The format of this document requires amendment to reflect the corporate template.

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CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960, Section 5

Standards to be imposed as a Condition of Licence
Static Caravan Sites

Annex 1 attached to the licence contains conditions relating to the Regulatory Reform (Fire Safety) Order 2005. Fire Safety will be enforced by either the Fire Authority or the Local Authority taken on a case-by-case risk assessed basis.

1 Type of Caravans

1.1 Only approved caravans as defined in Section 29(1) of the Caravan sites and Control of Development Act 1960 and Section (1) of the Caravan Act 1968 shall be permitted on the site.

1.2 Caravans shall be:

(a) Fully serviced caravans

Definition

A fully serviced caravan shall be one which is provided with:

1. An internal tap connected to an approved drinking water supply;

2. An internal water closet in a separate compartment which may also house a bath or shower and a wash hand basin;

3. An internal bath or shower and a wash hand basis; each supplied with hot and cold water;

4. An internal sink supplied with hot and cold water;

5. Suitable drainage in accordance with Section 6 of these conditions; to which the sanitary fittings referred to in 1-4 above shall be properly connected.

6. Mains electricity supply providing power and lighting.

7. Facilities for cooking and space heating.

All static caravans introduced on to the site after 1 April 1985 shall comply with the appropriate British Standards.

All caravans on the site must be maintained in a sound structural condition. Any caravan which is not structurally sound or habitable must be removed from the site within 28 days.

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2. Period of Occupation of site

Caravans may be occupied only during the undermentioned periods:
(Subject to planning approval having been obtained for such use).

(a) From 1 March to 31 October (inclusive)

3. Storage and Use of Liquefied Petroleum Gas (LPG)

All Gas Installations and Equipment must comply with the Gas Safety (Installation and Use) Regulations 1998 and applicable parts of the following (or successor guidance);

3.1 For LPG supplied from bulk tanks:
LP Gas Association Code of Practice 1 : Part 1 ; Design, Installation and Operation of Vessels Located Above Ground – And – Part 4 ; Buried/Mounded LPG Storage Vessels.

3.2 For LPG supplied from cylinders:
LP Gas Association Code of Practice 7:1999 'Storage of Full and Empty LPG Cylinders and Cartridges.

3.3 For installations in caravans units:
British Standard 5482: Code of Practice for domestic butane and propane Gas burning installations: Part 2:1977: installations in Caravans and Non-permanent Dwellings.

3.4 A copy of all current safety check certificates required by gas safety legislation in respect of appliances provided for the use of the caravan occupiers shall be kept available for inspection by authorised officers of the Local Authority.

3.5 Unless otherwise approved by the Local Authority, every gas appliance provided for the use of the caravan occupiers, shall be fitted with an effective flame failure device.

3.6 **LPG cylinders should not be positioned or secured to caravan units in such a way as to impede access or removal in an event of an emergency.**

4. Electrical Installations

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

4.2 Sites shall operate and comply with Electricity Safety, Quality and Continuity Regulations 2002, as amended where the site is supplied and metered with electricity centrally and then it is distributed via mains and services to the individual units where occupiers of the units then pay the site for the energy used.

4.3 The electrical supply to all caravan units shall be inspected periodically every year or such longer period (not exceeding 3 years) by a competent person as required by BS 7671:2001. Electricians engaged in the inspection, testing and maintenance of electrical installations, and in the provision of Periodic Inspection and Test Reports shall be Approved Contractors of the National Inspection Council for Electrical Installation Contracting (NICEIC) or National Association of Professional Inspectors and Testers (NAPIT).

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4.4 If an installation does not comply with Regulations applicable at the time it was first installed, it shall be rectified. Any major alterations and extensions to an installation shall comply with BS 7671 2001. All electrical installations shall be maintained to prevent danger as far as is practicable.

4.5 If an inspection reveals that an installation no longer complies with the regulations at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.

4.6 If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

4.7 All caravan units shall be connected to appropriate caravan electrical hook-up-points (HUP) with a minimum Ingress Protection Rating of IP44. The electrical hook-up-points should be fitted with a lockable window flap over protection device and also fitted with a Residual Current Circuit Breaker with Overload Protection (RCBO).

5. Water Supply

5.1 There shall be an adequate, constant and wholesome supply of water in accordance with relevant local Water Bylaws and statutory quality standards, piped to the inside of the caravan. The supply shall be maintained at an adequate flow rate and pressure even when the system is placed under maximum demand.

6. Drainage, Sanitation and Washing Facilities

6.1 All caravans shall have a water closet, sink, bath or shower and washbasin together with hot and cold water. It must be connected wither to a public sewer, private sewer, septic tank or cesspool approved by the Council.

6.2 Septic tanks and cesspools must be emptied as often as necessary to prevent the contents overflowing.

7. Refuse Disposal

Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids. Arrangements shall be made for the bins to be emptied so as not to overflow. Where communal refuse bins are also provided these shall be of similar construction and housed within properly constructed bin stores.

8. Parking

One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitable surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors. No additional combustible or flammable material may be positioned between adjoining caravans (e.g. Boats, jet skis, trailers etc.).

9. Recreation Space

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Where children stay on the site, space equivalent to about one-tenth of the total area shall be allocated for children's games and/or other recreation purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

10. Notices

10.1 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.

