

Borough Council of
**King's Lynn &
West Norfolk**



Cabinet

Agenda

Tuesday, 6th October, 2015
at 5.30 pm

in the

**Committee Suite
King's Court
Chapel Street
King's Lynn**



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CABINET AGENDA

DATE: CABINET - TUESDAY, 6TH OCTOBER, 2015

VENUE: COMMITTEE SUITE, KING'S COURT, CHAPEL STREET, KING'S LYNN

TIME: 5.30 pm

As required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 - No items will be considered in private.

1. MINUTES

To approve the Minutes of the Meeting held on 9 September 2015 (previously circulated pages 245-264).

2. APOLOGIES

To receive apologies for absence.

3. URGENT BUSINESS

To consider any business, which by reason of special circumstances, the Chairman proposes to accept, under Section 100(b)(4)(b) of the Local Government Act 1972.

4. DECLARATIONS OF INTEREST

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should

withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

5. CHAIRMAN'S CORRESPONDENCE

To receive any Chairman's correspondence.

6. MEMBERS PRESENT UNDER STANDING ORDER 34

To note the names of any Councillors who wish to address the meeting under Standing Order 34.

7. CALLED IN MATTERS

To report on any Cabinet Decisions called in.

8. FORWARD DECISIONS (Pages 6 - 8)

A copy of the Forward Decisions List is attached

9. MATTERS REFERRED TO CABINET FROM OTHER BODIES

To receive any comments and recommendations from other Council bodies which meet after the dispatch of this agenda. Copies of any additional comments made will be circulated as soon as they are available.

- Resources and Performance Panel – 29 September 2015
- Joint Regeneration & Development and Environment and Community Panels – 30 September 2015

10. DEVOLUTION (Pages 9 - 24)

11. RESIDENTIAL CARAVAN SITE LICENSING (Pages 25 - 72)

12. HONORARY RECORDER (Pages 73 - 74)

13. STORIES OF LYNN, TOWN HALL- EXHIBITION TENDER (Pages 75 - 76)

To: Members of the Cabinet

Councillors P Beal, A Beales (Vice-Chairman), N Daubney (Chairman),
Lord Howard, A Lawrence, B Long, Mrs E Nockolds and D Pope

Cabinet Scrutiny Committee

For Further information, please contact:

Sam Winter, Democratic Services Manager 01553 616327
Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
King's Lynn PE30 1EX

FORWARD DECISIONS LIST

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
6 October 2015	Town Hall Exhibition Tender		Key	Cabinet	Culture Heritage & Health Exec Dir – C Bamfield		Public
	Residential Caravan Site Licensing	Report following consultation process	Non	Council	Housing and Community Chief Executive		Public
	Position of Honorary Recorder for the Borough		Non	Council	Leader Chief Executive		Public
	Devolution		Non	Council	Leader Chief Executive		Public

Agenda Item 8

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
3 November 2015	Affordable Housing Company		Non	Cabinet	Housing & Community		Public
	The Statement of Community Involvement		Non	Cabinet	Development Exec Director G Hall		Public
	Customer Services and Channel Shift		Non	Cabinet	Community		Public
	Freebridge/Council Liaison Board		Non	Cabinet	Housing and Community Chief Executive		Public
	Treasury Management – Mid Year Report		Non	Cabinet	Leader Asst Director – L Gore		Public
	Smoke and Carbon Monoxide Alarm Regulations 2015		Non	Cabinet	Housing and Community Chief Executive		Public
	River Front Development	Appointment	Non	Cabinet	Regeneration		Exempt - Private -

	Delivery Plan	of Consultants to prepare the Plan			Chief Executive		Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Community Infrastructure Levy		Key	Council	Housing and Community Exec Director – G Hall		Public
	Licensing and Gambling Act Review of Policies		Non	Council	Housing and Community Exec Director – G Hall		Public
	Polling District and Polling Place Review		Non	Council	Leader Chief Executive		Public
	King's Lynn Town Centre Management Plan		Non	Cabinet	ICT Leisure and Public Space Chief Executive		Public
	Review of Hackney Carriage & Private Hire Licensing Fees		Non	Council	Housing and Community Exec Director – G Hall		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
1 December 2015							
	Electoral Review		Key	Council	Leader Chief Executive		Public
	Corporate Business Plan 2015-19		Key	Council	Chief Executive		Public
	Hackney Carriage & Private Hire Licensing Conditions & Procedures Review		Non	Council	Community Exec Director – G Hall		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
12 January 2016							

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
2 February 2016	Budget 2016/17		Key	Council	Leader Asst Exec Dir – L Gore		Public

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Discretionary /	Be entirely within Cabinet's powers to decide	YES	
		Need to be recommendations to Council	NO	
		Is it a Key Decision	NO	
Lead Member: Cllr Nick Daubney E-mail: <i>cllr.nick.daubney@west-norfolk.gov.uk</i>		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Ray Harding E-mail: <i>ray.harding@west-norfolk.gov.uk</i> Direct Dial:01553 616245		Other Officers consulted: Management Team and Duncan Hall		
Financial Implications	Policy/Personnel Implications	Statutory Implications	Equal Impact Assessment	Risk Management Implications
NO	YES	YES	NO	NO

Date of meeting: 6th October 2015

DEVOLUTION**Summary**

This report sets out Norfolk's ambition for and approach to the government's devolution proposals contained in the 'Cities and Local Government Devolution Bill' currently before Parliament.

The approach which has been taken thus far in Norfolk is set out in the letter 'Devolution – Letter of Intent' and associated paper 'The Norfolk Offer' (Appendix 1) which has been submitted by all of Norfolk's Council Leaders and the Chairman of the New Anglia Local Enterprise Partnership (LEP).

Norfolk Leaders were responding to an invitation for expressions of interest to be submitted to government by 4th September 2015. The Leaders have expressed a clear view that devolution proposals should, if at all possible, be based on the New Anglia LEP geography, i.e. for both Norfolk and Suffolk.

The initial submissions for both Norfolk and Suffolk have been well received in government and civil servants have made it very clear that going forward these two proposals would be greatly strengthened if they could be combined into a single 'devolution deal'.

Recommendation

Cabinet is recommended to:

- 1) Note and endorse the submission of the Norfolk Letter of Intent.
- 2) Endorse the proposal to progress a joint Norfolk and Suffolk devolution deal.
- 3) Comment upon and support the proposed functions for inclusion in the

- devolution negotiations as outlined in Section 3 of the report.
- 4) To note that it will be a requirement that the Borough Council joins and participates fully in a 'Combined Authority' for Norfolk and Suffolk in the event that an attractive devolution agreement is reached.
 - 5) Authorise the Leader to pursue negotiations on behalf of the Borough Council to help to secure a devolution deal for Norfolk and Suffolk with Government.
 - 6) That a further report be brought forward on the matter for a decision to be taken by Council.

Reason for Decision

To ensure that the Borough Council is able to play a full and active role in responding to the Government's devolution agenda, and to secure the most attractive deal achievable for the residents and businesses of the Borough.

1.0 Background

- 1.1 Following the General Election in May 2015, the new Government emphasised its commitment to devolution by swiftly introducing the Cities and Local Government Devolution Bill to Parliament on 28 May 2015.
- 1.2 Initially, the Government's focus was on continuing the devolution of powers and/or funding to large urban areas, particularly to the five existing combined authorities. This included a devolution deal for the Sheffield City Region and the Greater Manchester Health and Care Deal that sees the authorities take control of £6 billion of health and social care spending, overseen by a new statutory body from April 2016.
- 1.3 As support for devolution widened, the Government further announced that it would not be confined to large urban areas. All areas were encouraged to come forward with proposals for a devolution deal. As a result, many areas across England have submitted or intend to submit such proposals. An outline deal has already been concluded with Cornwall, and other proposals are being developed across the country.
- 1.4 The *Cities and Local Government Devolution Bill* provides the legal framework for such devolution. The Bill gives the Secretary of State the necessary powers to agree bespoke deals with local areas.
- 1.5 As part of his Summer Budget on 8 July 2015, the Chancellor announced that 'significant' devolution deals would have to be submitted to the Government by 4 September 2015 if they were to inform and be agreed by the Comprehensive Spending Review in November.
- 1.6 In order to maximise influence over devolution discussions with Government, Leaders from all of Norfolk County, district, city and borough councils agreed to submit an Expression of Interest to Government by 4 September 2015. It was agreed this would emphasise

Norfolk's ambition for devolution, along with its credibility for delivery; and signal that Norfolk is ready to begin negotiations with Government. The Letter of Intent is attached as Appendix 1.

2.0 Democracy and Governance

- 2.1 Whilst there is a clear preference from the Chancellor and the Treasury for devolved powers to be linked to the establishment of elected 'metro mayors' to provide London style Leadership and accountability, there is recognition that this model sits less well in shire areas. Nevertheless there is an 'entry level' requirement for a Combined Authority, to be established as a legal entity in its own right.
- 2.2 Within Norfolk and Suffolk the intention is to ensure that the design of the Combined Authority incorporates a model of clear and democratically elected governance which in turn reflects the nature of the distinct economic and social geography of the two counties. This will incorporate a form of double devolution whereby whilst some functions will be managed at the combined authority board level, others will be delegated to 'clusters' of districts.
- 2.3 All 16 authorities will be represented on the Combined Authority Board, together with the LEP to reflect business interests.

3.0 Functions

- 3.1 The broad priority areas for Norfolk which we will seek to reflect in the devolution arrangements will incorporate the following areas:-
 - Economic Development
 - Infrastructure & Physical Assets
 - Skills and Worklessness
 - Strategic Planning & Housing Delivery
 - Health & Social Care
- 3.2 These are seen as powerful 'levers' which will enable us to boost growth and prosperity across New Anglia and help to both speed up and potentially exceed the targets set in the New Anglia Strategic Economic Plan.

