would be contrary to the provisions of the development plans and detrimental to the residential amenity of neighbouring residents.
- 9 Details of any external lighting [incorporated post heights, design, construction and lighting head form] shall be submitted to and approved by the Local Planning Authority prior to the commencement of any lighting works by the developer.

In the interests of the visual appearance of the estate layout / form of development.
- 10 Prior to the commencement of any construction works in regard to any ancillary buildings, details of the proposed buildings shall be submitted to and approved in writing by the Local Planning Authority. The buildings shall be constructed in accordance with the approved details.

To ensure that all aspects of the development are implemented to minimise the harm to the character of the countryside as required by criteria 9 of Policy HL8.

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 application relates to the extension of an existing Gypsy site located on Bambers Lane on land that is designated as Countryside in the Fylde Borough Local Plan. The scheme has been revised to relate to the extension of the existing 6 pitches on the site, rather than the original scheme that increased the number of pitches to 12.

As the proposal does not involve any increase in the number of pitches there is no need to assess the need or supply for Gypsy pitches in the borough, or the appropriateness of the location.

The site extends the existing site to run alongside a commercial operation which lessens the potential impact on the neighbouring residential amenity of settled residents of the area and so complies with criteria 6 of Policy HL8. It is not green belt land and so there is no conflict with Policy E of PPTS.

The concerns of the highway authority have been addressed by the introduction of 2 additional passing places on Bambers Lane between the site entrance and the junction with School Lane. This ensures that the proposal is in accordance with criteria 7 of Policy HL8 and will also benefit the other users of this single track road.

The extension is considered to have an acceptable impact on the visual appearance of the Bambers Lane streetscene and its countryside setting given the nature of that setting and of the surrounding area. As such the proposal complies with criteria 8 of Policy HL8. Paragraph 24 d) of the PPTS refers to avoiding enclosing a site in a way that deliberately isolates it from the community. There is a concern that the proposed conifer hedging to the boundaries of the site will do that here, but such hedges are a feature of many other properties in the surrounding area and this landscaping will assist in minimising the visual impact of the caravans in the Countryside.

The proposal offers an opportunity for the Gypsy community at The Conifers which has been on the site for over 5 years to expand in a manner that has a minimal impact on the area and allows them to continue to utilise the schools, health services, etc. that are available in reasonable proximity to the site. The extended site remains an appropriate scale for the surrounding area and is considered to comply with all relevant criteria of the Planning Policy for Traveller Sites.

Accordingly the application is recommended for approval subject to a series of 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:

DP01 Spatial Principles

L01 Health, sport, recreation, cultural and education services

Fylde Borough Local Plan:

- EP23 Pollution of surface water
- EP24 Pollution of ground water
- EP27 Noise pollution
- EP30 Development within floodplains
- HL08 Sites for Gypsies
- SP02 Development in countryside areas

Informative notes:

1. This consent requires the construction, improvement or alteration to the public highway. Under the Highways Act 1980 Section 184 the County Council as Highway Authority must specify the works to be carried out. Lancashire County Council as Highway Authority will carry out these works at the developer's expense and therefore before any access works can start you must contact the Environment Directorate for further information by telephoning 0845 0530011 or writing to Lancashire County Council Customer & Business Support, Palatine Hall, Dalton Square, Lancaster LA1 1PW quoting the planning application number.

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 Ireland
The Conifers
Bambers Lane
Westby
FY4 5LH

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	20 JULY 2016	13
CARAVAN LICENSING- WHITMORE FARM CARAVAN PARK			

PUBLIC ITEM

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

SUMMARY

Application is to increase the total number of touring caravans on site licence from 25 to 39.

RECOMMENDATION

To consider approval to amend Condition 1a of the site licence, in increase the total number of touring caravans from 25 to 39.

SUMMARY OF PREVIOUS DECISIONS

Public Protection Committee Meeting- 23rd July 2015-Committee approved application to amend condition 1c of the site licence to read "The site shall be used only as a touring caravan site and only from the period from 15th February to 31st December each year. Between the 1st January and the 14th February in any year, all caravans shall be removed from the site".

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. An application¹ was received on 8th January 2016 from Whitmore Farm Caravan Park for Fylde Council to issue a licence for 39 touring caravans. With the current site licence being issued on 12th October 1978².
2. Condition 1a site licence inclusive of the licence amendment issued on 1st December 1993 from to increase the number of touring from 16 to 25 reads "The total number of caravans stationed on the site at any one time ...shall not exceed 25".
3. Change of use was granted [ref 15/0077³] on 07/04/2015, "*Proposed change of land to form additional 14 touring caravan pitches for holiday use as extension to existing touring holiday caravan site*".

