

REPORT FOR DECISION

MEETING:	LICENSING & SAFETY PANEL
DATE:	26th APRIL 2018
SUBJECT:	LICENSING OF TOURING SITES GENERAL CONDITIONS
REPORT FROM:	ASSISTANT DIRECTOR (LOCALITIES)
CONTACT OFFICER:	M BRIDGE/A WILLIAMS/M STREET
TYPE OF DECISION:	COUNCIL
FREEDOM OF INFORMATION/STATUS:	This paper is within the public domain
SUMMARY:	Approval of Campsite Licence
OPTIONS & RECOMMENDED OPTION	<ol style="list-style-type: none"> 1. Members adopt the proposed standard conditions in respect of campsite under the Public Health Act and Caravan Sites and Control of Development Act 1960 1936 contained at Appendix 1. – Preferred option. 2. Members refuse to adopt the standards conditions under the Public Health Act 1936 and Caravan Sites and Control of Development Act 1960. 3. Members make amendments to the proposed standard conditions proposed

IMPLICATIONS:	
Corporate Aims/Policy Framework:	Do the proposals accord with the Policy Framework? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Financial Implications and Risk Considerations:	There are no specific issues from the report other than potential costs/risks associated with legal appeals.
Statement by Director of Finance and E-Government:	The cost of the licensing function are funded through the fees and charges levied by the Council. There may be additional costs if appeals are lodged with the Magistrates and Crown Courts.
Equality/Diversity implications:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Considered by Monitoring Officer:	Yes <input checked="" type="checkbox"/> Comments
Are there any legal implications?	Under the legislation the Council is required to determine applications. The report is in accordance with the appropriate legislation.
Staffing/ICT/Property:	None
Wards Affected:	All
Scrutiny Interest:	

TRACKING/PROCESS

DIRECTOR:

Chief Executive/ Strategic Leadership Team	Executive Member/Chair	Ward Members	Partners
Scrutiny Committee	Committee	Council	

1.0 BACKGROUND

- 1.1 Applications for a campsite are considered under section 269 of the Public Health Act 1936. Bury Council has not previously received an application for a campsite, therefore the Council are required to determine any applications that are received.
- 1.2 The Local Authorities (Functions and Responsibilities)(England) Regulations 2000 as amended indicate that this is a council function and under the Council's Constitution is delegated to the Licensing and Safety Panel.
- 1.3 A licence is required if the site is operating for more than 42 consecutive days or more than 60 days on any 12 consecutive months.

2.0 CURRENT ISSUES

- 2.1 Members of the Licensing and Safety Panel are being requested to adopt the conditions proposed under the Public Health Act 1936 which are attached at Appendix 1.

3.0 CONCLUSION

- 3.1 Members are requested to consider the options contained in the report.
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List of Background Papers:-

Public Health Act 1936

Contact Details:-

Mr M. Bridge
Licensing Unit Manager
3 Knowsley Place
Duke Street
Bury
BL9 0EJ
Telephone: 0161 253 5209
Email: m.bridge@bury.gov.uk

Please note that these conditions are for touring tent & caravan sites. They are not for static sites, park homes and traveller sites although there will be some similarities in the conditioning.

Density

1. Site density should not exceed 75 units (caravans or motor caravans) per hectare (30 units per acre) calculated on the basis of the useable area rather than the total site area (i.e. excluding crags, lakes, roads, communal services etc), provided that, where tent camping is also permitted, the maximum number of units stationed on the site at any one time should be reduced by the number of pitches occupied by main tents stationed for human habitation.
2. Where the number of units on the site is to be limited by condition, it may be appropriate to prescribe maxima by reference to specified periods so as to permit up to 10% more units during such peak holiday periods as may be agreed between the site licensing authority and the licence holder without the provision of additional facilities, provided that:- (I) the provisions of paragraph 1 above are complied with; and (ii) the standards relating to spacing, as set out in paragraphs 3 - 5 below are complied with.

Spacing

3. Every unit should be not less than 6 metres from any other unit in separate family occupation and not less than 3 metres should be permitted between units in any circumstances.
4. Vehicles and other ancillary equipment should be permitted within the 6 metres space between units in separate family occupation but, in order to restrict the spread of fire, there should always be 3 metres clear space within the 6 metres separation.
5. Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.
6. There should be a 3 metre wide area kept clear within the inside of all the boundaries.