10.2 A copy of the site licence with its conditions shall be displayed prominently on the site.

10.3 Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They shall show where the police, fire brigade, ambulance, and Local doctors can be contacted, and the location of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.

10.4 All notices shall 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.

11. Hard Standings

Where possible, every caravan shall stand on a hard-standing of suitable material, which shall extend over the whole area occupied by the caravan placed upon it, and shall project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely. Hard standings may be dispensed with if the caravans are removed during the winter, or if they are situated on ground which is firm and safe in poor weather conditions.

12. Telephones

An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

13. Flooding

The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map. Where there is a risk from flooding the site owner shall:-

(i) Consult the Environment Agency for advice on the likelihood of flooding;
(ii) Register with Environment Agency Flood Line Warning Direct;
(iii) Devise 24/7 receipt of warning arrangement;
(iv) Understand what the different flood warnings mean;
(v) Decide what action will be taken upon receipt of each level of warning;
(vi) Decide how this information will be made available to site residents and / or customers (as with fire safety);
(vii) Arrange a 24 / 7 method of communication for all personal on site (public and staff);
(viii) Arrange a regular training programme to ensure all staff are aware of these actions; Capture this information in a Site Specific Flood Emergency Plan;
(ix) Share this plan with Tendring District Council Emergency Planning Officer;

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Annex 1

Annex 1 attached to the site licence contains conditions relating to the Regulatory Reform (Fire Safety) Order 2005. Fire safety will be enforced by either the Fire Authority or the Local Authority taken on a case by case risk assessed basis.

1. Site Boundaries

The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, The site owner shall give the Local Authority a plan of its layout. A 3 metre wide area shall be kept clear within the inside of all boundaries.

2. Density and Space Between Caravans

2.1 Subject to the following variations, the minimum spacing distance between caravans made of aluminium or other materials with similar fore performance properties shall not be less than 5 metres between units, 3.5 metres at the corners.

2.2 Where awnings are used, the distance between any part of the awning and an adjoining caravan shall not be less than 3 metres. They shall not be of a type which incorporates sleeping accommodation and they shall not face each other or touch.

2.3 Eaves, drainpipes and bay windows may extend into the 5 metre space provided the total distance between the extremities of 2 adjacent units is not less than 4.5 metres.

2.4 Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 3.5 meters clear space between them and such items shall 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, shall not intrude into the 5 metre space.

2.5 A garage, a shed or a covered storage space shall be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the units on either side. Car ports and covered walkways shall in no circumstances be allowed within the 5 metre space. For cars and boats between units, see standard on Parking.

3 Roads, Gateways and Footpaths

Roads and footpaths shall be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc is available from fire authorities). Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from the road. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing shall be connected to a carriageway by a footpath with a hard surface. Roads shall not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, 3 metres wide. Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths shall not be less than 0.75 metres wide. Roads shall have no overhead cable less than 4.5 metres above the ground. They shall be

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suitably lit taking into account the needs and characteristics of a particular site. Emergency vehicle routes within the site shall be kept clear of obstruction at all times. Roads and footpaths shall be constructed and adequately maintained to the satisfaction of the licencing authority.

4 Density

The density shall be consistent with safety standards and health and amenity requirements. This gross density shall not exceed 60 caravans to the hectare, calculated on the basis of the useable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

5 Fire Fighting Appliances

5.1 Fire Points

These small be established so that no caravan or site building is more than 30 metres from a fire point. They shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked “FIRE POINT”

5.2 Fire Fighting Equipment

(i) 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. There shall be a reel that complies with **British Standard 5306 – 8:2000,** with a hose not less than 30 meters 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 control nozzle. Hoses shall be housed in a box painted red and marked “HOSE REEL”

(ii) Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing. Hydrants shall conform to **British Standard 750:2012** or to the current British or European Standard. Access to hydrants and other water supplies shall not be obstructed or obscured.

(iii) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 lire) (13A) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

(iv) The following alternatives to the requirements of the above are acceptable subject to the agreement of the Fire Officer:-

(a) One 2.0 kilogramme Dry Powder fire extinguisher to **BN EN 3-7:2004 + A1:2007** OR one x 9 litre water extinguisher shall be provided for every three caravans. These appliances shall be externally sited in enclosed housings with “break glass” fronts and in such positions on site as are approved by the Fire Authority.

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(b) Any additional or alternative fire fighting equipment shall be provided in addition to those required in paragraphs above if so required by the Fire Authority.

5.3 Fire Warning

A suitable 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 sticker, going or hand operated siren. The advice of the Fire Authority shall be sought on an appropriate system.

5.4 Maintenance

(i) All alarm and fire fighting equipment shall be installed, tested annually and maintained in working order by a competent person in accordance with **BS 5306-3:2009** and be available for inspection by, or on behalf of, the licencing authority. A log book shall be kept to record all tests and any remedial action.

All equipment susceptible to damage by frost shall be suitably protected.

5.5 Fire Notices

(i) 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 a fire

i Ensure the caravan or site building involved is evacuated
ii Raise the alarm
iii Call the fire brigade (nearest telephone is sited……..)
iv If safe to do so, attack the fire using the firefighting 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 firefighting equipment.

5.6 Fire Hazards

Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of combustible materials.

5.7 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.

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