SAMMONS Architectural LIMITED
Chartered Institute of Architectural Technologists

10 Cawdry Buildings
Fountain Street
Leek, Staffordshire, ST13 6JP
Tel / fax 01538 386002
e-mail info@sammonsltd.co.uk

SITE MANAGEMENT PLAN

PROPOSAL : **CHANGE OF USE OF LAND TO PROVIDE FOR 14 TOURING CARAVANS PITCHES WITH SEPARATE CAMPING / OPEN SPACE; FACILITIES BUILDING & RECEPTION AND ASSOCIATED WORKS**

ADDRESS : **LAND OFF CHEADLE ROAD, ALTON, STAFFORDSHIRE, ST10 4DH**

APPLICANT : **MR P FINNEY**

DATE : **AUGUST 2023** **JOB NO. : 2013-1910**

Site Rules

The following campsite rules apply to all guests staying with us. Guests are required to accept and adhere to these rules under the Booking Terms and Conditions which must be accepted by the guest at the time of booking. These rules are in place so that guests staying with us enjoy their holidays as much as possible while remaining considerate of other guests on site, neighbours and the environment.

1. Arriving at the campsite

Arrival time on site is between 12:30 and 8pm. Please ensure arrival is at or after the earliest arrival time, in order to allow our site team to prepare the campsite for new guests arriving. This is also important so that departing guests can leave the campsite safely. Should arrival be before the earliest arrival time, guests are likely to be asked to leave the campsite and return later. If an early arrival is anticipated, guests should plan to stop in a safe location away from the campsite until the appropriate time to check in is reached.

Specific pitches cannot be reserved as part of a booking. After arriving on site, guests may choose one of the available pitches for the pitch type that has been booked. If a guest has a large or very heavy outfit, a specific pitch may need to be allocated. There may also be times when pitches have to be specifically allocated due to site layout, safety reasons or ground conditions. Once guests have selected their pitch or it has been allocated, and before setting up, they must promptly return to reception and advise site staff of the pitch number and also collect their barrier card and keys, if applicable.

Late arrivals must contact us to arrange a greeting service. We may not be able to accommodate a guest's stay if arrival is after 8pm and site staff are not notified. Therefore, please make every effort to notify us well in advance if a later arrival time is expected.

Vehicles must be parked in the area next to your pitch. All vehicles are parked at the owner's risk and the site owners cannot be held responsible for any accidents or theft while left on site. No vehicle movements between 10:00pm and 7am. If returning after this time please leave your car in on of the designated on site car parks.

Anyone visiting a guest staying on site will need to see the site staff on arrival to ensure their stay is safe. The site staff may allow additional cars to be parked on a pitch. If staying overnight, a standard fee for visitors will apply and a fee for any additional cars may also be charged. We reserve the right to restrict visitors on site if required. Day visitors, i.e. those not staying overnight, are required to vacate the campsite by 10pm in order to minimise disruption to other guests.

2. Management and help on site

If a guest requires any help, advice or has any difficulties they should contact the site staff. They are responsible for the smooth running and safety of the campsite and for making everyone's stay as enjoyable as possible. So everyone can enjoy holidaying on our campsites, please follow the site staff's requests and all notices and instructions. The health and safety of all our guests is very important to us.

If anyone on site disregards these rules and/or disrupts the enjoyment of others, the site staff have the right to ask them to leave the site.

Supermarket deliveries can be accepted by guests in the designated area identified by the site staff. Please make the site team aware of any expected delivery, however, they are unable to accept any deliveries on behalf of guests or make guests aware that their delivery has arrived. Deliveries to a pitch are not allowed on our site.

Unfortunately we are unable to receive regular deliveries of post and packages for guests staying on site. However, one off parcel/card deliveries, i.e. birthday cards/presents will be accepted as long as the site staff are informed of this. However, if a parcel is for a one off delivery that requires a signature, staff may not be available to accept delivery for this and cannot be held responsible should there be any damage to the said item.

From time to time, we may need to introduce new guidance or processes, possibly at short notice, to comply with changes in government guidance or legislation. Everyone on site is expected to comply with these changes to ensure the safety of all site users and staff. Failure to do so could lead to guests being asked to leave the campsite.

3. Behaviour on site

When staying at or visiting please respect the comfort, privacy and convenience of other site guests and don't behave in a way that is considered anti-social or would constitute illegal behaviour. Verbal or physical abuse towards staff or guests will not be tolerated and will result in guests being asked to leave the campsite.