Economic Growth & Productivity

- A New Anglia LEP productivity commission with a 100 day challenge to examine the scale of the productivity gap and establish the root causes of the problem.
- A network of rural enterprise zones with innovation and improved productivity at their heart.

Coherent Planning & Housing

- A combined authority to provide a single vision to stimulate the growth, overcome blockages and provide better integration and efficiencies, with the appropriate cluster level democratic governance to ensure delivery.
- Work with Government to identify new settlements, utilising Homes and Communities Agency powers and resources to plan and deliver.
- Strengthened compulsory purchase powers to accelerate housing delivery.

Employment & Skills

- To work with Government on the roll-out of Universal Credit and test new approaches to providing in work progression to support raising incomes and reducing welfare dependency.

Physical Assets and Infrastructure

- A five year funding settlement for local transport schemes to fund an integrated investment package to deliver our local economic, housing and employment priorities. This will deliver better value for money and greater connectivity through integrated transport solutions.
- Direct influence over the new Greater Anglia rail franchise and accelerate much needed improvements on the Norwich to Liverpool Street (Norwich in 90) and King's Lynn to Cambridge King's Cross lines.

Action on Flood Risk

- Responsibilities, and associated budgets and funding, currently exercised by Environment Agency to transfer to the Combined Authority to meet local priorities.
- Improved Health & Social Care
- Integrated commissioning to tackle the challenges facing Norfolk's health and social care offer.

4.0 Negotiating the Norfolk and Suffolk (New Anglia) Devolution Deal

4.1 It will be necessary, as a first step, to work quickly with our colleagues in Suffolk to secure agreement as to which functions we wish to see devolved to the proposed Combined Authority.

- a) Both Norfolk and Suffolk's Expressions of Interest were submitted to Government on 4 September 2015 by the public sector Leaders (see Appendix 1). These Expressions of Interest will form the basis for negotiation of more detailed proposals with Government throughout the autumn, with the expectation of some conclusions in 25 November 2015 Autumn Statement.
- b) Once concluded these will then be subject to further discussion by Full Council and the various appropriate decision making bodies of Norfolk's public sector partners.

- c) Any specific requests to the Government for the devolution of powers, responsibilities or funding from national level to local level will be supported by business cases and/or cost benefit analysis to demonstrate the benefits to Norfolk residents of any changes, and advantages for central Government.
- d) Such proposals will be subject to considerable further work and negotiation. Changes to powers, responsibilities or funding arrangements would require the approval of all constituent councils and other public bodies.

5.0 Options Considered

5.1 There are in essence three options:-

- To respond positively to the first wave devolution opportunity (the option chosen).
- To take no action. The effect of this option would be that it would make it very difficult indeed for a Norfolk devolution deal to be concluded as this would considerably weaken the coherence of a Norfolk wide proposal. It would also deny the participating councils the opportunity to secure enhanced influence and powers needed to drive prosperity and growth.
- To respond at a later date. Whilst many councils have chosen to delay responding to devolution opportunities, there is a considerable amount of evidence that second wave City Deals were less extensive than those agreed in the first wave, hence this option was rejected.

6.0 Policy Implications

6.1 The Devolution agenda represents a significant reversal of decades of centralisation in England and this represents an opportunity for local government to secure new functions for the benefit of local people and business.

7.0 Financial and Risk Implications

7.1 It is difficult to anticipate the resource implications for the Council prior to any detailed negotiations with Government. The Treasury have stated, however, that any devolution proposals need to be fiscally neutral. There is a risk that by not entering into early negotiation with Government centrally developed, inappropriate and ineffective solutions could be imposed on the people of Norfolk and Suffolk.

8.0 Personnel Implications

8.1 There are no personnel implications for the Borough Council at this stage.

9.0 Statutory Considerations

- 9.1 Provision for the creation of Combined Authorities and devolution arrangements are included in the Cities and Local Government Devolution Bill currently before parliament.

10.0 Equality Impact Assessment (EIA)

Attached as a background paper.

11.0 Declarations of Interest / Dispensations Granted

None.

12.0 Background Papers

- Cities and Local Government Devolution Bill
- Suffolk Devolution Expression of Interest
- New Anglia LEP Strategic Economic Plan

Am 1



GREAT YARMOUTH BOROUGH COUNCIL

Borough Council of King's Lynn & West Norfolk



Norfolk County Council

Fiona McDiarmid
c/o NCC
County Hall
Martineau Lane
Norwich
NR1 2SG

NEWANGLIA
Local Enterprise Partnership
for Norfolk and Suffolk



NORWICH City Council



NORWICH UNIVERSITY OF THE ARTS



NCC contact number: 0344 800 8020
Textphone: 0344 800 8011
Email: xxx@norfolk.gov.uk

Via email

Xxx
Xxx
xxx

4 September 2015

Your ref:

My ref: FMc/

To whom it may concern

Re: Devolution – Letter of Intent

We invite you to consider an exciting proposal that will further transform the economy of much of East Anglia. It comes with the strong endorsement of the Councils in Norfolk together with the New Anglia Local Enterprise Partnership and our universities. It conveys our commitment to continue to work together to maximise the benefits of devolution for businesses and communities Our proposals in summary are to:

- improve productivity, drive growth and improve housing delivery
- invest in transport and improve infrastructure
- transform skills and employment
- transform the delivery of health and social care

These represent a significant commitment to achieve the local/national dividend desired through devolution and to rebalance the local economy.

Building on the Norwich & Ipswich City Deals we will develop the existing strong relationships which we have created with private and public sector partners through the New Anglia LEP and develop further Enterprise Zones focused on agri-tech, food and health and digital ICT. We will also complete our commitment to provide Superfast Broadband to 100% of our premises by 2020, We are proud of our collaboration which has led to two Round 2 City Deals; our Enterprise Zone, covering Great Yarmouth and Lowestoft, has exceeded job creation targets; our Growth Hub has blazed the trail for simplified and streamlined support for businesses and our Growing Business Fund has created more than 1,000 new jobs and levered in £60m in private sector investment.

Productivity

At the heart of our collaboration would be a Productivity Commission, led by the private sector and the New Anglia LEP which will examine the root causes of the productivity gap in Suffolk and Norfolk and make positive recommendations on how we can tackle these issues head on.

Rural Issues

Our productivity commission will incorporate a 10 point rural productivity plan for boosting productivity in the two counties, in support of the national programme, to address the challenges faced by businesses and local communities in rural and isolated areas.

Financing Infrastructure Investments

A key role for the LEP in a combined authority would be to create investable investment and infrastructure opportunities in a way that levers-in private finance, perhaps from individuals, pension funds or sovereign wealth without relying exclusively on the UK Government for funding.

Strategic Connections to Neighbouring Areas

Whilst our immediate focus is Norfolk we see strengthening connections, both physical and economic, to Suffolk and further still to Cambridgeshire and our neighbouring LEP as key to unlocking the whole area's economic potential, especially in respect of strategic transport provision.

Strategic Transport

We have welcomed and supported government investment in transport infrastructure, including the A11, A47 and A14, but we are ambitious for more. We see the devolution of funding for investment in our roads infrastructure as essential to enable the further development of an integrated, modern transport system that would be the key to developing employment and housing sites across the counties. In this respect we are committed to looking outside our boundaries to areas such as Cambridgeshire and beyond to deliver benefits for the wider region. An effective transport system is the lifeblood of our rural area.

We also want greater local influence over planned improvements to the Strategic Road Network and greater local engagement and influence over the development and operation of the Greater Anglia Rail franchise. We believe this will ensure that government and private sector investments provide better value for money and are focussed strongly on making East Anglia a more attractive place to start up, locate and grow business.

Our "Norwich in 90" rail campaign has brought together private and public sector partners around a compelling business plan to support investment and growth and we have established effective delivery through the Local Transport Body and Skills Board. Not only will such infrastructure unlock business and housing investment throughout East it will also ensure the port of Felixstowe, the UK's busiest container port, continues to grow and contribute to UK economy.

Supporting Business Growth

Building on the success of our Growth Programme, we will enhance the Growth Hub which is already exceeding ambitious performance targets. This will continue to provide a single point of contact for business support. By seeking devolution of national support schemes, including UKTI, MAS and Growth Accelerator this will ensure that businesses have the support they need to help them grow, compete and win in the global marketplace.

Co-operation amongst Key Partners

All the Norfolk and Suffolk Councils have played a major role in the acknowledged success of New Anglia LEP, judged to be one of the most successful in England. This is testament to the strong and enduring collaboration and leadership from private and public sector organisations across Norfolk & Suffolk. We all want this to continue and strengthen so that together we can release the further potential that exists, particularly on growth and in tackling the productivity challenge.

Our submissions to the Comprehensive Spending Review on the wider opportunities presented by devolution represent the respective positions of the authorities. We believe that devolution presents a once in a generation opportunity for public service reform and improved collaborative working, not just on growth and productivity, but the range of opportunities highlighted above. Working with other partners to improve health economies

is critical to delivering sustainable public services and we are committed to working with our partners to make the most of the opportunity offered by devolution to do so.

Support for Key Industry Sectors

Focusing on growth, we know the East Anglian economy, already a net contributor to the Exchequer, has the potential to grow faster, with strengths in key sectors such as agri-tech, energy, ports & logistics and the digital economy. Linking Greater Cambridge and Greater Norwich with their two world-class universities and research facilities with the A11 growth corridor should further accelerate jobs and growth.

Our innovation and research pedigree is world class, with Norwich Research Park (NRP), hosting the Institute of Food Research, The Genome Analysis Centre (TGAC), The Sainsbury Laboratory and The John Innes Centre. We have the University of East Anglia (UEA) with its established record across disciplines, and the Norwich University of the Arts' international reputation.

In Suffolk, the University Campus Suffolk, opened in 2007 has grown quickly and is applying for Taught Degree Awarding Powers currently. In addition our private sector includes Adastral Park, home to BT's global research facility and other tech companies and the Hethel Engineering Centre, a hub for innovation.

