

**These are the conditions attached to the Site Licence in respect of land situate at ROCKLANDS, ROCKLANDS LANE, HASTINGS, TN35 5DY (called "the said land")**

## **CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**

### **STATIC CARAVAN HOLIDAY SITE LICENCE CONDITIONS**

#### **A GENERAL CONDITIONS**

1. No caravan not on a hard standing as specified hereunder shall be stationed on any part of the said land between 15<sup>th</sup> January and the 1<sup>st</sup> March in that year except in an area approved in writing by the Council as a winter storage area and no caravan stationed on the land shall be used for the purposes of human habitation between those dates. Such hard standing of a suitable material shall extend over the whole area occupied by the caravan placed upon it and should project not less than 1m outwards from the entrance or entrances of the caravan.
2. A maximum of 82 caravans shall be stationed on the said land at any one time **and only then if the spacing requirements between units defined in conditions B1 to 4 inclusive are met.**
3. There shall be stationed on this land only caravans that fall into the definition of caravan under the Caravan Sites & Control of Development Act 1960 section 29 sub-section 1, and the Caravan Sites Act 1968, Section 13.
4. A plan of the layout of the said land showing the position of the caravans, roads, pathways, information point, and refuse storage points, must be deposited with the Council when making an application for either a new site licence or variation to an existing site licence. None of the items listed above shall be moved, added to or removed on the said land without the submission of a revised layout plan of the site to the Council and the written approval of the Council being obtained first.

**Note:** The approved caravan site layout plan for this licence is attached.

5. The licensee(s) shall take all such reasonable steps as may be open to him/her to secure compliance with the conditions of this licence by all persons permitted at any time to enter upon the said land and shall also ensure that -
  - (a) no waste water is discharged on the ground;
  - (b) the said land is left free from refuse and litter and in a clean, tidy and sanitary condition so that the circulation of vehicles and pedestrians is not impeded by reason of mud or otherwise.

#### **B DENSITY AND SPACE BETWEEN CARAVANS**

1. Subject to the following variations, the minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties shall be not less than 5m between units, 3.5m at the corners. For those with a plywood or similar skin it shall be not less than 6m. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance shall be 6m. The point of measurement for porches etc is the exterior cladding of the caravan.
2. Porches may protrude 1m into the 5m and should be of the open type.
3. Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 3.5m clear space between them (4.5m if mixture of caravans) and such items shall not face each other in any space. If they are enclosed, they may need to be considered as

part of the unit and, as such, should not intrude into the 5m (or 6m) space.

4. A shed, a covered storage space or an enclosed porch may be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the unit on either side. Car ports and covered walkways shall in no circumstances be allowed within the 5 or 6m space. Any existing sheds, covered storage spaces or enclosed porches not so constructed shall be replaced with structures complying with this standard within twelve months, but only after submitting written details of such proposals to the licensing authority, and upon receipt of written approval from the licensing authority.

## **C ROADS AND FOOTPATHS**

1. As there are no touring vans using this site, road carriageways of no less than 3m width are acceptable. The existing roads must be maintained in good order. A verge with a minimum width of 1m should be maintained on either side of the carriageway. Footpaths must be maintained in good order and must be not less than 0.75m wide. The road surface shall be maintained to provide suitable falls to facilitate the run-off of surface water, and positive drainage shall be provided where necessary to prevent ponding or flooding of adjacent property.
2. Except where the Council may give prior approval in writing to some other method of construction, maintenance of roads shall be in accordance with the following specification:-

Formed from a concrete slab resting on a compacted granular sub-base.

The thickness of road construction required will vary depending on the nature of the sub-soil and the volume of weight of traffic using the road and to determine the necessary thickness the following general principles should be followed. The minimum permissible construction thicknesses are:-

Granular sub-base	80mm
Concrete road slab	150mm

All organic material, top soil and soft sub-soil shall be removed from the area of the carriageway or footpath and the formation trimmed to facilitate a uniform construction thickness. Other suitable methods of construction may be acceptable with prior written consent of the Council.

3. Except where the Council may give prior approval in writing to some other method of construction, maintenance of each footpath shall be in accordance with the following specification:-

Constructed of concrete slabbing of not less than 75mm thickness laid on a granular sub-base not less than 50mm thickness.