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

LEAD AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	1 st July 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Premises File	1 st July 2016	Top Floor Public Offices

Appendices

1. Application dated 08/01/2016
2. Current site licence issued on 12/10/1978
3. Planning Consent 15/0077

¹ Site licence application, dated 8/01/2016

² Whitmore Farm Caravan Park site licence, issued on 12/10/1978

³ Planning Consent 15/0077

Caravan Sites and Control of Development Act 1960

Application/variation For a Site Licence

1. Brief Site Details

Name of Site: WHITMORE FARM CARAVAN PARK	
Postal address of Site: BRADSHAW LANE GREENHALGH PRESTON	
Post Code: PR4 3HQ	Phone: 01253 -836224 Fax: 07891 397086 e-Mail:

2. Applicants Details

Name: RICHARD G. MOORE	
Postal address of Applicant (If different from above): AS ABOVE	
Post Code:	Phone: Mobile: AS ABOVE 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"/>	...14..... Units

Opening Season:

Static Sites	<input type="checkbox"/> to
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 type="checkbox"/> Caravans
Holiday Chalets	<input type="checkbox"/> Chalets
Touring Holiday	<input type="checkbox"/> Units

Opening Season:

Static Sites	<input type="checkbox"/> 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:

Application granted 15/00/77

8. How is drinking water provided?

Mains supply to unit	<input type="checkbox"/> Units
Standpipes	<input checked="" type="checkbox"/>	...14..... Units

9. How are toilets and wash hand basins provided?

Communal toilet blocks



H.W.C..... Units

Units have their own facilities



...14..... Units

98% OF CARAVANS
HAVE OWN W.C. +
SHOWERS.**10. How are showers provided?**

Communal shower blocks



...4..... Units

Units have their own showers



...14..... Units

11. Type of foul drainage?

Mains drainage



..... Units

Cesspool or cesspit



...14..... Units

12. How is kitchen waste water disposed of?Units have their own sinks connected to
foul drainage.

.....0..... Units

Communal washing up sinks/waste
water disposal points connected to foul
drainage.

...0..... Units

Other (Please give details)

WASTE
DISPOSAL POINT Units
CONNECTED TO CESS PIT

No waste water disposal



...1..... Units

13. How is surface water drainage provided?

INTO EXISTING WATER COURSE

14. How is refuse stored on the site?

Individual bins at each unit



..... Units

Communal wheeled bins or skips



...2..... 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:

YES

Site Reference: F/O/JAG/78.

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

SECTION 3.

S I T E L I C E N C E

To: John W. Garlick,
Whitmoor,
Bradshaw Lane,
Greenhalgh,
near Kirkham.

AND THAT on the 24th day of August 1978, you made application for a site licence in respect of land situate at Whitmoor, Bradshaw Lane, Greenhalgh, near Kirkham (hereinafter called "the site").

AND THAT you are entitled to the benefit of planning permission for the use of the site as a caravan site granted by the Fylde Borough Council under reference 5/78/534 dated 13th July 1978.

AND THAT the Fylde Borough Council HEREBY GRANT a site licence in respect of the site pursuant to Section 3 of the Caravan Sites and Control of Development Act, 1960, subject to the following conditions:-

- a) The total number of caravans stationed on the site at any one time shall be such as to enable compliance with the requirements of the following conditions to be obtained, and in any case shall not exceed 16 (sixteen).
- b) The site shall be laid out in accordance with the plan submitted with the application for this licence or in accordance with any amended plan which has been submitted to and approved in writing by the Council.

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960

Section 3

LICENCE TRANSFER ENDORSEMENT

In pursuance of Section 10 of the Caravan Sites and Control of Development Act 1960 the Council hereby consent to the transfer of this licence to Mr RICHARD GARY MOORE., "WHITMOOR", BRADSHAW LANE, GREENHALGH, Near KIRKHAM, with effect from the Eighteenth day of February 1991.

DATED this Twenty Seventh day of February 1991.