Growth in the IT and Digital sector supported by Norwich University of the Arts (NUA), presents a huge opportunity for East Anglia, even more so when you factor in collaboration with Cambridgeshire and the Greater Cambridgeshire and Greater Peterborough LEP. Close to mainland Europe and the wider South East we want East Anglia to be a centre for global business, offering high value, secure and sustainable jobs to everyone who lives there.

Employment & Skills

We are already making good progress. 88% of 18-24 year olds are in work or education and the number of young Job Seekers has fallen by almost 40% in the last 12 months. However, 2,675 16-24 year olds remain on Job Seekers Allowance (JSA), 2,770 on Employment Support Allowance and the rate of youth unemployment in our most deprived towns and some rural areas is still above regional and national average. With the help of Government, we will deliver the national Youth Obligation through a local promise that all our 14-24 year olds will receive the personal support they need to make a successful transition into post-16 learning, get an apprenticeship, work experience or a job within three months of leaving education or employment. This is our Youth Pledge.

Democracy & Governance

We appreciate the need for clear and democratically accountable governance which in turn recognises and reflects the nature of the distinct economic and social geographies within a larger Combined Authority based on clusters of Districts or City Deal geography. This proposal will incorporate clear, decisive and accountable decision making at the geography that best matches effective local delivery

We will explore new forms of governance, based around a Combined Authority model, customised for Norfolk, focused on growth and productivity and our other headline proposals. Suffolk is committed to discussing arrangements with Norfolk and the New Anglia LEP as they evolve further. We will happily enter into discussion about governance arrangements which cross our county borders.

Meaningful Double Devolution

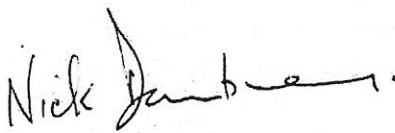
Built into a combined authority will be the importance of a meaningful double devolution approach based on district clusters or City Deal areas, especially in respect of strategic planning and housing delivery. The Greater Norwich partnership is a prime example of how this can work successfully.

This way we can build on the strengths of the New Anglia LEP Board, its active collaborations across public and private sectors, the universities and the LEP Sector Groups.

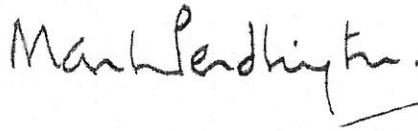
We are confident that you will see these proposals as a clear commitment to build on what we have achieved already, to strengthen the economy of East Anglia and recognise that all the councils in the New Anglia LEP area are ambitious not just to support this growth, but to exploit the wider opportunities presented by devolution for the benefit of our communities and the country.

We can move at pace and look forward to a positive response to this expression of interest. We are committed to working with you to meet the Spending Review deadline.

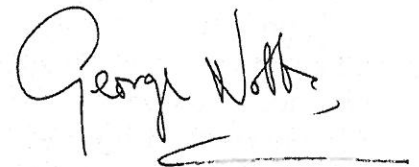
Yours sincerely



Cllr Nick Daubney
Leader - Borough Council of
King's Lynn & West Norfolk and
Chair of Norfolk Leaders



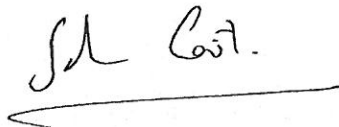
Mark Pendlington
Chair - LEP



Cllr George Nobbs
Leader - Norfolk County
Council



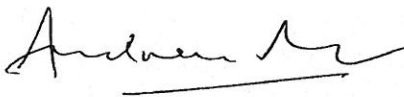
Professor David Richardson
Vice-Chancellor - UEA



Professor John Last
Vice-Chancellor - NUA



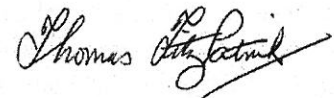
Cllr Michael Wassell
Leader - Breckland District
Council



Cllr Andrew Proctor
Leader - Broadland District
Council



Cllr Graham Plant
Leader - Gt Yarmouth Borough
Council



Cllr Tom Fitzpatrick
Leader - North Norfolk
District Council



Cllr Alan Waters
Leader - Norwich City Council



Cllr John Fuller
Leader - South Norfolk Council

The Norfolk Offer

- A prosperous Norfolk is fundamental to the UK's continued push to be a global economic leader in the 21st century. It is vital we get the support necessary to capitalise on our opportunities and create growth in high value jobs and business
- We want greater devolution for Norfolk and there is much that can be gained by partners joining forces to increase productivity. New solutions will focus on clusters of districts such as Greater Norwich.
- We are keen to explore larger scale options, based on our LEP footprint of the combined counties of Norfolk and Suffolk and we are actively engaged in working with Suffolk.
- Our ambition doesn't stop there. We will also pursue strategic links with Cambridgeshire, our historic East Anglian partners, now even more accessible, thanks to the newly dualled A11.
- This statement of intent is very much the start of a process and we want to begin discussions with Government on how we accelerate the pace of growth and prosperity in Norfolk and beyond.

Norfolk has for centuries contributed to the economic growth of the country, through innovation and technological advancement in agri-business and environmental management.

This has never been more true than today with innovation in the county at the heart of tackling the major global challenges of food production, energy security and climate change.

The county is a world centre for hi-tech research, and in specialist manufacturing. The gas and offshore wind industry, supported by world class engineering technology developing along the A11 Technology Corridor, underpins our Green Energy Coast. We have both a well-established and diversified financial sector which is internationally recognised, and new areas of growth, like the digital and creative sectors, are fuelled by our second university, the highly successful Norwich University of the Arts.

The Norfolk Offer

As Leaders, we want to build upon our current success and reap the benefits that devolution could offer our communities.

The county areas of Norfolk and Suffolk, with their centuries of common interest and culture, represent the core element of a combined authority, working with our Universities and New Anglia Local Enterprise Partnership. The work of the LEP has been underpinned by the support of local authorities across Norfolk and Suffolk and city deals in Greater Norwich and Ipswich.

Our immediate focus is Norfolk but we see strengthening connections, both physical and economic, to Cambridgeshire and our neighbouring LEP as key to unlocking our area's economic potential.

Our Devolution Deal

Devolution - initially with Suffolk and the New Anglia LEP – will help us realise our vision for a 21st century economy. Government has recognised the potential of Norfolk, with welcome investments in key infrastructure including the A11, NDR and A47 and the Norwich Research Park. But we are ambitious for more.

With greater devolution we could deliver:

Economic Growth & Productivity

- A new Anglia LEP productivity commission with a 100 day challenge to examine the scale of the productivity gap and establish the root causes of the problem.

Coherent Planning & Housing

- A network of rural enterprise zones with innovation and improved productivity at their heart.
- A combined authority to provide a single vision to stimulate the growth, overcome blockages and provide better integration and efficiencies, with the appropriate cluster level democratic governance to ensure delivery.
- Work with Government to identify new settlements, utilising Homes and Communities Agency powers and resources to plan and deliver.
- Strengthened compulsory purchase powers to accelerate housing delivery.

The Norfolk Offer

Employment & Skills

- To work with Government on the roll-out of Universal Credit and test new approaches to providing in work progression to support raising incomes and reducing welfare dependency.

Physical Assets and Infrastructure

- A five year funding settlement for local transport schemes to fund an integrated investment package to deliver our local economic, housing and employment priorities. This will deliver better value for money and greater connectivity through integrated transport solutions.
- Direct influence over the new Greater Anglia rail franchise and accelerate much needed improvements on the Norwich to Liverpool Street (Norwich in 90) and King's Lynn to Cambridge King's Cross lines.

Action on Flood Risk

- Responsibilities, and associated budgets and funding, currently exercised by Environment Agency to transfer to the Combined Authority to meet local priorities.
- Improved Health & Social Care
- Integrated commissioning to tackle the challenges facing Norfolk's health and social care offer.

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Foundations for growth

The Greater Norwich area represents 50% of the GVA of Norfolk and is a focus for housing and employment growth; Great Yarmouth is an established energy centre; and there is also additional potential from growth in Kings Lynn and along the A11 corridor towards Cambridge.

Norfolk is England's primary offshore energy county, having serviced the oil and gas sector in the Southern North Sea for 50 years. This has helped its rapid growth to become a centre for new technology energy industries, especially offshore renewables. Around £20bn of investment is planned around the UK by 2020 and the Southern North Sea basin presents by far the largest portion. The East Anglia Array, situated off our **Green Energy Coast**, will ultimately comprise around 1000 turbines. This is infrastructure development on a scale seldom seen outside of the Far East. Great Yarmouth and Lowestoft are already recognised as one of the six national Centres for Offshore Renewable Engineering (CORE) and their Enterprise Zone is considered to be one of the most successful in the country, delivering jobs and growth well ahead of its original target.

The Norfolk Offer

Car maker Lotus is synonymous with Norfolk. There is now a high tech cluster of businesses in this area, building on the Lotus heritage and attracting further new high performance technology businesses to start up. This is the heart of the **A11 Technology Corridor**, where hundreds of companies with links to the automotive and motorsports sector are based. We have available space and plans to create significant numbers of new high performance engineering jobs.

Norwich Research Park (NRP), Home to Europe's largest concentration of agri-tech scientists, is turning world class science into world class jobs. It houses the Institute of Food Research, The Genome Analysis Centre (TGAC), The Sainsbury Laboratory, The John Innes Centre and the University of East Anglia (UEA). It is also a globally renowned centre for the study of climate change, due to the close association between the Tyndall Centre and the Climatic Research Unit at UEA. This is coupled with leading edge research at UEA through the Energy Materials Laboratory. The Park has superb business incubation facilities – the NRP Innovation Centre, the Bio Incubator, the new Centrum building and the unique Enterprise Centre at the UEA - Britain's greenest building. New companies benefit from the cluster effect of specialist researchers and the NRP has 52ha of development land, with the Greater Norwich City Deal set to create 7,000 jobs there by 2031.