When taking photographs or video for personal use, guests are requested to be mindful of others and respect the privacy of people around them, especially children. Guests may not take photographs or videos for commercial purposes unless by prior agreement with the owner.

Drones are not permitted to be used by guests on the campsite. The owner may however occasionally commission trained, insured and licensed professionals to take footage and/or photos of the campsite for promotional and/or marketing purposes. In those instances, the owner will give prior notice to guests. The drone operator will be asked to try not to include identifiable people, but there may be occasions where guests will be asked for their consent to feature in the footage and/or photos.

If guests have children with them on the site, they are responsible for their supervision.

To ensure that property is not damaged whilst on site, no loose ball games are allowed on or near pitches. Please consult the site map upon arrival for play areas, or ask the site staff for suitable locations to accommodate ball games.

Guests are asked to respect other guests' privacy at all times. For example, do not cut across or behind occupied pitches.

The use of pools, jacuzzis or other similar items are not permitted.

4. Noise

We are a quiet site, please be mindful of the noise levels on the pitch at all times, ensuring in particular that you do not disturb other guests after 10pm.

Please think of others and keep musical instruments, radios, televisions and so on at a considerate noise level. Generators should also be used with consideration for others, please don't operate them between 6pm and 9am.

There may be some grass cutting and grounds maintenance during guests stay. These are carried out to keep our sites up to the standard guests would expect. We will aim to do this when least likely to cause disturbance, but some noise may be unavoidable.

5. Pitch usage

The maximum time guests are allowed to stay on site is 21 days and once a caravan is removed from the application site it shall not return to it for a period of at least 4 weeks.

On most pitches, outfits may be pitched nose or tail in. Site staff will advise guests where their outfit should go in relation to the pitch marker(s). If guests wish to pitch in any other way please ask site staff.

To avoid the spread of fire, there must be at least 6 metres spacing between facing walls of adjacent caravans, motorhomes or trailer tents and a minimum clear space of 3 metres between adjoining cars/awnings/tents and other items (including windbreaks) in any direction.

To show consideration for others, guests must please leave their pitch clean and tidy when departing the campsite.

Site staff must be informed if guests intend to leave their outfit unoccupied overnight, unless guests are using a designated seasonal pitch. Normal booking fees will apply to the unoccupied period.

Most pitches provide an electrical hook up delivering up to 16 amps of power. In order to help with our environmental ambitions, please consider minimising the amount of electrical power. In addition, please limit the number and type of electrical appliances in use at any one time as over usage is often the cause of power trips and failures onsite.

Please make sure all electrical equipment complies with current British standards and regulations. We are responsible for the safety of electrical points up to the socket outlets. Cables, plugs and all equipment connected to them are the guests' responsibility.

6. Using awnings, tents or other items

On pitches with awning space guests can erect an awning, however, should guests' awnings be wider than 2.5 metres and the awning pitch be unable to accommodate the size of this, the guest will be unable to erect their awning. Guests may also put up a tent for extra sleeping accommodation, or a specially designed toilet or cooking tent, provided the main outfit is occupied, but please keep them within the designated pitch area.

Please protect the pitch grass by lifting groundsheets, side flaps of awnings and any other material that is detachable that may impact the grass at frequent intervals or as required by site staff.

On non-awning pitches, wind out canopies may be used as long as the fire spacing gap is maintained. All canopies must be sufficiently secured or wound back in at night, when off site or as requested by site staff.

7. Sanitation

Only empty the contents of chemical closets at the disposal points provided.

Please wrap disposable nappies and similar bulky items in a bag and place them in the bin provided. Please don't put them in the toilets or chemical closet emptying points.

8. Waste water

Please collect waste water in a suitable container and empty it at the disposal point provided. Please don't allow it to overflow.

Guests are not permitted to carry out a full scale washdown of their outfit on site however, we do permit day to day mirror/screen/lights/windows cleaning with a bucket, sponge and very light detergent i.e. to make the outfit road safe, providing the water from the bucket does not get thrown over the outfit onto the pitch.

9. Rubbish disposal

Please recycle as much rubbish as possible in the appropriate designated areas. We can not accept large items and ask that these are disposed of in an alternative and appropriate manner.

If guests need to use medical equipment which results in clinical waste, guests must provide their own safe means of disposal and take these items off-site for disposal.

