

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

**STANDARD LICENCE CONDITIONS FOR RESIDENTIAL CARAVAN SITES**

**TYPE, POSITIONING OF CARAVANS / PARK HOMES, PROVISION OF PORCHES AND COVERED STORAGE SPACE**

1. Every caravan shall be not less than 6 metres from any other caravan in a separate occupation and not less than 3 metres from a carriageway. Every caravan shall be not less than 3 metres from the boundary of the site except in cases where the site abuts upon open land.
2. The gross density shall not exceed 50 caravans to the hectare. In the case of the site to which this licence refers, the maximum number of caravans permitted is.
3. Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of two adjacent units is not less than 5.25 metres
4. Where there are ramps for the disabled, verandas and stairs extending from a unit there must be 4.5 metres clear space between them and two such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and as such should not intrude into the 6 metre space.
5. Where a garage, shed, fence or covered space is between units it must be of non-combustible construction (including non-combustible roof) and sufficient space must be maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures must not face towards or be within 6 metres of any park home. Car ports and covered walkways must in no circumstances, be allowed within the 6 metre space. Existing timber sheds or fences within the 6 metre spacing are to be replaced with a non-combustible material when the existing timber shed or fence falls into disrepair, or when the existing park home is removed and a new unit brought to the standing.
6. Any fence erected within the separation distance must be non-combustible and no greater than 1m in height. Any hedges within the separation distance should also be kept to a maximum of 1m in height.
7. Each new or replacement park home shall comply with the current British Standard Specification for Mobile Homes in existence at that time (eg B.S. 3632:1989)
8. No park home shall be stationed on the site which is not at all times:
  - In good and proper repair
  - In a good state of external decoration
  - Weatherproof

## **ROADS AND FOOTPATHS**

9. Roads of suitable material shall be provided so that no caravan standing or toilet block is more than 45 metres from a road. Each standing and toilet block shall be connected to a carriageway by a footpath with a hard surface. Carriageways shall be not less than 4 metres wide, or, if they form part of a one-way traffic system, 3 metres wide. Footpaths shall not be less than 0.75 metres wide.
10. Roads and footpaths must be suitably lit
11. Emergency vehicle routes within the site must be kept clear of obstruction at all times

## **HARD STANDINGS**

12. Every caravan shall stand on a hardstanding of a suitable material, which shall extend over the whole area occupied by the caravan placed upon it and shall project not less than 1 metre outwards from the entrance or entrances of the caravan.

## **FIRE FIGHTING APPLIANCES**

### **Fire Points**

13. These shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be easily accessible and clearly and conspicuously marked "**FIRE POINT**".

### **Fire Fighting Equipment**

14. Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point, together with a reel of small diameter hose of not less than 30 metres in length, having a means of connection to a water standpipe (preferably a screw thread connection) and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked "**HOSE REEL**".

### **Note on Fire Hydrants:**

Where there is a water supply of sufficient pressure and flow, there shall be a requirement to install a fire hydrant to conform with BSS 750 within 100 metres of every caravan standing.

15. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with at least either gas expelled water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, two buckets and one hand pump or bucket pump.

### **Fire Warning**

16. A means of raising the alarm in the event of a fire shall be provided at each fire point. This could be by means of a manually operated sounder, eg metal triangle with a striker, gong or hand operated siren, of a sufficient degree of loudness.

## **Maintenance**

17. All alarm and fire fighting equipment shall be maintained in working order and available for inspection by or on behalf of the licensing authority.
18. All equipment susceptible to damage by frost shall be suitably protected.

## **Fire Notices**

19. A conspicuous board bearing the name and address of the site shall be erected at the entrance for the purpose of identification by emergency services. 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 and the location of the nearest telephone. This notice shall include the following:

“On discovering fire –

- (i) Raise the alarm
- (ii) Ensure the affected unit is evacuated
- (iii) Call the Fire Brigade (the nearest telephone is sited at .....  
.....) and inform the Fire Brigade of the location of the site, which  
is .....
- (iv) If practicable, attack the fire using the fire fighting equipment provided.

It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.”

## **Fire Hazards**

20. Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans.
21. Provision shall be made for the storage of liquefied petroleum gas (LPG) and regard shall be had to the Health and Safety Executive Code of Practice for The Keeping of Liquefied Petroleum Gas in Cylinders and Similar Containers. Each site shall have a current copy of the Code of Practice relating to LPG and this shall be made available by the site operator for inspection by all occupiers of caravans on the site. Any changes in existing installations shall be the subject of approval by the Local Authority.

## **TELEPHONES**

22. A telephone shall be available on the site for calling the Police, Fire Brigade, Ambulance or other services in an emergency.

## **ELECTRICAL INSTALLATIONS**

23. Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.