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The 200 year old **Norwich financial services cluster** –which includes the largest concentration of insurance business in the UK outside of London - and new hi-tech industries (including Norwich Tech City), are both ideally placed to benefit from the success of London and Cambridge. The emerging Centre for Advanced Knowledge Engineering campus which is being developed by Aventa Capital Partners at Downham Market in the west of the county is a case in point, with expectations of more than 4,000 new jobs in the new & rapidly growing data analytics sector.

As well as these unique facilities, Norfolk has two further attributes that can support rapid economic growth. It has an **ambitious public service** - in local government, higher education and health services - that supports innovation and takes pride in providing space for new businesses to grow. We work closely to both support fledgling business and get out of their way when they are ready to fly.

And, importantly, Norfolk also has the **room to grow**. Situated less than 100 miles from the nation's capital (albeit with a number of infrastructure projects still necessary to capitalise on this proximity), we have space for new business and new homes and we are committed to creating the business growth, jobs and housing needed to achieve that growth.

The Norfolk Offer

As part of any devolution agreement for Norfolk and Suffolk, opportunities should be seized to develop a local Rural Productivity Plan for the two counties, in support of the national programme, to address the challenges faced by businesses and local communities in rural and isolated areas. Examples of where local solutions might be developed could include problems faced by young people accessing education and training opportunities; centralisation of many public and financial services; development of successful market town programmes to compete with internet based shopping; and developing new approaches to business development in rural areas through conversion of agricultural buildings to business, rather than second or holiday home use. This would deliver more balanced and sustainable rural communities.

We recognise the need for clear and democratically accountable governance which recognises and reflects the nature of our economic social geography. This is likely to incorporate clear decisive, and accountable decision making, built into a combined authority which reflects the importance of greater Norwich and our mixed urban/rural area. A meaningful double devolution approach will provide appropriate local governance to the delivery of growth.

We can move at pace and look forward to a positive response to this expression of interest.



REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/ Operational	Be entirely within Cabinet powers to decide	No	
		Need to be recommendations to Council	Yes	
		Is it a Key Decision	No	
Lead Member: Adrian Lawrence E-mail: cllr.adrian.lawrence@west-norfolk.gov.uk		Other cabinet Members consulted: N/A		
		Other Members consulted: N/A		
Lead Officer: Gordon Jackson-Hopps E-mail: gordon.jackson-hopps@west-norfolk.gov.uk Direct Dial: 01553 616301		Other Officers consulted: Management Team, Internal Colleagues including Legal Services		
Financial Implications	Policy/Personnel Implications	Statutory Implications	Equality Impact Assessment	Risk Management Implications
YES	NO	NO	YES If YES: Pre-screening	NO

Date of meeting: 6 October 2015

RESIDENTIAL CARAVAN SITE LICENSING**Summary**

There have been some legislative changes in the last 2 years in relation to the regulation of residential caravans and park homes. These include the ability of the Council to charge fees for site licensing and taking action in the case of poor standards on sites. Importantly the Council now also has to consider the proposed arrangements for the management and maintenance of sites in respect to new site licence applications, or transfer applications. In relation to park homes, there are also changes in respect of pitch fees, sales and site rules.

A report to Cabinet in June 2014 identified the issues and approved public consultation in relation to the changes and including proposed revised residential caravan site licence conditions.

This report brings forward the results of the consultation, the proposed amended residential caravan site licence conditions and a proposed fees policy.

Recommendations

1. Members note the report and endorse the approach to dealing with, and enforcement associated with residential caravan sites.
2. Members approve the amendments to the standard residential caravan site licence conditions.
3. Members approve the adoption of the proposed Fees Policy with annual fees commencing in April 2016.
4. It is proposed that the Chief Executive, in consultation with the Portfolio Holder with responsibility for housing be given delegated authority to make minor amendments to the standard conditions to ensure it complies with legislative requirements, Government Guidance and caselaw.

To ensure residential caravan site licence conditions are updated, appropriately enforced and to ensure that the licensing function is appropriately funded.

1.0 Background

- 1.1 Any person wishing to place one or more caravans on land for residential purposes requires planning permission to do so. Through the planning process, conditions can be imposed to control the use and occupation of the site. Once planning permission has been granted, the relevant person, i.e. the land owner, needs to apply for a residential caravan site licence. This forms a part of the regulatory framework for residential caravans.
- 1.2 There are however exemptions from licensing under the Caravan Sites and Control of Development Act 1960 (as amended) and they are;
- The use of land within the curtilage of a dwelling house if the use is incidental to the enjoyment of the dwelling (parking an unused caravan in the driveway would be exempt, having a separate household living there would not be)
 - A single caravan sited for not more than 28 days in any 12 months
 - Up to three caravans on a site of not less than 5 acres for a maximum 28 days in any 12 months
 - The use of land by an exempt organisation
 - The use of agricultural/forestry land to accommodate seasonal workers (so long as the units are not occupied all year round)
 - The use of land for travelling show-people
 - The use of land owned and/or occupied by the authority or county council (including gypsy and traveller sites)

Summary

- 1.3 The key changes set out in this report can summarised as follows:-
- The conditions relating to the provision of fire safety for rented caravans will be bolstered as those used for rental purposes present the highest risk.
 - A new requirement that all caravans used for rental purposes conform to British Standard BS3632. This requirement goes further than 'model' standards developed by government but is considered appropriate to ensure that caravans used for 'all year round' occupation are designed for such.
 - The Council will now take into consideration how appropriate the management and maintenance arrangements of a site are in determining a licence or a licence transfer application.
 - There will be a fee regime introduced to enable the cost incurred in the activities connected with licencing to be recovered.
- 1.4 The Council will approach the licencing of residential caravans in a transparent and consistent way, with available resources being utilised within a risk based framework. In respecting the renting of residential caravans as a legitimate business operation the Council will have a primary objective in relation to the health, safety and well-being of those occupying caravans.

2.0 Consultation

- 2.1 Consultation took place in 2014/15. This was aimed at statutory partners as well as caravan/site owners and occupiers including the Gypsy, Roma and Traveller (GRT) community.
- 2.2 Consultations took place through the Council's [website](#), promotion via press

releases and advising site owners and occupiers by letter and through meeting and drop in sessions.

- 2.3 We received comments from site owners, occupiers, statutory bodies and internal departments the outcomes of the consultation are detailed in Appendix A.
- 2.4 A number of changes have been made to the proposed conditions covering matters such as flood risk, separation distances and boundary issues. In this respect the consultation exercise proved valuable.

3.0 Site Licence Conditions

- 3.1 As it is the conditions within the licence that are created to protect the occupants, it is important that the conditions cover aspects of health, safety and welfare of the residents, as well as the amenity of the sites.
- 3.2 There is a huge variation in the quality and standard of site condition and therefore it is essential that there are appropriate and robust measures in place to deal appropriately and efficiently with residential caravan site standards across the Borough.
- 3.3 There are conditions attached to licences based on standards developed by Government. In addition further conditions are deemed appropriate to reflect local circumstances, such as those conditions relating to the rental of caravans for permanent residential use.
- 3.4 At present there are two forms of licence conditions adopted by the Council;
- Multi-occupancy site, with many pitches where the people living there are separate households e.g. park home sites,
 - Single occupancy site, normally with fewer pitches where people are related to each other e.g. Gypsy, Roma and Traveller (GRT) families
- 3.5 Local authorities cannot enforce (or impose) site licence conditions in respect of the fabric of the mobile home itself. Generally a mobile home is the property of the home owner and on multi-sites completely outside the control of the site operator and the scope of the site licence conditions.
- 3.6 Following a review of the scale and nature of the residential caravan sector within the Borough, and in conjunction with the implementation of a number of elements of the Mobile Homes Act 2013, a review of the residential site licence conditions has been undertaken. Following this review it is proposed that a number of existing conditions be amended/added. A copy of the conditions for comparison are contained within Appendix B of this report. The changes are highlighted for ease of reference. The proposed changes are primarily concerned with improving the safety of caravan residents, particularly those residing in rented accommodation.
- 3.7 The principle changes within the amended standard conditions relate to the standard of caravan deemed suitable for letting by landlords and the requirement for the provision fire safety equipment. The approach to fire safety measures has also been amended to reflect discussions with the local fire and rescue authority.
- 3.8 One key element of the amended conditions is the requirement for caravans to

meet the British Standard BS3632. This introduces a new standard to ensure that caravans which are let for residential purposes are designed for 'year round' occupation as opposed to seasonal occupation i.e. holiday type caravans. This approach is new and falls outside the scope of those standard conditions developed by Government. The justification for this amendment is to address locally identified issues relating to people living in caravans not designed for year round occupation.

- 3.9 It is proposed that any new relevant conditions would be applied to the site licence's of existing sites only where it is appropriate. It is recommended that there should not be a blanket updating of all residential caravan site licence conditions as this could be unnecessarily burdensome.
- 3.10 Any new site licence application conditions would be based upon the new standard conditions, which may be varied to suit individual circumstances.

4.0 Legacy Issues

- 4.1 Following several recent caravan site inspections it is apparent that a number of caravans are being let by site owners/landlords. These inspections have given rise to concerns regarding the standard and quality of accommodation as well as concerns regarding fire safety.
- 4.2 At present site identification and inspection is focused on those sites where caravans are being let for residential purposes. Single family owned and occupied sites are considered to be less of a risk and therefore identification and inspection of these sites is a lower priority.
- 4.3 As a result of correspondence regarding the consultation a large number of sites, both commercial and family owned and occupied have come forward for licensing. Again, the priority remains those sites where caravans are being let for residential purposes.
- 4.4 BCKLWN have recently conducted reviews and determined there are a number of residential caravan sites, many of them single family sites, which either have not been licensed and/or have not been given planning permission and hence have not been subject to any licensing regime.
- 4.5 In applying and enforcing residential caravan site licensing, the Council will have regard to the history of a site and consider each case on it's individual circumstances including having regard to situations where there is not a significant risk of harm. This is particularly valid in the circumstances where the breach has existed for many years and where a breach of the site licence condition is only impacting on an individual home owner.
- 4.6 The Government has stated that it does not expect Councils should rush to serve compliance notices on site operators for breaches where there is not significant harm to persons or property, to enable all to move forward in a constructive and positive way.