Drinking Water Supply

7. There should be an adequate supply of drinking water that is provided in accordance with appropriate Water Bylaws and Statutory Quality Standards. Drinking water should be clearly marked as **Drinking Water**.
8. Each pitch on a site should be no further than 90 metres from a water tap.
9. At each tap there should be a soakaway or gulley.

Waste Water Disposal

10. Waste water disposal points should be provided so that each pitch is no further than 90 metres from a waste water disposal point. The appropriate Water Authority should be consulted about the arrangements for disposal of water likely to be contaminated.

Toilets : WCs and Chemical Closets

11. The scale of provision should be 1 WC and 1 urinal for men and 2 WCs for women per 30 pitches and their location should be to the satisfaction of the licensing authority. The pro rata scale can be reduced where sites have over 120 pitches (see also paragraph 12 below). Toilets may not be justified where sites have less than 10 pitches but on sites with between 10 and 30 pitches at least 1 WC and 1 urinal for men and 2 WCs for women should be provided.
12. Where the provision of WCs is not feasible or justified entry should be confined to units with their own toilets or chemical closets should be provided.
13. Satisfactory provision should be made for the drainage of foul water.

Disposal Point for Chemical Closets

14. Whether or not WCs are provided a properly designed disposal point for the contents of chemical closets should be provided together with an adjacent adequate 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.

Washing Points

15. There should be a minimum of 4 wash basins supplied with water per 30 units, 2 each for men and women. They should be adjacent to the toilets.

Hot water: Showers

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

Disabled Persons

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

Electrical Installations

18. The electrical installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested and inspected in accordance with the provisions of the current relevant statutory requirements. Any works 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. Any work on the electrical installation within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

Refuse Disposal

19. Adequate provision should be made for the storage, collection and disposal of refuse. (It is expected that site operators should normally be able to meet their responsibilities by making arrangements with the local authority).

Fire Precautions

20. Where fire extinguishers are provided no unit should be further than 90 metres from a fire point. At each fire point there should be two water (gas expelled) extinguishers each of 9 litres capacity that meet 21A standard and complying with British Standard 5306:2012, two 6 litre water with additive will also achieve the 21A standard to deal with class A fires. At each point there should also be a means of raising the alarm in the event of fire (e.g. a manually operated sounder, gong or hand operated siren). All firefighting equipment susceptible to damage by frost should be suitably protected.
21. Where standpipes are provided rather than fire extinguishers no unit should be further than 30 meters from a fire point. There must be a water supply of sufficient pressure and flow to project a jet of water approximately 5 meters from the nozzle, together with a reel of small diameter hose of not less than 30 meters in length, having means of connection to a water standpipe (preferably a screw thread connection) and terminating in a small hand control nozzle. Hoses should be housed in a box painted red and marked A HOSE REEL.
22. The fire points should be clearly marked and easily accessible. All firefighting equipment should be maintained in working order and kept available for use and for inspection by the licensing authority.
23. Each fire point should exhibit a conspicuous notice indicating the action to be taken in case of fire and the location of the nearest telephone. The notice should include the following:- On discovering fire
1. Raise the alarm
 2. Ensure the affected unit is evacuated
 3. Call the Fire Brigade (the nearest telephone is sited)
 4. If practicable, attack the fire using the firefighting equipment provided.

Liquefied Petroleum Gas

24. Arrangements for the storage of Liquefied Petroleum Gas (LPG) on the site should be in accordance with the current national Code of Practice and regulations. CAGE

Site Notices

25. A sign indicating the name of the site should be displayed at the site entrance.
26. Notices should be displayed prominently on the site indicating the action to be taken in the event of an emergency and show where the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone. Where practicable a telephone should be provided on the site and the full address of the site should be displayed near the telephone.
27. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
28. At sites with overhead electric lines, warning notices should be displayed on the supports for the lines and at the site entrance. Where appropriate, these should warn against the danger of contact between the lines and the masts of yachts or dinghies.
25. A copy of the site licence with its conditions should be displayed prominently on the site.

Screening, Site Road, Etc.

26. Any screening by the way of bushes or trees which are required by the District Council shall be maintained to a proper standard.
27. Site grass shall be kept cut to a reasonable level.
28. Any access, access road or site road shall be maintained in good condition.

Site Boundaries

29. The boundaries of the site shall be clearly marked by a man made or natural feature and the site owner shall give the authority an up to date layout of the site on application of the licence, when there is a material change to the boundaries or layout or if requested by the local authority. The plan must show all relevant structures, features and facilities on site.

