

Date: 07 November 2024  
 Our Ref: 6275/JW  
 Your Ref: AC/04/2019



Civic Licensing Committee  
 Angus Council  
 Town and County Hall  
 26 Castle Street  
 FORFAR  
 DD8 1BA

Dear Sirs

### **Civic Licensing Committee - 14 November 2024**

#### **Renewal Application - Residential Caravan Site at Tayock Caravan Park**

I refer to the above application which seeks to renew the Residential Caravan Site Licence for Tayock Caravan Park for a further 5 years. Firstly, the licence holder would like to apologise for any previous confusion regarding the licence renewal process and would like to thank Council Officers for the guidance and advice they have since provided following the Special Civic Licensing Committee of 5 September and the Committee's subsequent Notice of Consideration of Refusal (the Notice) issued 27 September 2024. This purpose of this letter is to provide some additional background to the Civic Licensing Committee and outline the steps that have been taken by the licence holder to meet the outstanding licence matters.

Tayock Caravan Park is a mixed use caravan park of 27 residential park homes and 36 static holiday caravans. The park has been established for at least 40 years with evidence of a caravan site licence dating back to at least 1984. The residential park home pitches have not been altered in this time.

As confirmed by Stuart McQueen (Team Leader - Licensing and Regulation) in an email dated 11 October 2024, only the residential part of the caravan park falls within the consideration of the Civic Licensing Committee for this renewal of a residential caravan site licence. The following information therefore solely relates to the 27 residential park homes as shaded in blue on the submitted Licence Site Plan (Drawing Ref. JDC-2024 -300-PL).

Flynn Parks Ltd acquired the site from the previous owner in 2020. The 27 park homes are occupied by mainly retired individuals or couples and therefore the caravans are their principal homes. As such, should the renewal of the Residential Caravan Site Licence not be forthcoming, there is a concern that the residents will present themselves to Angus Council as homeless if they have to vacate the caravan park. It is respectfully requested that this is a primary consideration for the Civic Licensing Committee as part their deliberations of this renewal application. We would also like to take this opportunity to highlight that the current licence holder has less control over the pitch positions given they inherited the existing layout and the residents live in the park homes rather than renting them seasonally.

As noted in the 5 September 2024 Committee papers (Report No. 263/24) and the subsequent Notice, there was certain mandatory information and matters which had not been provided and/or undertaken by the licence holder within the required timescale. The following is an outline of the steps the licence holder has taken since then to address these matters:

**a) *With reference to Condition 14 [15] - Notices and Information - the required information should be properly displayed.***

The Notices and Information required by Condition 15 of licence are:

- the name of the site,
- details of how to contact the Police, the Fire and Rescue Service, and emergency and local medical services,
- the name, contact address and telephone number of the site licence holder or the site manager (if different from the site holder) including their emergency contact details,
- a copy of the Site Rules,
- a copy of the Site Licence,
- a copy of the local flood warning system and evacuation procedure where appropriate.

The licence holder has now displayed all of the above, prominently in the window of the onsite cafe at the entrance to the caravan park. The documents and photos of their display were submitted to the Council via email on 7 October 2024 and confirmation of receipt was given by the Council on the same day.

**b) *The following documents/information had not been provided:***

**i) *Site Layout Plan - the submitted plan does not reflect the information required in terms of transitional condition (iii) and question 12 on the application form***

As required by transitional condition (iii) and question 12 on the application form, a Site Layout Plan (Drawing Ref. JDC-2024 -300-PL) was submitted to the Council via email on 16 October 2024 and the Council confirmed receipt of said plan on 18 October 2024. The submitted Site Layout Plan illustrates the following (where appropriate):

- The location of surface and foul drainage pipe work for the site including any pumped storage facilities, road gullies, access points, treatment plant and the point at which the site drainage connects to the main sewer;
- The locations and layout of all aspects of the electrical supply system to the site including, as appropriate, meter rooms, substations, overhead cables and caravan connection points;
- The locations and layout of drinking water distribution pipes, storage tanks and access points;
- The locations of any stored gas and oil supplies and if appropriate distribution pipes and emergency control valves;
- Roads and Footpaths;
- Toilet blocks;
- Stores and other buildings;
- Recreation space;
- Fire precautions;
- Car parking space; and
- Site lighting

Again it should be reiterated that whilst the submitted Site Layout Plan covers the whole of Tayock Caravan Park, only the area delineating the residential part of the site (blue shading) is relevant for the purposes for the residential site licence renewal.

