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

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Licence No:

Caravan Sites & Control of Development Act 1960, Section 5
Conditions Attached to Licence For
Holiday Caravan Sites

Density and Space between Caravans

1. The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, the site owner should give the Local Authority a plan of its layout. It is recommended that a 3-metre wide area should be kept clear within the inside of all boundaries.
2. Subject to the following variations, the minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties should be not less than 5 metres between units, 3.5 metres at the corners. (See specimen layout at Appendix 1). For those with a plywood or similar skin it should not be less than 6 metres. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance should be 6 metres; and where there is a mixture of permanent homes and holiday caravans, the separation distance should again be 6 metres. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan.

    - Porches may protrude 1 metre into the 5 metres and should be of the open type.
    - Where awnings are used, the distance between any part of the awning and an adjoining caravan should not be less than 3 metres. They should not be of the type which incorporates sleeping accommodation and they should not face each other or touch.
    - 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.
    - Where there are ramps for the disabled, verandas and stairs extending from the unit, there should be 3.5 metres clear space between them (4.5 metres if mixture of caravans) and 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 5 metre (or 6 metre) space.
    - A garage, a shed or a covered storage space should 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 should not face towards the units on either side. Car ports and covered walkways should in no circumstances be allowed within the 5 or 6 metre space. For cars and boats between units, see standard 27.

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

Roads, gateways and footpaths

4. Roads and footpaths should be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc is available from fire authorities). Roads of suitable material should be provided so that no caravan standing is more than 50 metres from a road. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing should be connected to a carriageway by a footpath with a hard surface. Roads should 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 should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths should not be less than 0.75 metres wide. Roads should have no overhead cable less than 4.5 metres above the ground. Roads and footpaths should be suitably lit taking into account the needs and characteristics of a particular site. Emergency vehicle routes within the site should be kept clear of obstruction at all times.

Hard Standings

5. Where possible, every caravan should stand on a hard standing of suitable material, which should extend over the whole area occupied by the caravan placed upon it, and should project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely. Hard standing 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.

Fire Fighting Appliances

Fire Points

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

Fire Fighting Equipment

7. 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 should be situated at each fire point. There should also be a reel that complies with current British Standards , with the hose not less than 30 metres 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

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should be housed in a box painted red and marked “HOSE REEL”.

8. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing. Hydrants should conform to current British Standards. Access to hydrants and other water supplies should not be obstructed or obscured.

9. Where standpipes are not provided or the water pressure flow is not sufficient, each fire point should be provided with either water extinguishers (2 x 9 litres) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.
Each caravan shall be provided with a dry powder fire extinguisher minimum size 2kg or Aqueous Film Forming Foam (AFFF) minimum size 2 litre. In addition a fire blanket should be provided in all caravans/mobile homes. These should be kept inside the caravan near the entrance door.

Fire Warning

10. A means of raising the alarm in the event of a fire should be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

Maintenance

11. All alarm and fire fighting equipment should be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority. A log book should be kept to record all tests and any remedial action.

12. All equipment susceptible to damage by frost should be suitably protected.

Fire Notices

13. A clearly written and conspicuous notice should 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 should 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
iv. Attack the fire using the fire fighting equipment provided, if safe to do so”.

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

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

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used for storage of combustible materials.

Telephones

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

Storage of Liquefied Petroleum Gas (LPG)

16. LPG storage supplied from tanks should comply with Guidance Booklet HSG 34 "The Storage of LPG at fixed Installations" or, where LPG is supplied from cylinders, with Guidance Note CS4 "The Keeping of LPG in Cylinders and Similar Containers" as appropriate.

Where there are metered supplies from a common LPG storage tank, then Guidance Notes CS11 "The Storage and use of LPG at Metered Estates" provides further guidance. In this case and where British gas mains supply is available, then the Gas Safety (installation and use) Regulations 1984 and the Pipe Lines Act 1962 may also be applicable.

Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.

LPG installations should conform to current British Standards "Code of Practice for Domestic Butane and Propane Gas Burning Installations", Part 2: 1977 Installations in Caravans and non-permanent dwellings.

For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

In cases where the site owner supplies gas to caravans on the site, he/she may need an authorisation to do so from OFGAS under Gas Act 1986.

Electrical Installations

17. Sites should be provided with an electricity supply sufficient to meet all reasonable demands of the caravans situated on them.

Any electrical installations, which are not Electricity Board works and circuits subject to regulations made by the Secretary of State under section 16 of the Energy Act 1983 and section 64 of the Electricity Act 1947, should be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical Installations for the time being in force, and where appropriate, to the standard which would be acceptable for the purposes of the Electricity Supply Regulations 1988, Statutory Instrument No. 1057.

Work on electrical installations and appliances should be carried out only by competent persons such as the manufactures appointed agent, the electricity supplier, a professional qualified electrical engineer, a member of the Electrical Contractors Association, a contractor approved by the National

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Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations should be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it should be judged against the current regulations.

The inspector should, within one month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which should be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report should be met by the site operator or licence holder.

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

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

Water Supply

18. All caravans or mobile homes shall be provided with a water supply in accordance with appropriate Water Bylaws and statutory quality standards.

Drainage, sanitation and washing facilities

19. Satisfactory provision should be made for foul drainage, either by connection to a public sewer or sewerage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the Local Authority.
20. Proper designed disposal points for the contents of chemical closets should be provided, with an adequate supply of water for cleaning the containers.
21. For caravans without their own water supply and water closets, communal toilet blocks should be provided, with adequate supplies of water, on at least the following scales:-

    Men: 1 WC and 1 urinal per 15 caravans
    Women: 2 WC's per 15 caravans
    1 wash basin for each WC or group of WC's
    1 shower or bath (with hot and cold water) for each sex per 20 caravans

    Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.

Refuse Disposal

22. Adequate provision should be made for the storage, collection and disposal of refuse and every caravan standing should have an adequate number of

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suitable plastic bags.

Parking

23. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats should not be parked between the units.

Recreation Space

24. Where children stay on the site, space equivalent to about one tenth of the total area should be allocated for children's games and/or other recreational purposes. The 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 are readily accessible.

Notices

25. A suitable sign should be prominently displayed at the site entrance indicating the name of the site.
26. A copy of the site licence with its conditions should be displayed prominently on the site.
27. Notices and a plan should be displayed on the site setting out the action to be taken in the event of an emergency. They should show where the public, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone. The notices should 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 should be displayed giving advice about the operation of the flood warning system.
28. 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 light.

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