

## 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.

<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
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.

<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
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.

<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
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.

<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
Hastoe Housing Association	Hastoe Housing Association made numerous comments regarding the proposed site licence conditions.  *Spacing of caravans *Position of LPG cylinders *Boundary fencing *Amenity buildings	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 in conjunction with discussions with Norfolk Fire & Rescue

		<p>Service.</p> <p>The condition regarding the positioning of LPG gas cylinders has been removed as a result of further discussions with Norfolk Fire &amp; 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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<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
Sheepbridge Mobile Home Park	<p>The agent on behalf of the licensees made numerous comments regarding the proposed site licence conditions.</p> <p>*Fencing &amp; 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 &amp; hedging between pitches has not been amended following discussion with Norfolk Fire &amp; 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 &amp; 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>

<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
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.

<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
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.

<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
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.

<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
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.

<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
A Site Owner (Hastoe Housing Association)	A site owner made additional comments over and above their comments submitted separately and also made further comments regarding the *application of conditions	The comments have been noted.  The condition explaining the application of the Regulatory Reform (Fire Safety) Order has been clarified/amended to reflect discussions with Norfolk Fire

	to specific sites, *the application of the Regulatory Reform (Fire Safety) Order and *fees to cover the residential caravan site licensing function.	and Rescue Service.  Comments regarding the application of fees for the licensing function have been noted.
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<b>Comments made by</b>	<b>Summary</b>	<b>Action Taken</b>
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.