5.0 The Council's role in applying and enforcing residential site licensing conditions

- 5.1 In the developing, applying and enforcement of residential caravan site licence conditions the Council's priority is to be open, transparent, and consistent with the aim of protecting the health, safety and well being of residents.
- 5.2 All compliance and enforcement will be reasonable and proportionate in accordance with the Council's Corporate Enforcement Policy.

- 5.3 In keeping with Government guidance, the Council will focus their priorities on poorly managed, badly run sites with a risk based approach to enforcement.
- 5.4 The Council will consider the financial implications associated with compliance with site licence conditions, specifically those relating to the standard of accommodation, and will seek to agree appropriate timescales for compliance with owners, operators and landlords.
- 5.5 Where possible, an informal approach to enforcement will be adopted in the first instance and formal enforcement action will be based upon appropriate legislation.

6.0 New processes and considerations for granting or transferring site licences

- 6.1 Changes to the law mean that the Council will need to consider how appropriate the management and maintenance arrangements for caravan sites are before granting a new/or transferring a site licence.
- 6.2 This includes consideration as to how the obligations and costs associated with operating a site are going to be met.

7.0 Fees Policy

- 7.1 Currently the Council makes no charges for the costs it incurs for activities associated with residential caravan site licensing.
- 7.2 The Mobile Homes Act 2013 allows the councils to charge fees to meet their costs. A charge now could be applied for new applications and transferring a licence, as well as an annual charge for administering and monitoring sites.
- 7.3 In summary from the 1st April 2014 the Council has the ability to charge fees for;
- a) considering applications for the issue or transfer of a site licence
 - b) considering applications for altering conditions in a site licence
 - c) administration and monitoring of site licences
- 7.4 In assessing annual fees the Council will need to consider its overall costs in respect to their licensing functions and/or base such fees on a 'typical site'. There are a number of different options available in setting a fee structure, such as banding by risk or size or a flat rate charge, it is also important not to target individual sites because they require greater action in terms of enforcement. Likewise the cost of enforcement action cannot in law be reflected in the fee structure adopted by the Council.
- 7.5 Similarly fees for consideration of applications for the grant or transfer of a site licence should be fair and transparent. Anyone seeking a licence must know what they are going to be charged for consideration of the application.
- 7.6 The proposed fee structure contained within the Fees Policy in Appendix C recommends a fee structure based upon the size of the site. The rationale for this is that the cost to the Council in terms of officer time and administration is generally proportional to the number of units on each site. Sites are banded according to the number of units on each site and costs are apportioned to take account of the costs incurred.
- 7.7 It is proposed in the attached fees policy that annual fees would not be charged for sites containing up to five units as these sites are often small family owned

and occupied sites. There is no intention to undertake annual inspections of single family sites and the cost of recovery of fees is likely to outweigh the costs incurred.

7.8 It is also proposed that fees not be charged for new site licence applications for sites of up to five units for a period of 12 months following the adoption of this policy, so as to encourage historic sites that have gone unlicensed for some time to make a site licence application. All other activities surrounding the licensing function will be chargeable as per the fees policy.

7.9 Comparable fees policies are emerging however a general comparison with other local authorities based upon a site of 75 units is summarised below;

Authority	New Site Licence Fee £	Annual Fee £	Licence Transfer £
Peterborough	495	315	170
Wealden DC	330	215	115
Epping Forest	775	410	290
Chichester DC	343	220	77
Gt Yarmouth	252	252	92
BCKLWN	577	346	163

Background Papers

- a) Report to cabinet, June 2014.
- b) Detailed cost breakdown spreadsheet for proposed fees
- c) Consultation Plan
- d) The Caravan Sites and Control of Development Act 1960 (as amended)
- e) The Mobile Homes Act 2013
- f) DCLG A Guide to Local Authorities on setting site licensing fees
- g) DCLG Advice to local authorities on the new regime for applications for grant or transfer of a site licence
- h) DCLG A best practice guide for local authorities on enforcement of the new site licensing regime
- i) Legal advice from EastLaw

Policy Implications

It is recommended that the proposed Fees Policy be approved and adopted.

Financial Implications

An income will be generated from the adoption of the proposed Fees Policy to cover costs associated with the licensing function. The implication of this approach is therefore cost neutral.

Personnel Implications

No direct implications as the licensing function will be undertaken by existing staff.

Statutory Considerations

The Mobile Homes Act 2013, Caravan Sites and Control of Development Act 1960 (as amended).

Equality Impact Assessment (EIA)

Pre-screening summary attached

Risk Management Implications

There are inherent risks associated with any form of regulation and in the case of the proposed amended changes to the site licence conditions we will be operating outside of the norm and therefore could be subject to challenge.

In respect to the enforcement of site licence conditions relating to single family sites we will be assessing each case on its own merits and enforcement will only be considered where there is a significant risk to persons and property. We will adopt an advisory approach as opposed to a regular inspection regime for a significant number of single family sites. This reflects the risk based approach referred to earlier.

The policy and the new approach will be reviewed and evaluated in 12 months.

Appendix A – Consultation Summary

Appendix B – The proposed amended caravan site licence conditions

Appendix C – The proposed Fees Policy

Appendix A

Analysis of Residential Caravans Site Licensing Consultation Responses

An informal consultation was undertaken with Council departments and partners in 2014 and a formal consultation was undertaken with partners and the public between February and May 2015.

A total of 11 responses were received. This summary analyses the responses and also outlines the Council's actions in relation to comments made.

Comments made by	Summary	Action Taken
The Environment Agency	The Environment Agency suggested amendments to the conditions pertaining to licensees establishing whether the site would be in a high flood risk area.	The conditions for both single and multi-sites have been amended to include the EA suggestions.

Comments made by	Summary	Action Taken
Borough Council Emergency Planning	Comments suggesting that it should be compulsory for sites in high flood risk areas to be registered with the EA Floodline scheme.	The conditions for both single and multi-sites have been amended to include the suggestion from Emergency Planning.

Comments made by	Summary	Action Taken
Borough Council Planning Department	Comments suggesting that amenity buildings should be of a limited size.	The conditions for both single and multi-sites have been amended to reflect the comments received and the requirement for a separate amenity building has been removed.

Comments made by	Summary	Action Taken
Hastoe Housing Association	Hastoe Housing Association made numerous comments regarding the proposed site licence conditions. *Spacing of caravans *Position of LPG cylinders	The comments have been considered and some amendments to the single and multi-site conditions have been made. The spacing of caravans on gypsy & traveller residential pitches has been reduced to 1.5m

	<p>*Boundary fencing *Amenity buildings</p>	<p>in conjunction with discussions with Norfolk Fire & Rescue Service.</p> <p>The condition regarding the positioning of LPG gas cylinders has been removed as a result of further discussions with Norfolk Fire & Rescue Service.</p> <p>The condition regarding the height of boundary fencing between caravan pitches remains unchanged.</p> <p>The condition regarding a separate amenity building has been removed.</p>
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Comments made by	Summary	Action Taken
<p>Sheepbridge Mobile Home Park</p>	<p>The agent on behalf of the licensees made numerous comments regarding the proposed site licence conditions.</p> <p>*Fencing & hedging *LPG storage *BS3632 *Privacy</p>	<p>The comments have been considered and some amendments to the single and multi-site conditions have been made.</p> <p>The condition relating to the height of fencing & hedging between pitches has not been amended following discussion with Norfolk Fire & Rescue Service.</p> <p>The condition regarding the positioning of LPG gas cylinders has been removed as a result of further discussions with Norfolk Fire & Rescue Service.</p> <p>The condition regarding the requirement for caravans on site to comply with BS3632 2005 has been amended.</p> <p>The condition regarding the declaration of information has been omitted.</p>

Comments made by	Summary	Action Taken
Julia Bradburn (Institute of Licensing Trainer)	A number of comments were made regarding: *Fencing between roads and pitches * Refuse Storage & Disposal	The comments have been considered and some amendments to the conditions made. The condition regarding the separation of roads and pitches has been removed. The condition regarding the storage and disposal of refuse has not been amended.

Comments made by	Summary	Action Taken
A Site Resident	A site resident submitted comments about the provision of sheds etc on a holiday site.	The comments were not relevant to residential caravans.

Comments made by	Summary	Action Taken
A Site Resident	A site resident suggested that any fees charged for the licensing function should not be passed on to site residents.	The comments have been noted however those fees associated with the site licensing function can be passed on to residents subject to conditions.

Comments made by	Summary	Action Taken
A Site Owner	A site owner made comment regarding the Norfolk County Council owned Gypsy, Roma & Traveller site being exempt from licensing conditions.	The comments have been noted regarding the application of licence conditions. The exemption for Council owned sites is set out in law and is outwith the jurisdiction of the Council.

Comments made by	Summary	Action Taken
A Site Owner (Hastoe Housing Association)	A site owner made additional comments over and above their comments submitted separately and also made further	The comments have been noted. The condition explaining the application of the Regulatory Reform (Fire Safety) Order has

	<p>comments regarding the *application of conditions to specific sites, *the application of the Regulatory Reform (Fire Safety) Order and *fees to cover the residential caravan site licensing function.</p>	<p>been clarified/amended to reflect discussions with Norfolk Fire and Rescue Service.</p> <p>Comments regarding the application of fees for the licensing function have been noted.</p>
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Comments made by	Summary	Action Taken
A Site Resident	A site resident made a comment that residents should be advised of any licensing fees to be passed on and that they confirmed that the proposed conditions would be a beneficial.	The comments have been noted however those fees associated with the site licensing function can be passed on to residents subject to strict conditions.