Expansion and contraction joints shall be provided in the concrete slabs at suitable intervals and the minimum compressive strength of the concrete at 28 days shall be 28 Newtons per square millimetre.

All details of the road construction including gradients, crossfalls, drainage details, materials for construction and workmanship shall be to the satisfaction of the Council.

4. Each road and footpath shall be maintained in good condition and repair, they shall be suitably lit and emergency vehicle routes must be kept clear of obstruction at all times.

5. There shall be adequate surface water drainage for carriageways, footpaths and paved areas for the site generally and details shall be to the satisfaction of the Council. It should be noted that the permission of the Environment Agency may need to be obtained for the discharge of surface water to, diversion, or culverting of a watercourse or stream. It is the responsibility of the licensee to ensure that any such consents are obtained.

**Note:** See also condition 3 under the section headed I **CAR PARKING.**

6. Access to Sites
- (i) Vehicular access together with any necessary visibility splay shall be provided and maintained to the satisfaction of and in accordance with approvals of the Council.

## **D FIRE AND GAS SAFETY ISSUES AND EMERGENCY INFORMATION**

1. Ensure Compliance with the Regulatory Reform (Fire Safety) Order 2005, which is enforced by the East Sussex Fire and Rescue Service, who can be contacted for advice. The licensee is responsible for obtaining specialist advice on these matters, which will necessitate measures including the following:-

- Undertake a suitable and sufficient Fire Risk Assessment of the site and act on the findings. The Fire Risk Assessment must include identifying suitable locations for fire points with a means of raising the alarm, and the provision of suitable fire fighting media suitable for the risk.
- Make available the latest version of the Fire Risk Assessment for inspection by residents and when requested, a copy of the risk assessment shall be made available to the Fire and Rescue Service and the Council.
- Emergency vehicles should be able to secure access at all times to within 90m of any unit on the site.

2. Fire Hazards
- 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.

3. Storage and Use of Liquefied Petroleum Gas (LPG)
- LPG used on the site shall comply with the appropriate health and safety design, installation, maintenance and use requirements.

**Note:** The Health and Safety Executive provide information regarding LPG on their website [www.hse.gov.uk](http://www.hse.gov.uk) and reference the useful information sheets and codes of practice published by UKLPG [www.uklpg.org](http://www.uklpg.org) , which is the trade association for the LPG industry.

4. Information Point
- The licensees must maintain an information point in a prominent location on the site. It must be readily accessible to all residents of the site. The existing redundant telephone box is acceptable for this purpose.
- The following must be clearly displayed & maintained in a weatherproof fashion at the information point:-

- The name and address of the site;
- The name and contact details for the licensees &/or their nominated representatives enabling them to be contacted in an emergency;

- The contact details for the Police, Ambulance, and Fire and Rescue Services;
- The Contact details for the Hastings Borough Council Licensing Team;
- The contact details for local doctors, hospital and pharmacies;
- The location of the nearest public telephone;
- A copy of the caravan site license and site layout plan;
- A copy of the current electrical installation inspection certificate;
- A notice indicating what action is to be taken in case of emergency;
- Any other information that the licensees believe will be useful for the residents;
- A comprehensive first aid kit.

The information displayed at the information point must be supplied to each arrival on the site.

## **E ELECTRICAL INSTALLATIONS**

1. Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
2. 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, shall 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 the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988 Statutory Instrument 1988 No. 1057, any subsequent relevant statutory instruments.
3. Work on electrical installations and appliances shall 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 shall 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 shall be judged against the current regulations.
4. The licensee must ensure that within one month of a competent person carrying out an inspection of the electrical installation, that person provides the licensee with 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 license. The cost of the inspection and report shall be met by the site operator or license holder.
5. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified within the time periods stated by the competent person. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.
6. If there are overhead electric lines on the site, they must be at a minimum height of 4.5m and suitable warning notices shall 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.

## **F WATER SUPPLY**

1. A constant and sufficient supply of wholesome drinking water shall be made available on the said land in accordance with the following requirements during any period in which any caravan is stationed on the said land for the purposes of human habitation -
  - (a) the supply shall comply with the appropriate water byelaws and statutory quality standards;
  - (b) each caravan hard standing shall be supplied with a piped water supply;
  - (c) adequate provision shall be made for the drainage of all waste water from each caravan to a drain connected to a public sewer or other means of drainage approved by the Council.