**ii) *Risk Assessment***

This was submitted to the Council via email on 4 October 2024 and confirmation of receipt given on 7 October 2024.

**iii) *Electrical Installation Condition Report***

This was submitted to the Council via email on 4 October 2024 and confirmation of receipt given on 7 October 2024.

**iv) *An update on each of the transitional conditions outlined in the original licence***

Taking each of the 3 transitional conditions in turn, we would update the Committee as follows:

**Condition 1(i)**

***A period of 5 years starting from the date this license is issued shall be granted by the licensing authority to allow for the upgrading of the site to fully comply with conditions 3(iii), 4(v), 4(vi) and 13(i).***

***3(iii) The minimum distance between any two caravans must not be less than 6 metres.***

The majority of the spaces between the residential caravans all meet the required 6 metre distance as set out within the model standards for residential mobile homes. There are however, five instances where the spacing is below this. In three of these instances the spacing is over 5 metres and the caravan construction is 'inherently fire-resistant' and therefore meet the reduction set out within the model standards. The remaining two instances involve spacings of 4.75 and 4.85 metres respectively. Whilst these spacings are slightly below the 5m reduction, the caravans are again 'inherently fire-resistant'.

Given the spacings are 25cm and 15cm short of the acceptable reduction of 5 metres for "inherently fire-resistant" mobile homes, the licence holder respectfully requests the Committee to consider a reduction in the distances in all five instances on site. It should be noted that as the residential park is currently fully owner occupied the caravans cannot be removed as they are people's homes but the site owner would be happy to give an undertaking that the site layout would be changed to meet the model spacings as and when caravans became empty.

***4(v) Two way roads shall not be less than 3.7 metres wide except where passing places are provided.***

All the roads within the residential portion of the caravan park are over 3.7 metres wide.

***4(vi) One way roads must not be less than 3.0 metres wide. One-way road systems must be clearly signposted.***

As noted above, all the roads within the residential portion of the caravan park are over 3.7 metres wide.

***13(i) Site roads and pedestrian routes shall be provided with an adequate working artificial lighting system between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.***

The residential portion of the caravan park is fully street lit and the street lamps have been annotated on the submitted Site Layout Plan.

**Condition 1(ii)**

***During the 5 year period referred to in condition 1(i) above no replacement caravan or other structure shall be positioned anywhere on the site in such a manner as to prevent compliance with conditions 3(iii), 4(v), 4(vi) and 13(i).***

We would advise that there has been no change to the position or layout of the road or any caravan or caravan pitch within the previous 5 year licence period.

**Condition 1(iii)**

***Within 6 months of the date of this licence the holder shall provide the licensing authority with an up to date plan of the site which is of a suitable scale and quality, acceptable to the licensing authority, which clearly details the current layout of the site and the significant relevant structures, services, features, facilities and access points as detailed in condition 2(ii).***


As noted above, this was submitted to the Council via email on 16 October 2024 and the Council's Legal Services confirmed receipt of the plan on 18 October 2024.

In short, all the required outstanding information is now with the Council with the only outstanding issue being the five instances where the spacings between residential caravans are below the 6 metre model

standard. However, we would advise that all the caravans are “inherently fire-resistant” in construction, three of the distances are within the acceptable reduction distance of 5 metres with the remaining two instances being no more than 15cm and 25cm short of this distance respectively. These caravans are people’s homes so unfortunately the layout cannot change until these park homes naturally free up when owners move to other living accommodation elsewhere.

The licence holder therefore respectfully requests that the Committee consider the requested reduction to the spacings in this context and with the undertaking that as the homes in question naturally become vacant in the future, the spacings between the residential caravans will be addressed.

Yours faithfully

A solid black rectangular box used to redact the signature of James Wright.

JAMES WRIGHT