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

King's Court, Chapel Street
King's Lynn
Norfolk PE30 1EX
Tel: (01553) 616200
Fax: (01553) 768999

Borough Council of
**King's Lynn &
West Norfolk**



RESIDENTIAL CARAVAN SITE LICENCE NO:

DATED:

ISSUED IN RESPECT OF:

SITE APPROVAL DETAILS:

Licence Conditions

These conditions shall apply to the land shown on the plan attached to the most recent site licence application form.

1. Number of Caravans

- (i) At no time shall the number of caravans onsite (as defined by the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968) exceed ___.

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 for 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.

3. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where 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 subparagraph (i) or (iii):
- (a) A porch attached to the caravan may protrude one metre into the separation distance

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 that entrance to the home, either on the porch 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 sub paragraph (iii) applies in which case the extension into the separation distance 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 distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such 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 distance shall not face towards the caravan on either side.
- (f) Fences and 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 a 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.

4. 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 macadem 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.

5. 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 0.9 metres wide.

6. 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.

7. 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.

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

9. 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.

10. Electrical Installations

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

11. Water Supply

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

12. 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.

13. 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.

14. Communal Vehicular Parking

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

15. Communal Recreation Space

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

16. Notices and Information

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

17. 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 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.

18. 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.

19. Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those sites 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 (2 x 9 litres) 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 and 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 sited at).”

20. Condition of Caravans

- (i) All caravans stationed on the site shall be maintained in a good state of decorative, structural and mechanical repair, to the satisfaction of the Licensing Authority.
- (ii) Every caravan brought onto the site must comply with BS3632 (2005)*

**Where specific British Standards are referred to the licence holder should note that where these are superseded, the updated standard will automatically apply.”*

IMPORTANT ADDITIONAL INFORMATION

Section 7 (1) of the Caravans Sites and Control of Development Act 1960 states that any person aggrieved by any condition of this licence may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; and the court, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister of State) that the condition is unduly burdensome, may vary or cancel the condition.

Section 7 (2) of the Act states in so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition nor, thereafter, whilst an appeal against the condition is pending.

MULTI CURRENT CONDITIONS

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

King's Court, Chapel Street
King's Lynn
Norfolk PE30 1EX
Tel: (01553) 616200
Fax: (01553) 768999

Borough Council of
**King's Lynn &
West Norfolk**



RESIDENTIAL CARAVAN SITE LICENCE NO:

DATED:

ISSUED IN RESPECT OF:

SITE APPROVAL DETAILS:

Licence Conditions

These conditions shall apply to the land shown on the plan attached to the most recent site licence application form.

1. Number of Caravans

- (i) At no time shall the number of caravans onsite (as defined by the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968) exceed ___.

2. Boundaries

- (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 for 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.

3. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where 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 subparagraph (i) or (iii):
- (a) A porch attached to the caravan may protrude one metre into the separation distance

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 that entrance to the home, either on the porch 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 sub paragraph (iii) applies in which case the extension into the separation distance 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 distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such 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 distance shall not face towards the caravan on either side.
- (f) Fences and 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 a minimum of 3 metres from an adjacent caravan.

4. 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) Roads shall be maintained in a good condition.
- (iii) Cable overhangs must meet the statutory requirements.

5. Bases

- (i) The 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.

6. 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.

7. Electrical Installations

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

8. Water Supply

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

9. Drainage and Sanitation

- (i) 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.
- (ii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- (iii) 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.

10. Domestic Refuse Storage & Disposal

- (i) All refuse disposal shall be in accordance with all current legislation and regulations.

11. Notice

- (i) A copy of the current site licence shall be available for inspection onsite.

12. 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 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.

13. Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply

Fire Fighting Equipment

- (i) 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.
- (ii) Where hydrants are provided, hydrants shall conform to the current British or European Standard.
- (iii) Access to hydrants and other water supplies shall not be obstructed or obscured.
- (iv) Where standpipes are not provided or the water pressure or flow is not sufficient, each caravan shall be provided with fire extinguishers (2 x 9 litres) which comply with the current British or European Standard.

Fire Warning

- (v) A suitable means of raising the alarm in the event of a fire shall be provided.

Maintenance and Testing of Fire Fighting Equipment

- (vi) All 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 and Rescue Service.
- (vii) A record shall be kept of all testing and remedial action taken.
- (viii) All equipment susceptible to damage by frost shall be suitably protected.

14. Condition of Caravans

- (i) All caravans stationed on the site shall be maintained in a good state of decorative, structural and mechanical repair, to the satisfaction of the Licensing Authority.
- (ii) Every caravan brought onto the site must comply with BS3632 (2005)*

**Where specific British Standards are referred to the licence holder should note that where these are superseded, the updated standard will automatically apply."*

IMPORTANT ADDITIONAL INFORMATION

Section 7 (1) of the Caravans Sites and Control of Development Act 1960 states that any person aggrieved by any condition of this licence may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; and the court, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister of State) that the condition is unduly burdensome, may vary or cancel the condition.

Section 7 (2) of the Act states in so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition nor, thereafter, whilst an appeal against the condition is pending.

SINGLE CURRENT CONDITIONS

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

King's Court, Chapel Street
King's Lynn
Norfolk PE30 1EX
Tel: (01553) 616200
Fax: (01553) 768999

Borough Council of
**King's Lynn &
West Norfolk**



LICENCE REF:

DATED:

ISSUED IN RESPECT OF:

SITE APPROVAL DETAILS:

Licence Conditions (Multi-Occupancy Site)

Note: A multi-occupancy site is where the people in each caravan form separate households. A single occupancy site is where the people in each caravan are related to each other. This usually applies to smaller sites occupied by one extended family group.

These conditions shall apply to the land shown on the plan attached to the most recent site licence in connection with the stationing of caravans on that land for the purposes of human habitation.

The Licensing Authority is the Borough Council of King's Lynn & West Norfolk.

1. Number of Caravans

At no time shall the number of caravans onsite, as defined by Section 29 of the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968 exceed .

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 should 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 for 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 Licensing Authority.
 - (b) *The plan supplied must be of a scale no less than 1:500 and should clearly show all relevant structures, features and facilities on it and shall of a suitable quality, as so defined by the Licensing Authority.*

3. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must 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 subparagraph (i) or (iii):
 - (a) A porch attached to the caravan may protrude one metre into the separation distance 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 that entrance to the home, either on the porch 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 sub paragraph (iii) applies in which case the extension into the separation distance 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 distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such 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 distance shall not face towards the caravan on either side.
 - (f) Fences and 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 a minimum of 3 metres from an adjacent caravan. A motorhome used for habitation will not qualify as a private car and the separation distance referred to in (i) shall be maintained.
- (v) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

4. Roads, Gateways and Overhead Cables

- (i) Roads shall be designed to afford adequate access for emergency vehicles, shall be constructed to accommodate all necessary loadings and shall be well maintained and 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.

5. 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 0.9 metres wide.

6. 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.

7. 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.

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

9. 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.
- (iii) Any gas installations, appliances, flues and associated pipework/installations to caravans which are let for residential purposes shall be subject to an annual inspection by a

competent person and shall be maintained in accordance with all current statutory requirements, relevant Standards and Codes of Practice including The Gas (Installation & Use) Regulations 1998. A copy of the inspection certificate shall be made available to the occupant and/or Licensing Authority upon request.

- (iv) Any caravan let by the Licensee/s for residential purposes shall be provided with a carbon monoxide detector. It shall be of a type which gives an audible warning and be installed in accordance with the manufacturer's instructions. The detector shall be subject to an annual inspection by the Licensee and/or in accordance with the manufacturer's instructions. The inspection shall be recorded and shall be available for inspection by the occupant and/or the Licensing Authority.

10. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans 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.
- (v) Any electrical installations, appliances and associated installations to caravans which are let by the Licensee/s for residential purposes shall be subject to, as a minimum, electrical inspection and testing every 3 years. This inspection and testing should be undertaken by a competent person and all installations and appliances shall be maintained in accordance with all current statutory requirements, relevant Standards and Codes of Practice. A copy of the inspection certificate shall be made available to the occupant and/or Licensing Authority upon request.

11. Water Supply

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

12. 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.

13. 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.
- (iii) No refuse shall be allowed to accumulate at any point on the site, including the caravan surrounds. In this condition refuse includes derelict vehicles, discarded household items or other such waste.

14. Communal Vehicular Parking

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

15. Communal Recreation Space

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

16. Notices and Information

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

(v) All notices shall be suitably protected from the weather and from direct sunlight.

17. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the flood risk information pages on the Borough Council's website.
- (ii) The site owner shall establish the likelihood of flooding, the depths and velocities that might be expected and any site considered to be in a location regarded as high risk of flooding shall be registered with the Environment Agency Floodline service.
- (iii) Where the site is at a lower risk it is recommended that the site owner/Licensee is registered with the Environment Agency Floodline service.

18. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005

The site owner shall make available the latest version of any 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 Licensing Authority.

19. Fire Safety

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 apply.

Fire Points

- (i) These shall be located so that no caravan or site building is more than 30 metres from a fire point.
- (ii) Each fire point should consist of a red hi-viz waterproof housing, be accessible and clearly and conspicuously marked 'FIRE POINT' and shall have affixed a weatherproof action instruction notice on the outside.
- (iii) Each Fire Point shall contain inside:
 - a) A portable air warning horn, warning bell, or other warning device which must be fully servicable and available for use at all times.
 - b) A fully servicable hand held torch.
- (iv) Unless a person is trained in fire fighting there should be no encouragement to any person to act in any manner to fight a fire. The following advice should appear in writing at each fire point in clear distinct signage;
 - a) Do not take personal risks or attempt to tackle the fire.
 - b) Raise the alarm by activation of the alarm mechanism provided
 - c) Ensure that the fire and rescue service is called.

d) The nearest public telephone is located at.....

e) The address and the postcode of this site is.....

f) Meet the fire and rescue service on their arrival in order to facilitate access, directions and to report should you be aware of any persons either missing or trapped.