SIGNED.....
Director of Environmental Health and Housing

- a) The site shall be used only as a touring caravan site and only during the period from 1st March to 31st October each year. Between the 31st October of each year and the 1st March of the following year all caravans shall be removed from the site.
- b) The caravans using the site shall not exceed 18 feet in length (excluding the towbar) and shall not remain on the site for any one period exceeding 21 days.
- 3) Every caravan shall be not less than six metres from any other caravan and not less than three metres from the site road.
- 4) The site road shall be constructed of suitable material to the satisfaction of the Council and shall be not less than 4 metres wide.
- 5a) A fire point shall be established in a central, accessible position on the site and shall comprise a water tank of at least 500 litres capacity fitted with hinged cover, two buckets and one hand pump or bucket pump. The fire point shall be clearly and conspicuously marked "FIRE POINT".
- b) A suitable hand operated bell or other means of raising an alarm shall be provided at the fire point.
- c) A clearly written and conspicuous notice shall be provided and maintained at the 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 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.

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."

- 6) Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans.
- 7) Provision shall be made for the storage of liquefied petroleum gas and regard shall be had to the Health and Safety Executive Code of Practice for the keeping of Liquefied Petroleum Gas in Cylinders and Similar Containers.
- 8) A telephone shall be available on the site for calling the police, fire brigade, ambulance or other services in an emergency.
- 9) Where an electricity supply is provided for use by caravans stationed on the site the electrical installation other than Electricity Board works and circuits subject to regulations made by the Secretary of State for Energy, under Section 60 of the Electricity Act 1947, shall be installed and maintained in accordance with the requirements of the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (the IEE Wiring Regulations) for the time being in force, and where appropriate to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1970, SI 1970 No. 1355.

The installation shall be inspected not less than once in every 12 months, (in the case of underground installations 3 years) or in such longer period as may be recommended by a person who should be one of the following:-

- A professionally qualified electrical engineer;
- A member of the Electrical Contractors' Association;
- A member of the Electrical Contractors' Association of Scotland;
- A certificate holder of the National Inspection Council for Electrical Installation Contracting; or
- A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).

Such person shall within 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 with the site licence. The cost of the inspection and report shall be met by the site operator.

- 10) The site shall be provided with a water supply complying with British Standard Code of Practice C.P. 310 (1965).
- 11) Sufficient water standpipes with an adequate supply of water shall be provided so that no caravan is more than 45 metres from a standpipe.
- 12) A suitable trapped drain inlet surrounded by at least one square metre of paved or concreted area shall be provided at the base of each water standpipe. These drain inlets shall be connected to the foul drainage system.
- 13) Provision shall be made for the disposal of all foul drainage from the site by connection to a public sewer or by discharge to a sewage treatment plant designed and constructed to the satisfaction of the Local Authority and the North West Water Authority.
- 14a) A communal toilet block shall be provided, with adequate supplies of water, on at least the following scales:-

Men	1 water closet and 1 urinal 1 wash basin 1 shower or bath (with hot and cold water supply) 1 deep sink with hot and cold water supply for use for laundry purposes.
Women	2 water closets 1 wash basin 1 shower or bath (with hot and cold water supply) 1 deep sink with hot and cold water supply for use for laundry purposes.
- b) There shall be sufficient space in each shower compartment to enable clothing to be stored and kept dry.
- 15a) Suitable and sufficient means of internal and external artificial lighting shall be provided and maintained for all communal facilities.
- b) 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 shall be provided, and shall have an adequate supply of running water for cleaning the containers.
- 17) There shall be provided in approved positions under the control of the applicant a sufficient number of refuse bins with close fitting lids and with handles; the refuse bins to be situated conveniently for collection by the Council's employees.
- 18) Adequate provision shall be made for surface water drainage of the site.
- 19) A suitably surfaced car parking space shall be provided for each caravan stationed on the site.
- 20) No huts, sheds, tents, porches, verandahs or other structures or buildings shall be erected, placed or kept on the site unless prior approval in writing has been obtained by the site licensee from the Council.
- 21a) The site shall be maintained in a clean and tidy condition at all times.
 - b) Every caravan stationed on the site shall be maintained in a good state of repair and decoration.
- 22) At all times when caravans are stationed on the site for the purposes of human habitation a copy of the site licence as for the time being in force shall be displayed on the site in some conspicuous place.

Dated this 12th day of October 1978

Signed
Chief Environmental Health Officer
For and on behalf of the Council

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960

Section 3

LICENCE TRANSFER ENDORSEMENT

In pursuance of Section 10 of the Caravan Sites and Control of Development Act 1960 the Council hereby consent to the transfer of this licence to Mr RICHARD GARY MOORE., "WHITMOOR", BRADSHAW LANE, GREENHALGH, Near KIRKHAM, with effect from the Eighteenth day of February 1991.

