

REPORT FOR DECISION

MEETING:	LICENSING & SAFETY PANEL
DATE:	26th APRIL 2018
SUBJECT:	LICENSING OF CAMPSITE
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	<p>In addition</p> <ol style="list-style-type: none"> 1. Members are requested to grant a licence with conditions attached from the adopted standard conditions in relation to The Paddock, Sheep Hey Farm for 20 pitches – this is the preferred option 2. Members refuse to grant the licence with proposed conditions for a campsite in relation to The Paddock, Sheep Hey Farm.

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 touring site licences (caravan & tented sites) are considered under section 269 of the Public Health Act 1936. Bury Council has not previously received an application for a campsite licence, therefore the Council are required to determine any applications that are received.
- 1.2 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.
- 1.3 There are currently no licensable camp sites in the Borough of Bury.
- 1.4 In light of no applications being previously received, the council needs to adopt conditions under section 269 (1) of the Public Health Act 1936 in order to apply such conditions that are relevant to all new licence applications.

2.0 CURRENT ISSUES

- 2.1 Members of the Licensing and Safety Panel have been requested to adopt the conditions proposed under the Public Health Act 1936 which are attached at Appendix 1.
- 2.2 Prior to the application being submitted to the Council by Mrs Rothwell, an initial site visit was undertaken by officers of the Councils Housing Standards Department and the Fire Service on the 7th of November 2017. At the time of that site visit the camp site was not operating as it was out of season and all moveable structures had been removed so the field was empty.
- 2.3 A satisfactory Fire Risk Assessment for the campsite was obtained by the fire service at a previous visit from GMFRS. A copy of which is attached at Appendix 2.
- 2.4 Further advice was given by Council officers to Mrs Rothwell on the requirements in terms of conditions to meet the campsite licence. The licence application form was sent out on the 22nd of December 2017.
- 2.5 The Council received the application on the 28th February 2018 for a campsite license from Mrs Rothwell, whose full address is Kays Cottage, Sheep Hey Farm, Shuttleworth, Bury, BL0 0ND. A copy of the application, plan and photographs of the site and amenities are attached at Appendix 3. The plan indicates the relative position of the tents, fire pit and parking which are within the distance required by the licence.
- 2.6 Planning permission was granted for a Camp Site following an application for a Change of Use from a field at The Paddock, Sheep Hay Farm, Leaches Road, Shuttleworth, Bury, BL0 0ND on the 26th of May 2016. Permission was granted for 20 pitches (tents only, no caravans or motor homes are permitted) and the siting of 2 moveable portaloos and showers.
- 2.7 A second site visit was undertaken on the 12th of April 2018 by Housing Standards and the Fire Service. The field had at this point been set up again as a camp site as the season had begun.

The Paddocks has 2 bell tents, 2 yurt's and camping pods set up for hire which take up 5 of the pitches and are adequately spaced. The remaining 15 pitches are available for touring tents, there were none present at the time of our visit but 10 of the pitches had been marked out and provided adequate separation.

There are 4 water points for clean wholesome drinking water which is mains supplied. There are 4 toilets and 2 showers and each are supplied with wash hand basins and hot/cold water. All foul and other waste water from showers and washing area are drained to a tank which is emptied as required by Park Farms. Chemical closets are not used or brought onto site as the site is tented only. All waste produced on site is placed in lidded bins and then transferred to a skip located at the owner's property for collection by L & G skip hire when required.

The site has no electric hook up points at any of the pitches and LPG is not stored on site as bottled gas for the 5 Glamping pitches are replaced when they are empty.

- 2.8 Should the members of the Licensing and Safety Panel decide to refuse the application for a licence the applicant has a right of appeal to the Magistrates Court.

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:-

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Appendix One

The Following details the schedule of conditions proposed to be applied to the Paddock Camp Site under Public Health Act 1936 – Section 269.

This is an application for a Tented site only

Density

1. There shall be no more than 20 pitches on site as permitted by the planning department.
2. The pitches are for tents only and no caravan or motorhome is permitted on site.

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.

Waste Water Disposal

9. 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

10. 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.
11. 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.
12. Satisfactory provision should be made for the drainage of foul water.

Disposal Point for Chemical Closets

13. 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

14. 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

15. 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

16. 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

17. 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

18. Adequate provision should be made for the storage, collection and disposal of refuse.

Fire Precautions

19. 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.
20. 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.
21. 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.
22. 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

23. 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

24. A sign indicating the name of the site should be displayed at the site entrance.
25. 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.
26. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
27. 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.
- 28.25. A copy of the site licence with its conditions should be displayed prominently on the site.

Screening, Site Road, Etc.

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

32. Site Boundaries

- 33.29. 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.

34. Other Conditions

- 35.30. Unless individual planning permission suggests otherwise 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 and the date of actual vacation of the pitch.
1. Unless individual planning permission suggests otherwise the site shall only be used for 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.

36. NOTE 1

37.If you are aggrieved by any condition attached to this licence you may appeal to a court summary jurisdiction within 21 days on 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.

38. NOTE 2

39.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.

40. NOTE 3

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