Fire Fighting Equipment

(v) 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.

(vi) Where hydrants are provided, hydrants shall conform to the current British or European Standard.

(vii) Access to hydrants and other water supplies shall not be obstructed or obscured.

(viii) Any caravan let by the Licensee/s for residential purposes shall be fitted with a fire blanket and smoke detector of a type which gives an audible warning and shall be installed in accordance with the manufacturer's instructions. This equipment shall be subject to regular inspection by the Licensee, in accordance with the manufacturer's instructions. The inspection shall be recorded and shall be available for inspection by the occupant and/or the Licensing Authority.

(ix) The provision of fire extinguishers is optional however if they are provided the residents shall be adequately trained and the extinguishers 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 occupants, the Licensing Authority or the Fire and Rescue Service.

(x) All fire fighting equipment, where provided, should be freely accessible, be in good working order and adequately protected from weathering and the effects of frost.

(xi) No flammable materials or liquids shall be left stored on any part of the caravan standing. Space under any caravan shall not be used for the storage of any materials which contribute to a fire hazard.

20. General

(i) The site shall be restricted to that for which planning permission is held.

(ii) All caravans stationed on the site shall be maintained in a good state of structural and mechanical repair, to the satisfaction of the Licensing Authority.

- (iii) Every caravan brought onto the site for occupation, must be designed and constructed for permanent residential use and shall comply with BS3632 (2005).***
- (iv) Every caravan that is let by the Licensee/s for residential purposes must be designed and constructed for permanent residential use and shall comply with BS3632 (2005). Caravans predating this standard must comply with previous versions of the standard.***

**The Licensee may be required to provide supporting evidence of the fire rating or combustibility of materials and/or structures to the satisfaction of the Licensing Authority.*

*** The definition of gypsies, roma & travellers is as defined in Annex 1 of 'Planning Policy for Travellers Sites'.*

**** The Licensee will be required to provide all necessary supporting technical information, to the satisfaction of the Licensing Authority.*

Notes in respect to the operation of the Caravan Sites and Control of Development Act 1960 (as amended);

Section 7

(1) Any person aggrieved by any condition (other than the condition referred to in subsection (3) of section five of this Act) subject to which a site licence has been issued to him in respect of any land may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; or in a case relating to land in England, to a residential property tribunal; and the court or tribunal, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister under subsection (6) of the said section 5) that the condition is unduly burdensome may vary or cancel the condition.

In a case where a residential property tribunal varies or cancels a condition under subsection (1), it may also attach a new condition to the licence in question.

In so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition is pending.

Section 8

Where the holder of a site licence is aggrieved by any alteration of the conditions attached thereto or by the refusal of the local authority of an application by him for an alteration of those conditions, he may, within 28 days of the date on which written notification of the alteration or refusal is received by him, appeal to a magistrates' court acting for the petty sessions area in which the land to which the site licence relates is situated; or in the case relating to land in England, to a residential property tribunal; and the court or tribunal may, if they allow the appeal, give the local authority such directions as may be necessary to give effect to their decision.

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

King's Court, Chapel Street
King's Lynn
Norfolk PE30 1EX
Tel: (01553) 616200
Fax: (01553) 768999

Borough Council of
**King's Lynn &
West Norfolk**



LICENCE REF:

DATED:

ISSUED IN RESPECT OF:

SITE APPROVAL DETAILS:

Licence Conditions (Single Occupancy Site)

Note: A single occupancy site is where the people in each caravan are related to each other. This usually applies to smaller sites occupied by one extended family group such as gypsy & traveller families. A multi-occupancy site is where the people in each caravan form completely unrelated separate households.*

These conditions shall apply to the land shown on the plan attached to the most recent site licence in connection with the stationing of caravans on that land for the purposes of human habitation.

The Licensing Authority is the Borough Council of King's Lynn & West Norfolk.

1. Number of Caravans

At no time shall the number of caravans onsite, as defined by Section 29 of the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968 exceed ___.

2. 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 should 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 for 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 Licensing Authority.
(b) The plan supplied must be of a scale no less than 1:500 and should clearly show all relevant structures, features and facilities on it and shall be of a suitable quality, as so defined by the Licensing Authority.

3. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where 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 subparagraph (i) or (iii):
 - (a) A porch attached to the caravan may protrude one metre into the separation distance 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 that entrance to the home, either on the porch 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 sub paragraph (iii) applies in which case the extension into the separation distance 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 distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such 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 distance shall not face towards the caravan on either side.
 - (f) Fences and 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 a minimum of 3 metres from an adjacent caravan.

4. Roads, Gateways, Footpaths 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) Roads and footpaths shall be maintained in a good condition.
- (iii) Cable overhangs must meet the statutory requirements.

5. Bases

- (i) Every caravan must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the caravan, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely.

6. 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.

7. Electrical Installations

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

8. Water Supply

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

9. 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 Licensing 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.

10. Domestic Refuse Storage & Disposal

- (i) All refuse disposal shall be in accordance with all current legislation and regulations.
- (ii) No refuse shall be allowed to accumulate at any point on the site, including the caravan surrounds. In this condition refuse includes derelict vehicles, discarded household items or other such waste.

11. Notice

A copy of the current site licence and associated conditions shall be retained on site and available for inspection.

12. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the flood risk information pages on the Borough Council's website.
- (ii) The site owner shall establish the likelihood of flooding, the depths and velocities that might be expected and any site considered to be in a location regarded as high risk of flooding shall be registered with the Environment Agency Floodline.
- (iii) Where the site is at a lower risk it is recommended that the site owner/Licensee is registered with the Environment Agency Floodline service.

13. Fire Fighting Equipment & Precautions

- (i) 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.
- (ii) Where hydrants are provided, hydrants shall conform to the current British or European Standard.
- (iii) Access to hydrants and other water supplies shall not be obstructed or obscured.
- (iv) No flammable materials or liquids shall be left stored on any part of the caravan standing. Space under any caravan shall not be used for the storage of any materials which contribute to a fire hazard.

14. Fire Warning

Where there is more than one caravan a suitable means of raising the alarm in the event of a fire shall be provided.

15. General

- (i) The site shall be restricted to that for which planning permission is held.
- (ii) Caravans shall not be occupied by a greater number of persons than the caravan is designed to accommodate.
- (iii) In normal circumstances on single family sites there will not be any caravans let for residential purposes however where the site/caravan is being let by the licensee the following will apply:

- a) Every caravan that is let by the Licensee/s for residential purposes must be designed and constructed for permanent residential use and shall comply with BS3632 (2005). Caravans predating this standard must comply with previous versions of the standard.**
- b) Any gas installations, appliances, flues and associated pipework/installations to caravans which are let for residential purposes shall be subject to an annual inspection by a competent person and shall be maintained in accordance with all current statutory requirements, relevant Standards and Codes of Practice including The Gas (Installation & Use) Regulations 1998. A copy of the inspection certificate shall be made available to the occupant and/or Licensing Authority upon request.
- c) Any caravan let by the Licensee/s for residential purposes shall be provided with a carbon monoxide detector. It shall be of a type which gives an audible warning and be installed in accordance with the manufacturer's instructions. The detector shall be subject to an annual inspection by the Licensee and/or in accordance with the manufacturer's instructions. The inspection shall be recorded and shall be available for inspection by the occupant and/or the Licensing Authority.
- d) Any caravan let by the Licensee/s for residential purposes shall be fitted with a fire blanket and smoke detector of a type which gives an audible warning and shall be installed in accordance with the manufacturer's instructions. This equipment shall be subject to regular inspection by the Licensee, in accordance with the manufacturer's instructions. The inspection shall be recorded and shall be available for inspection by the occupant and/or the Licensing Authority.
- e) Any electrical installations, appliances and associated installations to caravans which are let by the Licensee/s for residential purposes shall be subject to, as a minimum, electrical inspection and testing every 3 years. This inspection and testing should be undertaken by a competent person and all installations and appliances shall be maintained in accordance with all current statutory requirements, relevant Standards and Codes of Practice. A copy of the inspection certificate shall be made available to the occupant and/or Licensing Authority upon request.

* The definition of gypsies, roma & travellers is as defined in Annex 1 of 'Planning Policy for Travellers Sites'.

** The Licensee will be required to provide all necessary supporting technical information, to the satisfaction of the Licensing Authority.

Notes in respect to the operation of the Caravan Sites and Control of Development Act 1960 (as amended);

Section 7

(1) Any person aggrieved by any condition (other than the condition referred to in subsection (3) of section five of this Act) subject to which a site licence has been issued to him in respect of any land may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; or in a case relating to land in England, to a residential property tribunal; and the court or tribunal, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister under subsection (6) of the said section 5) that the condition is unduly burdensome may vary or cancel the condition.

In a case where a residential property tribunal varies or cancels a condition under subsection (1), it may also attach a new condition to the licence in question.

In so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition is pending.

Section 8

Where the holder of a site licence is aggrieved by any alteration of the conditions attached thereto or by the refusal of the local authority of an application by him for an alteration of those conditions, he may, within 28 days of the date on which written notification of the alteration or refusal is received by him, appeal to a magistrates' court acting for the petty sessions area in which the land to which the site licence relates is situated; or in the case relating to land in England, to a residential property tribunal; and the court or tribunal may, if they allow the appeal, give the local authority such directions as may be necessary to give effect to their decision.