DATED this Twenty Seventh day of February 1991.

SIGNED.....
Director of Environmental Health and Housing

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960

Section 3

LICENCE AMENDMENT

Whitmoor, Bradshaw Lane, Greenhalgh, Kirkham.

Condition number one of the Touring Caraven Site Licence dated 4th September 1975 is hereby amended to read 25 caravans instead of 16.

DATED this First day of December 1993.

SIGNED.....
Director of Environmental Health and Housing



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

Whitmore Farm Caravan Park, Bradshaw Lane, Greenhalgh, Preston, Lancashire

Site Licence Amendment

Condition 1c of your site licence is hereby amended to the following-

"The site shall be used as a touring caravan site only during the period 15th February until 31st December each year. Between the 1st January and the 14th February in any year, all caravans shall be removed from the site".

Dated 7th day of January 2016

A handwritten signature in black ink that reads 'Tracy Morrison'.

.....
T Morrison Director of Resources
Resources Directorate

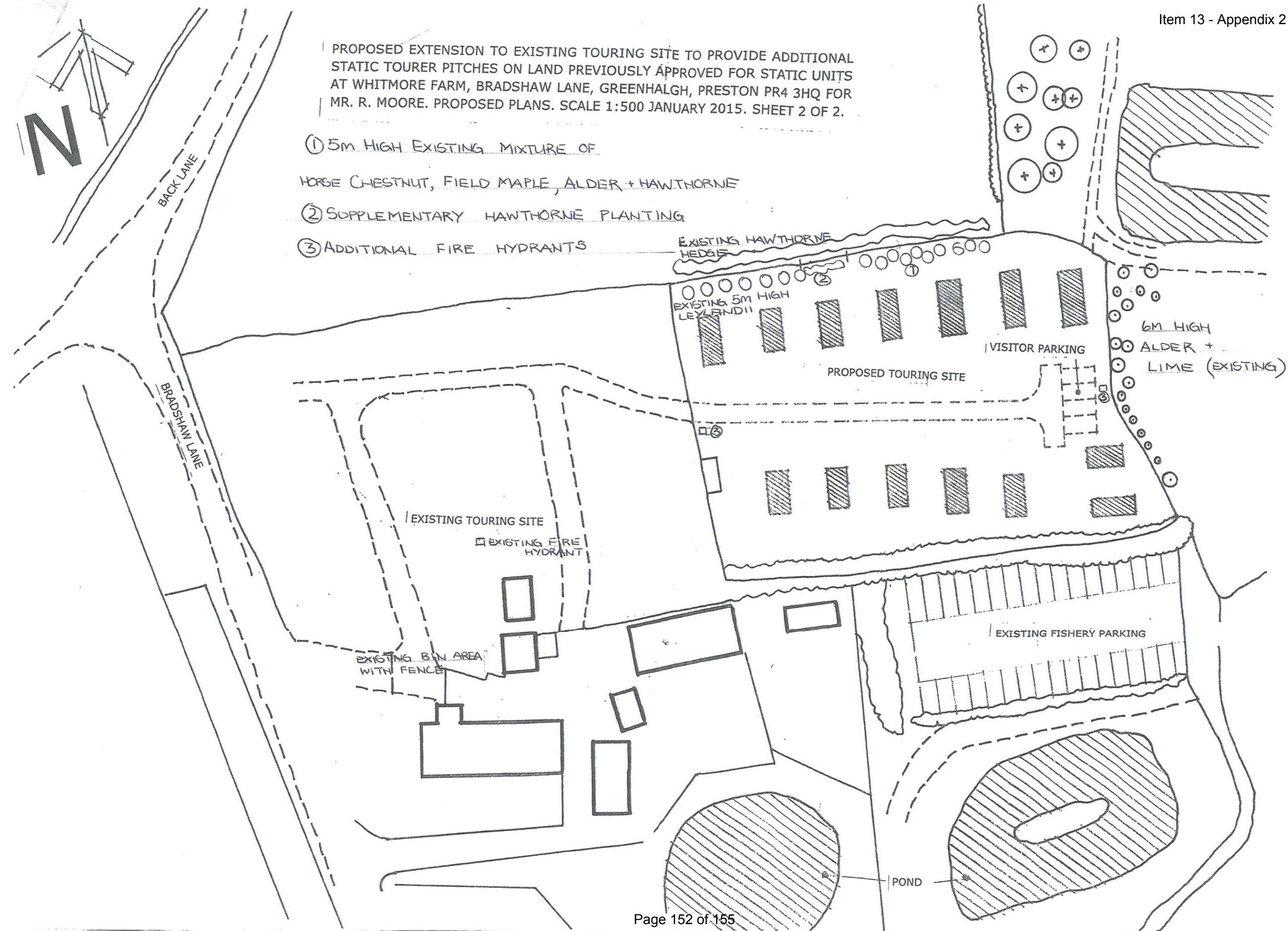
PROPOSED EXTENSION TO EXISTING TOURING SITE TO PROVIDE ADDITIONAL STATIC TOURER PITCHES ON LAND PREVIOUSLY APPROVED FOR STATIC UNITS AT WHITMORE FARM, BRADSHAW LANE, GREENHALGH, PRESTON PR4 3HQ FOR MR. R. MOORE. PROPOSED PLANS. SCALE 1:500 JANUARY 2015. SHEET 2 OF 2.