24. Such electrical installation other than Electricity Board works and circuits subject to regulations made by the Secretary of State for Energy, under Section 60 of the Electricity Act 1947, shall be installed and maintained in accordance with the requirements of the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (the IEE Wiring Regulations) for the time being in force and, where appropriate, to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1970, SI 1970 No 1355.
25. The installation shall be inspected not less than once in every 12 months (in the case of underground installations 3 years) or in such longer period as may be recommended by a person who shall be one of the following:
- A professionally qualified electrical engineer;
  - A member of the Electrical Contractors' Association;
  - A member of the Electrical Contractors' Association of Scotland;
  - A certificate holder of the National Inspection Council for Electrical Installation Contracting; or
  - A qualified person acting on behalf of one of these (in which case it shall be stated for whom he is acting).
26. Such person shall within one month of such an inspection issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed with the site licence. The cost of the inspection and report shall be met by the site operator.

## **GAS SUPPLY AND INSTALLATIONS**

27. Provision shall be made for the storage of liquefied petroleum gas and regard shall be had to the Health and Safety Executive Code of Practice for the Keeping of Liquefied Gas in Cylinders and Similar Container.
28. Where a bulk storage tank for liquefied petroleum gas is provided to one or more park homes or buildings, regard shall be had to the Health and Safety Executive Guidance Notes for the Storage of Liquefied Petroleum Gas at Fixed Installations.

## **WATER SUPPLY**

29. All sites shall be provided with a water supply complying with British Standard Code of Practice CP 310 (1965).
30. Each caravan standing shall be provided with a piped water supply. Alternatively, water standpipes with an adequate supply of water shall be situated not more than 18 metres from any standing. Each standpipe shall be placed in the centre of a concreted area of at least one square metre with properly constructed fall to a trapped gully which shall be connected to a drain provided under the provisions of Paragraph 21.

## **DRAINAGE, SANITATION AND WASHING FACILITIES**

31. Satisfactory provision shall be made for foul drainage either by connection to a public sewer or by drainage to a sewage disposal system to the satisfaction of the Local Authority.

32. For caravans having their own water supply and water closets, each caravan standing shall be provided with a connection to the foul drainage system; the connection shall be capable of being made airtight when not in use.
33. For caravans without such facilities, communal toilet blocks shall be provided, with adequate supplies of water, on at least the following scales:

**Men:**

1 WC and 1 urinal per 15 caravans

**Women:**

2 WCs per 15 caravans.

1 Wash Basin for each WC

1 Shower or bath (with hot and cold water) for each sex per 20 caravans.

34. Properly designed disposal points for the contents of chemical closets shall be provided, with an adequate supply of water for cleaning the containers.
35. There shall be adequate surface water drainage for carriageways, footways and paved areas and for the site generally.
36. Where required by the Local Authority, laundry facilities shall be provided, in a separate room, on the scale of not less than one deep sink with running hot and cold water per 15 caravans.

### **REFUSE DISPOSAL**

37. Every caravan standing shall have a refuse bin with a close fitting lid and arrangements shall be made for the bins to be emptied regularly.

### **STORAGE SPACE**

38. Where covered storage space is provided it shall be to a standard and in a position approved by the Local Authority. No article or materials shall at any time be stored underneath a caravan.

### **CAR PARKING**

39. Sufficient land shall be set aside to accommodate one car per caravan standing and shall be surfaced as required. A portion of this land shall be suitably surfaced initially to accommodate at least one car for every three caravan standings.

### **RECREATION SPACE**

40. Space equivalent to above one-tenth of the total area shall be allocated for children's games and other recreational purposes. This area shall be reserved at all times for such use and no caravans, vehicles or structures shall be stationed thereon at any time.

## NOTICES

41. A suitable sign shall be prominently displayed at the park entrance indicating the name of the park
42. A copy of the site licence with its conditions should be displayed prominently in the park
43. Notices and a plan should be displayed on the park setting out the action to be taken in the event of an emergency. They should show where the police, fire brigade, ambulance and local doctors can be contacted, and location of the nearest public telephone. The notices should also give the name and location and telephone number of the park operator and his/her accredited representative. At parks subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
44. All notices should be suitably protected from the weather and displayed, where possible, out of the direct rays of the sun, preferably in areas lit by artificial lighting.

## MAINTENANCE

45. The licensee shall at all times maintain the whole park including any buildings thereon in a clean and tidy condition and in particular shall keep the grass properly and regularly cut. He shall also at all times keep all buildings, roads, car parks, water pipes, drains, refuse containers, litter bins, fire points and equipment and all structures or things used on or in connection with the parks (whether specifically referred to in these conditions or not) in proper repair and working order.
46. Any buildings, structures, roads, footpaths or other works to be erected or constructed in accordance with the approved Site Plan in pursuance of the granting of this Site Licence shall only be erected or constructed in accordance with annotated plans submitted to and approved by the Council.

***NOTE: The Caravan Sites and Control of Development Act 1960 requires that a copy of the licence to which these conditions are attached and a copy of these conditions shall at all times be displayed at or near the entrance of the site in a conspicuous manner.***