10. Fire precautions

As soon as possible after arrival, guests are strongly recommended to get to know the campsite's fire safety precautions and location of fire points.

Open fires are strictly prohibited and not permitted anywhere on site. This includes fire pits or similar items.

11. Barbeques

Charcoal and disposable barques are not permitted on site. Gas barques are permitted provided that they are contained and located a safe distance from the unit and raised at least 18" above the ground.

12. Dogs and other pets

Well behaved dogs are welcome on the caravan site but must be kept on leads at all times. Guests are responsible for the behaviour of their pets and for ensuring they are not a nuisance to other guests. Pets must be contained securely, either within a guest's outfit/accommodation, an appropriately ventilated vehicle, purpose designed cage, or secured by a lead not more than 2 metres long. Please ensure pets are exercised in the dedicated dog walk areas and guests must always clean up after their pet. Guests should try to restrain their pets from toileting on the pitches of other guests.

Unless guests have an assistance dog, pets are not allowed in any communal areas including toilet blocks, laundry rooms or swimming pools.

13. Roads on the campsite

Guests must drive their vehicles with particular consideration for pedestrians, including children and other vulnerable road users who have priority over vehicles on our campsites' roads. Guests must have a full current driving licence, insurance for the vehicle being driven and they must follow the principles of road safety. Cars and motorhomes must have a valid road fund licence. Vehicle speeds should not exceed 5mph (equivalent to a vehicle being in first gear or a person moving at a walking pace), and one way systems should be followed at all times. Please remember that other guests' pitches are strictly not to be encroached.

Non-motorised recreational ride on equipment is allowed on our campsite although consideration should be shown to other guests at all times when using this equipment. Vehicle speeds should not exceed 5mph (that is equivalent to a vehicle being in first gear or a person moving at a walking pace), and one way systems should be followed at all times. Please remember that other guests' pitches are strictly not to be encroached. No ride on equipment is permitted on site between the hours of dusk and dawn, as determined by the site staff. Please observe any 'no ride on' areas on our campsite, such as around toilet blocks, and ensure that children are supervised at all times. Remember that the principles of road safety should be observed at all times. Special care should be taken when cycling on and off roadways. Please ask the site staff about designated cycle routes nearby. It is recommended that all users of bicycles, scooters and skateboards wear safety helmets, and other relevant safety equipment.

Motorised, ride on leisure equipment is not permitted within the campsite in line with government rules on public roads.

Motorised and battery operated equipment on site are acceptable for use by disabled and mobility restricted guests to allow them to access the relevant areas of the site as required. They need to be operated in line with the traffic management system and abide by the speed limit, and users must show consideration for other guests at all times when using the equipment.

14. Leaving your pitch

Pitches should be vacated by 10 o'clock in the morning. If guests would like to remain later on site, not necessarily on the same pitch, please speak with the site staff. Be aware that charges may apply if staying beyond 4pm.

15. Liability

The owner accepts no liability for any injury, loss or damage to property, people or pets whilst on the campsite. This includes injury, loss or damage that occurs subsequent to an event that happened as a result of an event beyond our control. Events beyond our control include but are not limited to: fire, adverse weather (including flood, storm, hail), explosions, break-in, theft, criminal damage, riots, industrial action, natural or nuclear disasters, epidemics, pandemics, war or threat of war, actual or threatened terrorist activity.

We cannot take responsibility for, or pay compensation because of, events beyond our control.

16. Security of guest property

Guests are responsible for the belongings they bring with them during their stay with us.

Guests are advised to securely lock outfits and vehicles and remove valuable items from sight when not in attendance.

If guests choose to bring their own bicycle we strongly recommend that they have specific insurance that will cover the bicycle if stolen.

17. Damage to campsite property

If guests cause any damage to our property, accommodation, articles or facilities, we will recover from the guest the cost to repair or replace the damaged item(s). This will include any call out charges that are required to assess the damage and/or to repair or replace the item(s).

If damage is caused to our property while on site, guests must make the site staff aware as soon as possible and provide details of the circumstances and cause of the damage.

Unless it is possible to take payment for the cost of damage at the time of reporting, we will contact the guest in writing once we have been made aware of the costs involved to repair or replace the damaged item(s), and explain how to reimburse us.

If any sums owed by guests remain overdue (wholly or partly) for more than three months, despite reasonable attempts by the owner to recover the debt, the owner reserves the right to cancel any future site bookings and / or may make a court claim in order to recover costs.