## **G DRAINAGE, SANITATION AND WASHING FACILITIES**

1. All caravans on the site must be maintained as individually fully serviced units for sanitation and drainage purposes. Satisfactory provision shall be maintained for the foul drainage of all sanitary appliances, either by connection to a public sewer or other means of drainage. No changes to the existing sanitation & drainage systems must be made without first obtaining the written consent of the Council.
2. The laundry facility consisting of 2 deep sinks and a large washing machine and drier, must be maintained in clean and tidy condition, and all equipment must be maintained in good and safe working order.
3. All caravans must continue to have their own water supply and water closet, and associated sanitary appliances, and each caravan hard standing must continue to be provided with a connection to the foul drainage system. The connection shall be capable of being made airtight when not in use.

## **H REFUSE DISPOSAL**

1. 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.
2. Where communal refuse bins are also provided these shall be of similar construction and housed within a properly constructed bin store.

## **I CAR PARKING**

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

**Note:** The East Sussex Fire and Rescue Service have expressed concern at cars being parked between caravans, as the heat output from a caravan is large and the radiated heat could start a secondary fire within a car parked adjacent. They also advise that the heat output generated from a burning car is now greater than when the model standards were published in 1989. On this basis they would prefer cars to be only parked between caravans for loading and unloading. Whilst not a licence condition, the Fire and Rescue Service advise that the licensee should consider this in the context of their fire risk assessment for the site.

2. Except where the Council may give prior approval in writing to some other method of construction, maintenance of the car park areas should be in accordance with the

specification for roads set out in C2 above.

3. Within 3 months of the date of issue of this license (or any other timeframe subsequently agreed by the licensing authority), the licensee must submit proposals for the consideration and consent of the licensing authority, to improve the drainage of surface water running over the sloping area of concrete hard standing coloured green, and the short area of roadway that extends from it into the area hatched red on the site plan. The licensee must implement any such proposals within 3 months of the Council granting consent for them (or any other timeframe subsequently agreed by the licensing authority).

**Note:** It appears that surface water draining off the lower sections of the areas described in 3 above has eroded and/or is penetrating the adjacent ground. There is cracking to the lowest section of the concrete roadway and the ground immediately adjacent to this lower area, associated with a landslide. The surface water drainage measures are required to prevent such erosion and/or penetration of surface water into the upper part of the landslide and hence avoid adversely affecting ground stability.

## **J LICENCE**

1. At all times when caravans are stationed on the said land for the purposes of human habitation a copy of this license and these conditions shall be on display on the said land at the information point.

### **CONDITIONS RELATING TO THE LOWER SLOPES OF THE ROCKLANDS SITE.**

**Note:** The site is located on a slope that has ground stability issues. Ground instability has affected the lower part of the site within the area hatched red on the plan. The Council's geotechnical specialists have advised that it may be feasible to remediate this area of the site to prevent factors adversely affecting land stability, such as surface water ponding and/or penetrating the upper sections of the landslide. They have advised that a sufficiently detailed slope stability assessment undertaken by a **Competent Person**, would enable the licensees to confirm whether or not remedial works are feasible, and if so the nature of those works.

**See attached site plan adapted from a plan provided to the Council by the licensees on 14<sup>th</sup> July 2015. The area shown hatched red on the attached site plan is subject to the following conditions:-**

- 1) No caravans are to be located within this area;
- 2) Within 6 weeks of the date of issue of this license (or any other timeframe subsequently agreed by the licensing authority), the licensee must submit suitable proposals to the licensing authority for the fencing and signage of the area hatched red on the site plan. Within 8 weeks of the licensing authority consenting to any such proposals (or any other timeframe subsequently agreed by the licensing authority), the licensee must erect the fencing and signage.

**Note:** The purpose of the fencing is to make it clear to people visiting the site that access to this area is generally prohibited, because it is subject to ground instability and therefore potentially dangerous. Any proposals submitted in relation to 2 above must comply with planning legislation and the licensee is advised to seek professional advice prior to submitting such proposals. The upper boundary of the area hatched red runs along the foot of the steep section of wooded slope.

