

1.0. Definitions

- 1.1. "Caravan" has the meaning assigned to it under the terms of The Caravan Sites and Control of Development Act 1960 Section 29(1).
- 1.2. "Twin Unit" has the meaning assigned to it under the terms of the Caravan Sites Act 1968 Section 13(1).
- 1.3. Throughout the 'Site Licence Conditions' "caravan" and "caravan site" are used in general terms, to include what are usually referred to as mobile homes and mobile home parks. "Unit" also refers to the legal definition of a caravan.
- 1.4. Only units which comply with the definition of a caravan (1.1) shall be stationed on the site.
- 1.5. Site Licence holders are **recommended** to seek compliance with British Standard 3632: 2005 in relation to Residential Park Home Specifications.
- 1.6. "Licensing Authority" is used throughout the 'Site Licence Conditions' and refers to the Local Authority or any successors thereafter.

2.0. The Boundaries and Plan of the Site

- 2.1. The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature and be maintained.
- 2.2. On all new sites no caravan or combustible structure shall be positioned within three metres of the boundary of the site.
- 2.3. All units shall be clearly numbered.
- 2.4. A plan of the site shall be supplied to the Licensing Authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the Licensing Authority.
- 2.5. The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

3.0. Density, Spacing and Parking between Caravans

- 3.1. The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments. The density of caravans on the site must be approved in writing by the Licensing Authority.
- 3.2. On all new sites no caravan shall be stationed within two metres of any

road or communal car park within the site or more than 50 metres from such a road within the site.

- 3.3. Every caravan must be spaced at a distance of no less than six metres (the separation distance) from any other caravan which is occupied as a separate residence. Appendix 1 illustrates the technique for measuring the separation distance between units.

The following exemptions may be applied subject to the Licensing Authorities discretion:

- 3.3.1 Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres. Written approval should be obtained prior to any reduction in separation distance being made.

- 3.3.2 Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than five metres, except where condition 3.3.1 applies in which case the extension into the separation distance shall not exceed 4.25 metres.

- 3.3.3 Any structure including steps, ramps, etc (except a garage or car port), which extends more than one metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.

For any deviation from conditions 3.3.2 and 3.3.3 an application, in writing, should be submitted to for approval by the Licensing Authority.

- 3.4. No structure other than those required for compliance with Licence Conditions shall be erected on site without the approval of the Licensing Authority.
- 3.5. No extensions to caravans or twin units will be allowed which, if permitted, would take the unit outside the legal definition of a caravan or twin unit.
- 3.6. Conservatories, unless forming a manufacturers integral part of the original unit will not be allowed by the Licensing Authority.
- 3.7. A porch attached to the caravan may protrude one metre into the separation distance and must not exceed two metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.

- 3.8. Windows in structures within the separation distance (for example: garages and sheds) shall not face towards the caravan on either side.
- 3.9. A garage, shed or a covered storage space should be permitted between units only if it is of a robust and 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.
- 3.10. A garage, car port or covered walkway may only be permitted within the separation distance if it is of non-combustible construction and has been considered and approved in writing by the Licensing Authority.
- 3.11. Private cars may be parked between adjoining caravans on a suitable surfaced base provided that the door to the caravan is not obstructed. A three metre clear space must be kept between the vehicle and adjacent caravans and any vehicle associated with adjacent caravans.
- 3.12. Plastic or wooden boats, other touring caravans and large / high-sided domestic or commercial vehicles shall not be parked between units.
- 3.13. On existing sites where a fire bridge is likely to be caused and on all new sites fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of one metre high.

4.0. Roads, Gateways and Overhead Cables

- 4.1. Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.
- 4.2. New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.
- 4.3. All roads shall have adequate surface water/storm drainage.
- 4.4. New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than three metres wide.
- 4.5. One-way systems shall be clearly signposted.
- 4.6. Where existing two way roads are not 3.7 metres wide, passing places shall be provided.
- 4.7. Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

4.8. Roads shall be maintained in a good condition.

4.9. Cable overhangs must meet the statutory requirements.

5.0. Footpaths and Pavements

5.1. Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.

