



## MOVEABLE DWELLING LICENCE

Reference No. MDL001

**Local Authority:** Hertsmere Borough Council - Housing Services Department

In response to your application for a site licence in respect of land situated at the site address stated below, the Hertsmere Borough Council are pleased to issue this site licence in pursuant to Section 269 Public Health Act 1936 and is subject to conditions below and overleaf.

**Proprietors(s)**

Jessica GIBBS

Home Farm, Aldenham Road, Elstree, Hertfordshire WD6 3AZ

**Site Address**

Land at Home Farm, Aldenham Road, Elstree, Hertfordshire WD6 3AZ (as specified in the below planning decision).

**Planning Reference**

15/0145/FUL

**Additional Conditions**

This licence is issued following receipt of an application form dated 9<sup>th</sup> February 2016. This licence is granted on condition that the planning decision notice conditions (planning reference above and any subsequent planning conditions) and the site licence conditions attached) are followed.

Any change of address of the licensee must be notified to the licensing team on or before the date of moving pursuant of the Public Health Act 1936.

**Duration of Licence**

**Commenced:** 28<sup>th</sup> June 2016

**Expires:** Indefinite

Glen Wooldrige  
Director of Environment



Dated: 28<sup>th</sup> June 2016

## **Camp Site Licence Conditions**

*These conditions shall apply to the land known as **Home Farm Glamping, Home Farm, Aldenham Road, Elstree**. It includes the area shown on the plan attached to the site licence.*

*The term 'unit' is used to describe a moveable dwelling as defined in paragraph Part 3 of these conditions.*

***These conditions have yet to be adopted by the licensing committee of Hertsmere Borough Council***

***Any person may obtain a copy of these conditions or make any comment with regard to this site by contacting; Housing Services Department, Hertsmere Borough Council, Elstree Way, Borehamwood, Herts. WD6 1WA or by telephoning 0208 207 2277***

### **Part One – Plan of Site**

***1.1 - A suitable plan of the site must be provided which accurately indicates the location and type of any boundary fencing, the location of access points, the location of all buildings and the position of all pitch locations on site.***

***1.2 - A copy of this plan will be attached to the current Site Licence and form part of the licence as granted by the Borough Council***

### **Part Two – Units to be stationed**

*Any tent, any van or other conveyance (other than a caravan) whether on wheels or not, and any shed or similar structure, being a tent, conveyance or structure which is used either regularly or at seasons only, or intermittently, for human habitation but does not include a structure to which building regulations apply*

### **Part Three – Access to Site**

***3.1 - Access roads must be constructed of suitable materials to ensure safe access for all vehicles using the site.***

***3.2 - The licensee must ensure that suitable access is available for emergency service vehicles at all times.***

### **Part Four – Stationing of Units on Site**

***4.1 - Every Moveable Dwelling shall be stationed on the land in a safe and suitable manner.***

*4.2 - No unit may be stationed within 6 metres of any wall of any other unit stationed on the site.*

*4.3 - The licensee shall take all reasonable steps to prevent disorderly conduct by site users and to prevent noise or other nuisance likely to disturb other site users or nearby residents*

*4.4 - The total number of Moveable Dwellings shall at no time exceed the number shown on the licence*

### **Part Five – Suitable Signs and Notices**

*5.1 - A suitable sign must be prominently displayed at the entrance to the site indicating the **name of the site**, a **suitable contact telephone number** and displaying a **current post code** suitable to identify the location of the site.*

*5.2 -The sign must have a plan which shows the position of each unit, with the name or number shown.*

*5.3 - Any site considered to be in a location regarded as high risk of flooding must be registered with the Environment Agency Flood warning Direct Scheme and a suitable notice must be displayed to advise site users on appropriate action to take following any flood warning.*

*5.4 - Details of local medical practitioners should be displayed with appropriate contact telephone numbers.*

*5.5 - A copy of the current Site Licence and conditions must be prominently displayed throughout the period the site is occupied for holiday or leisure purposes*

*5.6 - All notices must be displayed in a position protected from the weather and out of direct sunlight.*

### **Part Six – Numbering of Pitches**

*6.1 - All available pitches should be numbered or named in accordance with the plan provided under Part One of these conditions.*

*6.2 - It is recommended that numbering or naming should be displayed on a static item such as an electricity hook-up point or an appropriate post.*