- 3) This area may only be used for the storage of materials ancillary to the operation of the caravan site, and only then on the upper rear half of the 8 redundant concrete caravan bases, and to a height of no more than 1 metre 50 centimetres. No household or commercial waste is to be stored in this area.
- 4) There can be no development (as defined in section 55 of the Town and Country Planning Act 1990) at all within this area including but not limited to structures, changes to the landform geometry, or modifications of surface cover (other than strimming and/or mowing), without the prior written consent of the licensing authority (such consent not to be unreasonably withheld).
- 5) No fill, earth materials or similar are to be emplaced, redistributed or removed from this area without the prior written consent of the licensing authority (such consent not to be unreasonably withheld).
- 6) The recreation space at the lower south-eastern part of the site is currently not suitable for use due to the unstable ground conditions. If the licensees want to restore it, they must first submit written proposals to the Council for their consideration and consent.

**Note:** The licensing authority is unlikely to consider providing consents to requests made in relation to 4, 5 and 6 above unless an appropriate slope stability assessment undertaken by a **Competent Person** is submitted with the request.

- 7) The existing redundant utility supply infrastructure must remain isolated from the remainder of the site infrastructure in order that in the case of the electricity supply cabling it doesn't present a safety hazard, and in the case of the water supply and foul drainage pipework, there can be no leakage to the adjacent ground.
- 8) The lighting column located furthest away from the lower parking area to the rear of the 7<sup>th</sup> and 8<sup>th</sup> redundant caravan bases must not be routinely used. It should remain off other than for lighting of the immediate vicinity in an emergency, or for essential maintenance to the surrounding area, such as the foul drainage plant after dark.
- 9) The licensee shall within 6 weeks of the date of issue of the licence (or any other timeframe subsequently agreed by the licensing authority), submit for the written approval of the licensing authority a detailed plan produced by a competent person for the management of land stability within the caravan site. The plan shall include details of:-
  1. Regular visual inspections to identify and monitor signs of land instability affecting the caravan site and infra-structure (including the foul drainage system), to be carried out by the licensees and/or their staff at least every month and also following severe weather events.
  2. Circumstances identified through the regular inspections that will trigger the need for a competent person to be consulted for additional advice (for example if signs of land instability are recorded near to vulnerable site infra-structure or caravans).
  3. Contingency measures to be implemented to ensure the safety of any occupants and visitors to the site in the event of further serious land slips occurring.

4. Proposals to mitigate the risk of the foul drainage system being compromised by slope instability.
5. Contingency measures to be implemented to safeguard people on the site and the natural environment, in the event of serious land slips compromising the foul drainage system. Such measures shall include details of rapid action to isolate and pump out and contain effluent from the damaged sections of the foul drainage system to prevent pollution of the adjacent ground and ground waters.

In the event of significant/material change(s) in the characteristics or extent of the landslide being observed then an assessment of the site shall be undertaken by a competent person.

The licensee shall ensure that records of the inspections and any associated advice from competent persons, and the contingency measures are maintained on site, and are available for production to the licensing authority for inspection on reasonable notice being given. In this context:

- The right to call for production of the records shall not create any right of access or entry onto or into the licensee's premises.
- The Council acknowledges and agrees that such records shall be confidential to the licensee and it agrees to keep them and the information they contain confidential.

**Note:** For the purposes of the site-specific ground and structural stability conditions in this licence, a **Competent Person** is defined as a person such as a Geotechnical Advisor with a recognised relevant qualification, sufficient experience in dealing with the type(s) of pollution or land instability, and membership of a relevant professional organisation. Relevant organisations include bodies such as the Association of Geotechnical and Geo-environmental Specialists, the British Geotechnical Association, and the Institution of Civil Engineering.

The licensing authority agrees to review the requirement for and the reasonableness of these special conditions relating to the lower slopes of the Rocklands Site at least every five years and if it is given notice by the licensee that the Competent Person is of the opinion that some or all of these special conditions are no longer required and/or are unreasonable, and the licensing authority will exercise its power to alter such conditions (section 8 of the Caravan Sites and Control and Development Act 1960) in the event that in the view of the licensing authority any such conditions are no longer required and/or are unreasonable.