5.2. Communal footpaths and pavements shall not be less than 0.9 metres wide.

6.0. Lighting

6.1. Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

7.0. Bases

7.1. Every unit must stand on a concrete base or hard-standing.

7.2. The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions for example, ground conditions and drainage.

8.0. Maintenance of Common Areas, including Grass, Vegetation and Trees

8.1. Every part of the site to which the public have access shall be kept in a clean and tidy condition.

8.2. Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.

8.3. Grass and vegetation shall be cut and removed at frequent and regular intervals in order to comply with 8.1.

8.4. Trees within the site shall (subject to the necessary consents) be maintained.

8.5. Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

8.6. The space beneath and between caravans shall not be used for the storage of combustible materials.

9.0. Supply and Storage of Gas

- 9.1. Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice (see Appendix 2).
- 9.2. Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

10.0. Electrical Installations

- 10.1. On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- 10.2. The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements (see Appendix 2).
- 10.3. Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- 10.4. Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.
- 10.5. If an inspection reveals that an installation no longer complies with the regulations extant 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 Regulations.

11.0. Water Supply

- 11.1. All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- 11.2. All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- 11.3. All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- 11.4. Work on water supplies and installations shall be carried out only by

persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

12.0. Drainage and Sanitation

- 12.1. Surface water drainage shall be provided to avoid standing pools of water.
- 12.2. There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the Licensing Authority.
- 12.3. All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- 12.4. Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

13.0. Domestic Refuse Storage and Disposal

- 13.1. Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- 13.2. All refuse disposal shall be in accordance with all current legislation and regulations.

14.0. Communal Vehicular Parking

- 14.1. All new parking spaces shall be constructed and laid of suitable bitumen macadam or concrete with a suitable compacted base to meet the requirements of the residents and their visitors.

15.0. Communal Recreational Space

- 15.1. On sites where it is practical and necessary to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the Licensing Authority's written opinion there are adequate recreational facilities within a close proximity to the site.

16.0. Notices and Information

- 16.1. The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder, manager and emergency contact details.

16.2. A notice board will be provided on site in an easily accessible location and display the following information:

- A current plan of the site with roads and pitches marked on it.
- A copy of the current site licence and conditions.
- A copy of the most recent periodic electrical inspection report.
- A copy of the site owner's certificate of public liability insurance.
- A copy of the local flood warning system and evacuation procedures, if appropriate.
- A copy of the fire risk assessment made for the site.

16.3. All notices shall be suitably protected from the weather and from direct sunlight.

17.0. Flooding

17.1. The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.

17.2. Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

18.0. Site Records

18.1. The licence holder shall keep a suitable written record of all:-

18.2. Individual pitches including dimensions and locations.

18.3. Individual caravan/units occupying those pitches including any alterations or additions to the units together with dates and details of any relevant permission where available.

18.4. Evidence that all unit owners have their own insurance.

18.5. This register shall be properly maintained and kept available for inspection by The Licensing Authority Officers, potential purchasers, occupiers or their agents upon request.