SINGLE NEW CONDITION

Borough Council of
**King's Lynn &
West Norfolk**



Fees Policy for Licensing Residential Caravan Sites

Borough Council of King's
Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX



1.0 Introduction

1.1 The Borough Council of King's Lynn & West Norfolk ('the Council') has powers under the Caravan Sites and Control of Development Act 1960 ('the Act') as amended by the Mobile Homes Act 2013 ('the 2013 Act') to issue licences in respect of 'relevant protected sites' and to charge fees for the provision of their licensing functions.

1.2 A relevant protected site is defined in the Act as any land to be used as a caravan site other than one where a licence is:

- Granted for holiday use only
- In any other way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the year (such as planning conditions)
- It does not include sites that are owned by the local authority

Therefore a protected site relates to all sites that are used for permanent residential use, apart from local authority owned sites.

1.3 Local authorities can charge;

- A licence fee for applications to grant or transfer a licence or an application to alter the conditions attached to a licence and;
- An annual licence fee for administering and monitoring licences.

Before a local authority can charge a fee, it must prepare and publish a fees policy. When determining a fee the local authority:

- Must act in accordance with their fees policy
- May set different fees in different cases
- May determine that no fee is required in some cases

1.4 Any fees charged must fairly cover the costs (or part of the costs) incurred by a local authority under its functions in Part 1 of the Act, other than the costs of enforcement action. They must be reasonable and transparent and whilst different fees can apply to different types of cases, there must be consistency in the fee structure and its application.

2.0 The Fee Structure

2.1 In calculating a fee structure, the Council will calculate its fees in accordance with the provisions of the 2013 Act which allows a local authority to include all its reasonable costs and this includes administrative costs, officer visits to the site, travel costs, consultations, meetings, undertakings and informal advice.

- 2.2 The Council will, when deciding its fee structure, base it on the size of a site because the cost to the Council in terms of Officer time and administration is proportional to the number of units on a site. Sites are banded according to the number of units on each site and costs are apportioned to take into account the costs incurred.
- 2.3 The fee structure applies to all sites where they are being operated as a business and excludes single family sites such as gypsy & traveller family owned and occupied sites, which are often small sites*.
- 2.4 Single family owned and occupied sites are exempt from an annual fee as it is not intended to undertake annual inspections of these sites and the costs of recovery of fees offset the returns.
- 2.5 It is also proposed that fees not be charged for new site licence applications for sites with up to five units for a period of 12 months following the adoption of this policy so as to encourage historic sites that have gone unlicensed for some time to make a site licence application. All other activities surrounding the licensing function will be chargeable as per the fees policy.**

	Band A	Band B	Band C	Band D
Units	1-5	6-24	25-50	51-100
Annual Fee	£0	£219	£279	£346
New site licence Application	£0** £284	£411	£487	£577
Transfer of site licence	£128	£140	£152	£163
Amendment of site licence	£172	£186	£200	£216
Registering of site rules	£35	£35	£35	£35

3.0 Review of the Fee Structure

- 3.1 A review of the fee structure will be carried out annually and revised if necessary. Any adjustments will take into account variations in actual officer and administration time to those predicted, any changes to officer hourly rates, mileage costs or any other typical associated costs in providing the licensing function.

- 3.2 Where a deficit appears because expenditure was more than anticipated the shortfall will be reflected in the fee charged to the site owner in the next year. Similarly, where a surplus is made the fee for the following year will be reduced by that amount.

4.0 Publishing the Fees Policy

- 4.1 The fees policy for licensing of caravan sites will be published on the Councils website.
- 4.2 If the Council revises its fees policy, it will replace the published policy with the revised policy.
- 4.3 There will be a copy of the fees policy kept within the Housing Standards department which will be available to view during normal office hours at the Council Offices.

5.0 How fees are to be paid

- 5.1 The Council requires all fees to be included with any application for a new site licence, for amending a site licence or transferring a site licence.
- 5.2 In the case of existing sites, where an annual fee is payable, the request for payment will be made in April each year and must be paid to the Council within 28 days of the date of request.
- 5.3 Where an annual fee payment to the Council becomes overdue, the Council may apply to the First Tier Tribunal for an Order requiring the licence holder to pay to the Council the amount due by the date specified in the Order. Where a licence holder fails to comply with such an Order within the period of 3 months from the date of the Order, the Council may apply to the First Tier Tribunal for an Order revoking the site licence.
- 5.4 Any licence holder has the right to apply to the First Tier Tribunal where they disagree with the licence fee being charged.
- 5.5 Where a new site is licenced is issued part way through the year then an invoice with 28 day payment terms will be issued for the pro-rata amount.
- 5.6 Where a site is expanded part way through a year to include additional units and hence an alternative banding applies, the corresponding higher fee would apply from that point. In such cases an invoice with the same payment terms, covering the difference between the original and increased fee for the remainder of the financial year will be sent shortly after the amended licence has been issued.

6.0 Enforcement Costs

- 6.1 Where there has been a breach in a site licence condition which comes to the attention of the Council we may serve a Compliance Notice.
- 6.2 The Mobile Homes Act 2013 has amended the Caravan Sites and Control of Development Act 1960 so that it now 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 Notice.
- 6.3 A detailed breakdown of the relevant expenses would be provided with the Compliance Notice. Charges would be based upon an hourly rate in addition to any costs incurred, for example legal costs.

7.0 Other Matters

- 7.1 Please note that once the application form and all necessary supporting information, including the correct fee, has been submitted to the Council the application will be deemed as complete and the Council will aim to determine the application within 8 weeks.
- 7.2 If the application is not approved then the applicant is not entitled to a refund, as the application has been processed.

**If the applicant claims to be Band A due to being a single family site then additional information may be requested by officers in order to verify this claim. If there is any doubt as to the legitimacy of any claim then the matter will be referred to the Housing Services Operations Manager to determine what banding applies and therefore what fees are applicable.*

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Discretionary	Be entirely within Cabinet's powers to decide	NO	
		Need to be recommendations to Council	YES	
		Is it a Key Decision	NO	
Lead Member: Cllr Daubney E-mail: Cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial:		Other Officers consulted: Chief Executive, Legal Services Manager, Civics Officer		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment NO	Risk Management Implications NO

Date of meeting: 6 October 2015

HONORARY RECORDER**Summary**

The report invites Cabinet and Council to consider the appointment of an Honorary Recorder for the Borough.

Recommendation

That Council support the appointment of an Honorary Recorder for the Borough, and delegated authority to the Chief Executive in consultation with the Leader to make the appointment.

Reason for Decision

To give consideration to the invitation on behalf of the Court.

Background

Former Mayor, Cllr Barry Ayres, attended a ceremony on 2 March 2015 to mark the resumption of Crown Court sittings in King's Lynn.

Judge Holt would like to invite the Borough Council to reinstate the post of Honorary Recorder of King's Lynn. It is a purely ceremonial position that is held by a Judge that sits most regularly and is senior in a particular city or town. In recent years many local authorities have revived the tradition so for example Judge Holt is Honorary Recorder of Norwich and there are Honorary Recorderships of the likes of Aylesbury, Manchester, Croydon and many other places across the country.

If the Council is minded to do so, the Judge we have in mind is His Honour Judge Nicholas Coleman who will be sitting for lengthy periods at King's Lynn and is himself a long-standing resident of West Norfolk, living at Anmer.

The main role of the Honorary Recorder is to strengthen links between the town and the judicial system, attending such events as the Mayor-making, Battle of Britain Day events, Remembrance Day commemorations and any other civic ceremonies that you think appropriate. There is no cost to the Borough of such a post.

Options Considered

Council is invited to consider whether it wishes to make such an appointment.

Policy Implications

None

Financial Implications

None

Personnel Implications

None

Statutory Considerations

None

Equality Impact Assessment (EIA)

None

Risk Management Implications

None

Declarations of Interest / Dispensations Granted

None

Background Papers

Correspondence with the Court.

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Operational	Be entirely within Cabinet's powers to decide	YES	
		Need to be recommendations to Council	NO	
		Is it a Key Decision	NO	
Lead Member: Cllr Elizabeth Nockolds E-mail: cllr.elizabeth.nockolds@west-norfolk.gov.uk		Other Cabinet Members consulted: Cllr Nick Daubney		
Lead Officer: Chris Bamfield E-mail: chris.bamfield@west-norfolk.gov.uk Direct Dial: 01553 616648		Other Officers consulted: Martin Chisholm Mark Fuller, Lorraine Gore		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications NO

Date of meeting: 6 October 2015

STORIES OF LYNN, TOWN HALL - EXHIBITION TENDER

Summary

The report concerns the tender exercise for the exhibition and displays within the Town Hall complex as part of the Heritage Lottery Funded Scheme.

Recommendation

Cabinet agree to appoint the selected contractor for the Town Hall exhibition as detailed in the report.

Reason for Decision

To enable the exhibition work to be finalised for the Town Hall and Stories of Lynn to open for Easter 2016.

1. Background

1.1 As part of the HLF scheme the exhibition materials for the Town Hall and Stories of Lynn have been subject to a procurement process with five contractors shortlisted from the original invitation to tender. A total of 11 contractors completed the Pre Qualification Questionnaire (PQQ), of these, five did not make the shortlist. Tenders were received on 16th September and have been subject to evaluation against the tender criteria.

- Price 70% - the lower tender receives the full 70% and the other tenders are scored in proportion to the amount by which their tender exceeds the lowest tender.

- Quality 30% - covers future proofing and cost of future amendments, method statements for project delivery, proposed team CV and experience.

1.2 Tenders were invited from;

- Elmwood Projects
- Paragon Creative
- The Hub
- Realm Projects
- Museko

1.3 Four tenders were received and evaluated on 23rd September. Realm Projects came first in the evaluation with an overall score of 85% and is within the budget provision for exhibition works.

2. Financial Implications

2.1 The budget provision for exhibition works is £510,452.

2.2 The successful tender is within the budget estimate for the exhibition.

Background Papers

Equality Impact Assessment (EIA)