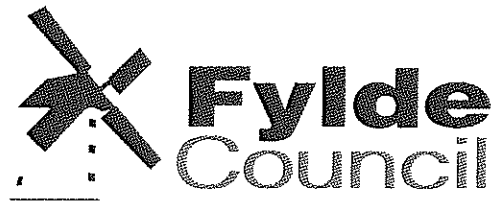
① 5m HIGH EXISTING MIXTURE OF HORSE CHESTNUT, FIELD MAPLE, ALDER + HAWTHORNE

② SUPPLEMENTARY HAWTHORNE PLANTING

③ ADDITIONAL FIRE HYDRANTS

N





Town and Country Planning Acts

Change of Use Granted

Part 1 - Particulars of Application

Application Number: 15/0077

Location: WHITMORE FARM, BRADSHAW LANE, GREENHALGH WITH THISTLETON, PRESTON, PR4 3HQ

Description: PROPOSED CHANGE OF USE OF LAND TO FORM ADDITIONAL 14 TOURING CARAVAN PITCHES FOR HOLIDAY USE AS EXTENSION TO EXISTING TOURING HOLIDAY CARAVAN 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.

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 caravans stationed on that part of the site the subject of this permission shall be used for holiday purposes only and shall not be occupied as a person's sole, or main place of residence.

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.

- 3 The owners/operators of the caravan site shall maintain a register of names of all owners/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.

- 4 Prior to first use of the site for the use hereby granted a landscaping scheme and programme shall be submitted to and approved in writing by the Local Planning Authority before any development is commenced. Specific details shall include finished levels, means of enclosures, car parking [as applicable] hard surfacing materials, minor artifacts and street furniture, play equipment, refuse receptacles, lighting and services as applicable soft landscape works shall include plans and written specifications noting species, plant size, number and densities and an implementation

programme. The scheme and programme shall thereafter be varied only in accordance with proposals submitted to and approved by the Local Planning Authority and such variations shall be deemed to be incorporated in the approved scheme and programme. The approved landscaping scheme shall be implemented in a timetable of planting to be agreed in writing with the Local Planning Authority but which in any event shall be undertaken no later than the next available planting season. The developer shall advise the Local Planning Authority in writing of the date upon which landscaping works commence on site prior to the commencement of those works.

To enhance the quality of the development in the interests of the amenities of the locality.

- 5 The whole of the landscape works, as approved shall be implemented and subsequently maintained for a period of 10 years following the completion of the works. Maintenance shall comprise and include for the replacement of any trees, shrubs or hedges that are removed, dying, being seriously damaged or becoming seriously diseased within the above specified period, which shall be replaced by trees of a similar size and species. The whole of the planted areas shall be kept free of weeds, trees shall be pruned or thinned, at the appropriate times in accordance with current syvicultural practice. All tree stakes, ties, guys, guards and protective fencing shall be maintained in good repair and renewed as necessary. Mulching is required to a minimum layer of 75mm of spent mushroom compost or farm yard manure which should be applied around all tree and shrub planting after the initial watering. Weed growth over the whole of the planted area should be minimised. Any grassed area shall be kept mown to the appropriate height and managed in accordance with the approved scheme and programme.

To ensure a satisfactory standard of development and in the interest of visual amenity in the locality.

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:

EP14 Landscaping of new developments

SP02 Development in countryside areas

TREC07 Touring Caravan & Camping Sites

Informative notes:

1. The site owner is required to 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 & Development Act 1960

As 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 of Control and Development Act 1960.

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: 07/04/2015

Signed:



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Director of Development Services
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