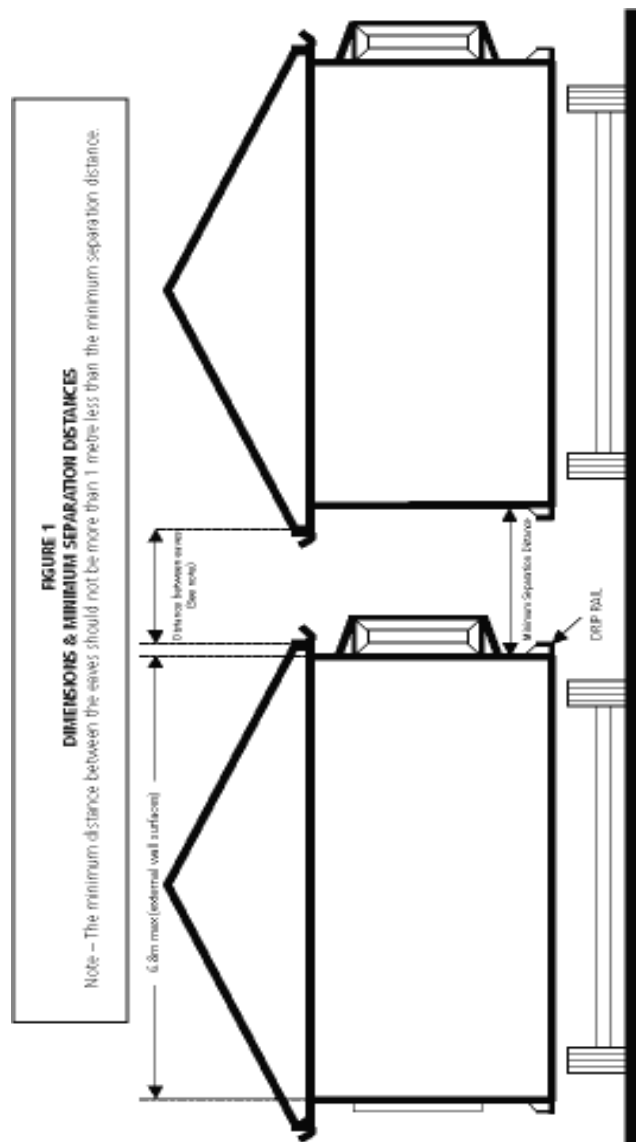
19.0. Requirements to Comply with the Regulatory Reform (Fire Safety) Order 2005

19.1. 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.

- 19.2. A copy of the 'Fire Safety Risk Assessment – Sleeping Accommodation' guide which includes caravan sites can be obtained from www.firesafetyguides.communities.gov.uk.
- 19.3. General fire safety principles to aid the site owner in conducting a risk assessment can be found in Appendix 3.

Appendix 1 – Separation Distances



Reference: Model Standards 2008 for Caravan Sites in England, Caravan Sites and Control of Development Act 1960 – Section 5, Communities and Local Government.

Appendix 2 – Contact Points for Regulatory Bodies and Guidelines

Roads, Gateways and Overhead Cables

Cable overhangs are regulated under the Electrical Safety Quality & Continuity Regulations 2002 SI 2002/2665. For further information contact the Health and Safety Executive (HSE). Contact details are:

Health and Safety Executive: Infoline Caerphilly Business Park Caerphilly CF83 3GG Tel: 0845 345 0055 Email: infoline@natbrit.com Website: www.hse.gov.uk

Bases

Current industry guidelines are issued by the National Park Homes Council and the British Holiday and Home Park Association. Contact details are:

National park Home Council Catherine House Victoria Road Aldershot Hampshire GU11SS Tel: 01252 336092 Email: info@nationalcaravan.co.uk Website: www.theparkhome.net	The British Holiday and Home Park Association 6 Pullman Court Great Western Road Gloucester GL1 3ND Tel: 01452 526911 Email: enquiries@bhpha.org.uk Website: www.bhpha.org.uk
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Supply and Storage of Gas

Further information and guidance on gas installations can be obtained from the HSE. There is also a trade body for LPG supplies of which contact details are provided below. A certification scheme is also in operation to ensure persons carrying out works on gas installations are suitably qualified. The certification scheme can be found on the Communities and Local Government website at www.communities.gov.uk

Health and Safety Executive: Infoline Caerphilly Business Park Caerphilly CF83 3GG Tel: 0845 345 0055 Email: infoline@natbrit.com Website: www.hse.gov.uk	The LP Gas Association Unit 14, Bow Court Fletchworth Gate, Burnsall Road Coventry CV5 6SP Email: mail@lpga.co.uk Website: www.lpga.co.uk
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Electrical Installations

The HSE website contains information on the electricity legislation which may well apply.