### **Part Seven – Information Required by Licensing Authority**

*7.1 - The licensee shall be required to record full details of all bookings made to use the site and shall produce this records upon reasonable request from an authorised officer of the Licensing Authority.*

*7.2 - Details of any proposed changes to the layout of the site or positioning of Moveable Dwellings*

*7.3 - Details of any changes to access points on the park*

*7.4 - Name and contact telephone number of any person responsible for the day to day running of the operation of the site*

## **Part Eight – Occupation of the Site for Holiday Purposes**

- 8.1** – This site is licensed to provide holiday and leisure occupation only.
- 8.2** - The facilities provided are to enable site users to enjoy a break away from their normal or main place of residence.
- 8.3** - The licensee is required to ascertain suitable information to his / her satisfaction that any Moveable Dwelling user has a proper home address at a location other than this holiday site
- 8.4** - The licensee shall at no time permit any site user to receive mail at this holiday site
- 8.5** - All site users must be encouraged to ensure they have access to a fully operational mobile telephone to use in the case of any emergency

## **Part Nine – Maintenance of Park**

- 9.1** - The licensee shall ensure that grass, hedges, trees and ditches are kept in a satisfactory safe condition.
- 9.2** - The site shall be kept clear of litter.
- 9.3** - The occupants of each Moveable Dwelling should have access to an adequate number of refuse bins with close-fitting lids or suitable plastic bags

## **Part Ten – Parking of Vehicles on site**

A maximum of two vehicles may be permitted in the separation distance between Moveable Dwelling units at this discretion of the site operator - the vehicles must be parked, at a mid-point between 2 units, end to end and not side by side, or at a separate designated parking area.

## **Part Eleven – Safety Considerations**

- 11.1** - Each and every condition of this Site Licence shall not apply to any Fire Safety matter to which requirements or prohibitions that are or could be imposed by the Regulatory Reform (Fire safety) Order 2005, specifically in relation to the Caravan Site.
- 11.2** - Controls in relation to fire safety do apply in as much and as far is compatible with the said Order
- 11.3** - The licensee must carry out a suitable fire risk assessment, which should be reviewed on an annual basis; a written copy of this assessment must be available upon reasonable request from an authorised officer of the Licensing Authority
- 11.4 - Fire points** – should be located throughout the site; as a guide within 50 metres of any Moveable Dwelling
- 11.5** - The Fire points must be clearly visible and signed 'Fire Point'

**11.6** - A Fire Action Notice must be displayed at the 'Fire Point' and should read as follows:-

- 1 – Do not take personal risks or attempt to tackle the fire
- 2 – Raise the alarm by whatever means is available
- 3 – Ensure the Fire and Rescue service has been called
- 4 – The nearest telephone is sited at .....
- 5 – The address of this site is .....
- 6 – The post code to identify the location of this site is .....
- 7 – Ensure the emergency services can gain access (open any gates to site etc.)
- 8 – Ensure the Fire & Rescue service are met on their arrival
- 9 – Ensure you can give details of the incident and whether any persons are known to be missing or trapped

**11.7** - The licensee must make regular checks to ensure these instructions can be clearly read

**11.8** - Fire extinguishers or other means of tackling fires should not be made available to any person who has not been trained in fighting fires.

**11.9 - Paraffin or bottled gas** – used or stored on site must be used in accordance with current safety guidance. For Gas Safety guidance is provided by the Health and Safety Executive under Operational Circular OC 440/34 and is due for review on 28/08/2015.

**11.10** - Licensing Authority will require evidence that the site owner has referred to this guidance.

**11.11** - The licensee is required to ensure that site users are reminded of the significant fire risks when camping and appropriate action should be taken to reduce risks such as:-

- (a) - Avoid setting up fires, barbecues, stoves and heaters in the dark
- (b) - Do not allow cooking inside a tent unless sufficient ventilation is available to ensure occupants are not put at risk
- (c) - Do not allow site users to change gas canisters or refuel petrol or meths stoves inside a tent
- (d) - Do not allow illumination inside tents by use of naked flames such as; candles (other than suitable lanterns where the flame is enclosed) and cigarette lighters. Additional safety advice must be given where necessary and included in the fire risk assessment.
- (e) - Ensure all site users extinguish fires, stoves, gas lamps, barbecues etc. before going to bed
- (f) - Ensure all sites users are aware of the dangers caused by production of carbon monoxide from fossil fuels, all site users should be reminded that a smouldering barbecue should never be taken inside a tent for cooking or to provide warmth when an enclosed space and where there is poor ventilation.