Other Conditions

30. Unless individual planning permission suggests otherwise no caravan or tent shall be permitted to remain on the site for more than twenty-one consecutive nights. The holder(s) for the time being of this site licence shall maintain a

register of the users of each pitch on the site. Such registers shall be made in such forms as the Environmental Services officers shall from time to time approve but shall in any event contain sufficient particulars of the names and addresses of every person occupying a pitch on the site, whether with caravan or tent and the date of actual vacation of the pitch.

Unless individual planning permission suggests otherwise the site shall only be used for caravans and tents from the 1st March to the 31st October in each year. The site shall be completely cleared of all caravans, tents and structures of a temporary nature by the 1st November in each year.



Public Health Act 1936 – Section 269

Application for Licence to Use Land as a Site for Moveable Dwellings

Name of applicant(s)

Address of applicant(s)

Post code

Telephone number(s)

I
here

by apply for a Licence under Section 269 of the Public Health Act 1936 authorising the use as a site for moveable dwellings on the land within your Borough occupied be me/us at:

Post code

Telephone number(s)

Address of site:

Name of Site:

Appl

licants Interest in land (Give particulars of tenancy or lease if any):

Acreage of site:

Has the applicant
time in the

held a site licence which has been revoked at any
last 3 years?

Yes

No

If yes please give details

Please state the maximum number of tents proposed to be stationed at any one time:

Please state

What are the arrangements for refuse disposal:

Please state

What are the arrangements for sewage and waste disposal:

Electricity Supply

Are there electric hook-ups for tents? Yes ☐ No ☐

If yes how many

Do you have a NICE/IEE Certificate? Yes ☐ No ☐

Toilet facilities

Please state below your numbers for the following:

Numbers of	Male	Female
WC's		
Showers		
Wash hand basins		
Hot & cold water points		
Urinals		
Chemical disposal points		

Do you have a water tap for cleaning closets? Yes ☐ No ☐

Foul Water Drainage

Which of these relates to your site?

Sewer	Septic tank	Cesspool

If you have a Septic tank or package sewage treatment plant where does it discharge?

Please state.

If
you
hav

e a Cesspool who empties it and how often?

Water Supply

How many water points do you have?

What is the average distance from the tents?

Stat
e
the
near

est supply of drinking water **IF NONE ON SITE**, and its distance from the site.

Are gullies present at the water points?

Yes

No

Are soakaways present at the water points?

Yes

No

Fire Points

Please give the number of fire points you have:

What is the average distance from the tents?

Plea
se

state how many fire extinguishers you have and what type they are:

Please state the number of hoses you have and what type:

Planning permission

Has
planning

planning permission for the site been obtained from the local
authority?

Yes

No

If yes state:

a) Date of permission:

b) Planning reference:

c) Date on which permission will expire:

If **no** has permission been applied for?

Yes

☐

No

☐

If planning permission has been applied for please state the date the application was made and the

Date

Reference number

planning reference number.

A layout plan of the site to a scale not less than 1:500 should be attached showing the boundaries of the site, the positions of the tent pitches and (where appropriate):

Roads and footpaths	Recreation spaces	Water supply
Toilet blocks stores & other buildings	Fire points	
Foul & surface water drainage	Parking spaces	

Declaration

I confirm that the information I have provided on this application form is true to the best of my knowledge and belief.

Signature

Dated

Section 269 (4) provides that where under the section an application for a licence is made to a local authority, the authority shall be deemed to have granted it unconditionally, unless within 4 weeks from the receipt thereof they give notice to the applicant stating that his application is refused, or stating the conditions subject to which a licence is granted, and if an applicant is aggrieved by the refusal of the authority to grant him a licence, or by any condition attached to a licence granted, he may appeal to the Court of Summary Jurisdiction.

Please return the completed application with the site layout plan and electrical certification to:

Urban Renewal
Department for Communities and Wellbeing
Room 35, Town Hall
Knowsley Street
Bury
BL9 0SW

NOTE 1

If you are aggrieved by any condition attached to this licence you may appeal to a court summary jurisdiction within 21 days in the case of Section 269 of the Public Health Act 1936 or 28 days in the case of the Caravans Sites and Control of Development Act 1960 from the date of receiving this licence.

NOTE 2

A. **Caravans** - means any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle or trailer) and any motor vehicle so designed or adapted.

Note 3

The council must be notified of any alterations or additions to the site prior to them taking place.