Health and Safety Executive: Infoline Caerphilly Business Park Caerphilly CF83 3GG Tel: 0845 345 0055 Email: infoline@natbrit.com Website: www.hse.gov.uk

A suitably qualified person may be one of the following:

1. A professionally qualified electrical engineer
2. Member of the Electrical Contractors Association (ECA)
3. A contractor approved by the National Inspection Council for Electrical Installation Contractor (NICEIC).

ECA ESCA House 34 Palace Court London W2 4HY Tel: 020 7313 4800 Email: info@eca.org.uk Website: www.eca.co.uk	NICEIC Warwick House Houghton Hall park Houghton Regis Dunstable Bedfordshire LU5 5ZX Tel: 0870 013 0382 Email: enquiries@niceic.com Website: http://niceic.org.uk
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Water Supply

OFWAT provides service standards for water suppliers. There are also a number of schemes for suitably qualified persons the most popular of these being NIC qualifications. Contact details for these are below:

OFWAT Centre City Tower 7 Hill Street Birmingham B5 4UA Tel: 0121 625 1300 Email: enquiries@ofwat.gsi.gov.uk Website: www.ofwat.gov.uk	NIC Tel: 0500 600 545 Email: certification@niccertification.com Website: www.niccertification.com
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Drainage and Sanitation

OFWAT provides codes of practice for sewerage facilities. The Environment Agency also regulate the environmental quality of drainage.

OFWAT Centre City Tower 7 Hill Street Birmingham B5 4UA Tel: 0121 625 1300 Email: enquiries@ofwat.gsi.gov.uk Website: www.ofwat.gov.uk	Environment Agency National Customer Contact Centre PO Box 544 Rotherham S60 1BY Tel: 08708 506 506 Email: enquiries@environment-agency.gov.uk Website: www.environment-agency.gov.uk
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Flooding

The Environment Agency provide information on areas which are at risk of flooding and can provide advice and assistance.

Environment Agency National Customer Contact Centre PO Box 544 Rotherham S60 1BY Tel: 08708 506 506 Email: enquiries@environment-agency.gov.uk Website: www.environment-agency.gov.uk
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Fire Safety Measures

The Department for Communities and Local Government have information on the Fire Safety Order and guidance documents can be downloaded from their website at www.communities.gov.uk.

The Local Fire and Rescue Service have a duty to provide advice to those who ask for it, although they will not carry out any risk assessments.

Cheshire Fire and Rescue Service Headquarters Sadler Road Winsford Cheshire CW7 2FQ Tel: 01606 868700 Email: feedback@cheshirefire.gov.uk Website: www.cheshirefire.gov.uk
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Appendix 3 – Fire Safety Measures – further guidance

The information provided below is guidance aimed at supporting site owners in undertaking their fire risk assessments as required under the Regulatory Reform (Fire Safety) Order 2005. Please note the information provided is done so in good faith. Site owners should ensure that their sites are compliance and take their own expert advice where necessary. The Council will not be liable under any circumstances for any losses or damages of any kind in connection with use of the guidance provided.

Fire Points

These shall be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked “Fire Point”.

Fire Fighting Equipment

Where water standpipes are provided:

- The water supply shall be of sufficient pressure to project a jet of water not less than five metres from the nozzle.
- There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 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 nozzle.
- Hoses shall be housed in a red box and marked “Hose Reel”. Access to the fire point shall not be obstructed or obscured.

Where hydrants are provided, hydrants shall conform to the current British or European Standard.

Access to hydrants and other water supplies shall not be obstructed or obscured.

Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with multi-use extinguishers (two by nine litres) which comply with the current British or European Standard.

Fire Warning

A suitable means of raising the alarm in the event of a fire shall be provided at each fire point for example: a triangle, sounder or alarm.

Maintenance and Testing of Fire Fighting Equipment

- All alarm and fire fighting equipment shall be installed, tested and

maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.

- A record shall be kept of all testing and remedial action taken.
- All equipment susceptible to damage by frost shall be suitably protected.

Fire Notices

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. This notice should include the following:

“On discovering a fire:

- Ensure the caravan or site building involved is evacuated.
- Raise the alarm.
- Call the fire brigade”