## **Part Twelve – Provision of Services**

**12.1** - All site users must have access to a suitable supply of clean water complying with current British Standards. The mains water supply should have an annual test at the 'point of use' to demonstrate that it is 'wholesome' in accordance with current British Standards. This test should be carried out before the site opens for business each year and a copy of the results sent to the local authority licensing officer.

**12.2** - A sufficient number of clean water supplies must be provided on site for the number of persons staying. These should be accessible at all times.

**12.3** - Where a standpipe is provided each water supply should be set in a concrete surround of a minimum size measuring 1.25 metres x 1.25 metres laid to a proper fall to allow water to drain quickly and effectively into the gully.

**12.4** - The gully should be connected to the foul drainage system or other suitable soakaway system.

**12.5** - The licensee must provide toilet blocks, built to approved Building Standards, for men and women

**12.6** - A minimum of 4 WCs must be provided per 15 Moveable Dwellings.

**12.7** - Walls and floors must be of an impervious material and each Water Closet must have adequate privacy

**12.8** - A minimum of 2 wash hand basins must be provided per 15 Moveable Dwellings.

**12.9** - Each must be supplied with hot and cold running water at all times the site is in use

**12.10** - A minimum of 2 baths or showers must be provided per 30 Moveable Dwellings.

**12.11** - Disposal points for chemical toilets must be available, fitted with a flushing cistern and with an adequate supply of water for cleaning containers.

**12.12** - Such disposal points shall be connected to a sealed cesspool (independent of any public sewerage system) and provided at the rate of 1 to each toilet block on site.

**12.13** - Conditions 12.11 & 12.12 may be dispensed with when the use of chemical toilets is specifically prohibited.

**12.14** - The toilet blocks must be maintained in a clean and sanitary condition, adequately screened and easily identifiable

**12.15** - Waste disposal must be compliant with the most recent guidance provided by the Environment Agency

**12.16** - Moveable Dwellings shall be stationed within a reasonable walking distance from any toilet block

**12.17** - The toilet blocks must be provided with adequate lighting and be accessible on a 24 hour basis at all times the site is in use

**12.18** - The provision of toilet facilities must be free to all users of the site

**12.19** - The licensee must ensure that any advertising of the site accurately reflects the facilities provided

### **Part Thirteen – Additional Information**

**13.1 - Section 269 Public Health Act 1936** - Power of local authority to control use of moveable dwellings.

**13.2 - (1)** For the purpose of regulating in accordance with the provisions of this section the use of moveable dwellings within their district, a local authority may grant—

*(i) Licences authorising persons to allow land occupied by them within the district to be used as sites for moveable dwellings; and*

*(ii) licenses authorising persons to erect or station, and use, such dwellings within the district; and may attach to any such Licence such conditions as they think fit—*

*(a) in the case of a Licence authorising the use of land, with respect to the number and classes of moveable dwellings which may be kept thereon at the same time, and the space to be kept free between any two such dwellings, with respect to water supply, and for securing sanitary conditions;*

*(b) in the case of a Licence authorising the use of a moveable dwelling, with respect to the use of that dwelling (including the space to be kept free between it and any other such dwelling) and its removal at the end of a specified period, and for securing sanitary conditions.*

**1.3 - Section 300 Public Health Act 1936** - Appeals and applications to courts of summary jurisdiction.

**(1)** *Where any enactment in this Act provides—*

*(a) for an appeal to a court of summary jurisdiction against a requirement, refusal or other decision of a council; or*

*(b) For any matter to be determined by, or an application in respect of any matter to be made to, a court of summary jurisdiction, the procedure shall be by way of complaint for an order, and the Summary Jurisdiction Acts shall apply to the proceedings.*

**(2)** *The time within which any such appeal may be brought shall be twenty-one days from the date on which notice of the council's requirement, refusal or other decision was served upon the person desiring to appeal, and for the purposes of this subsection the making of the complaint shall be deemed to be the bringing of the appeal.*

**(3)** *In any case where such an appeal applies, the document notifying to the person concerned the decision of the council in the matter shall state the right of appeal to a court of summary jurisdiction and the time within which such an appeal may be brought.*