

## **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. 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.
- 1.3. "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. The boundary should be maintained in good condition.
- 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 pitches 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 site shall be determined in accordance with relevant health and safety standards and fire risk assessments and shall not exceed 75 caravans to the hectare (calculated on the basis of usable area). The density of caravans on the site must be approved in writing by the Licensing Authority.
- 3.2. Where tent camping is also permitted, the maximum number of units at any one time should be reduced by the number of pitches occupied by tents used for human habitation.
- 3.3. Every caravan must be spaced at a distance of no less than six metres (the separation distance) from any other unit in separate family occupation.
- 3.4. Vehicles and other ancillary equipment can be permitted within the separation distance but in order to restrict the spread of fire there should always be a three metre clear space within the six metres separation from the adjoining caravan and any vehicle associated with adjoining caravans.

- 3.5. Where awnings are used no two awnings should face each other. Where awnings are used, the distance between any part of the awning and an adjoining caravan should be not less than three metres.
- 3.6. Where operators have been permitted by the Licensing Authority to have tented camping the following conditions will apply:
1. Up to six tents accommodating no more than 12 persons (including children), known to each other and forming a group who book together, are allowed to form one pitch. People in the group should be informed and consent to forming a group as a prior condition to camping. Tents not used for accommodating people will still be counted within the maximum of six.
  2. Each tent shall have a minimum of two metres from any other tent in the group (as measured from the closest point of the tents structure). Where a canvas type tent is used within a group the separation distance around such a tent is four metres.
  3. There should be a separation distance of six metres between the outer tents or structures in one group and those of another, in any direction as well as from any caravan.
  4. Emergency vehicles shall have access at all times to within 90 metres of any unit.
  5. Single tents (i.e. not forming part of a group known to each other) should be a minimum of three metres separate from each other as well as from any car, trailer or other equipment not in their possession. Up to six tents can be placed in this way before the inclusion of a six metre separation distance to the next group of tents or any caravan.
  6. There shall be a minimum of two metres between any tent and the edge of a kerb or roadway.

#### **4.0. Roads, Gateways and Overhead Cables**

- 4.1. Roads, vehicle gateways and footpaths should be provided if a risk assessment by the site operator shows the site to be difficult or dangerous to negotiate in wet weather.
- 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. Footpaths 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. This would be subject to written approval from the Licensing Authority.

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. 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. This would be subject to written approval from the Licensing Authority.

7.2. Where caravans remain or ground conditions are poor, every caravan should stand on a hard standing of suitable material which shall extend over the full area of the caravan placed upon it. The standing should project no less than one metre outwards from the entrance or entrances of the caravan.

#### **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 no further than 90 metres from a tap which supplies drinking water. The supply should be maintained at an adequate flow rate and pressure even when the system is placed under maximum demand.
- 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. Waste water disposal points should be provided so that each pitch is no further than 90 metres from a waste water disposal point.

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.

12.5. Properly designed disposal points for the contents of chemical closets should be provided. These will require an adequate supply of water for cleaning the containers.

## 13.0. Washing Facilities

13.1. For caravans without their own water supply and water closets, communal toilet blocks shall be provided, with adequate supplies of hot and cold water. The tables below indicate the minimum requirements.

	Men		Women	
	Up to 15 units	Additional required per 15 units or part	Up to 15 units	Additional required per 15 units or part
WC	one	one	two	one
WHB	two	one	two	one
Urinal	one	one (30 units)	-	-

	Men		Women	
	Up to 20 units	Additional required per 20 units or part	Up to 20 units	Additional required per 20 units or part
Shower / bath	one	one	one	one

13.2. Facilities for sanitary towel disposal must be provided in the women's toilet.

13.3. There should be sufficient space in each shower compartment to enable clothing to be stored and kept dry.

13.4. Disabled facilities must be provided when renovating or constructing new toilet facilities on site in line with the Disability Discrimination Act 1995. They may be unisex and must include a WC, wash hand basin and level access shower. The disabled room should also provide baby changing facilities.

13.5. Toilet blocks should be situated so that all site occupants may have reasonable access by means of a suitable road or footpath. Toilet blocks must be kept clean, in good repair and have adequate artificial lighting.

13.6. For caravans without their own sinks the following facilities must be provided:

Laundry facilities		
	Up to 30 units	Additional required per 30 units or part
Deep sink or automatic washing machine	one	one

Washing up facilities		
	Up to 10 units	Additional required per 10 units or part
Sink with hot and cold water and drainer	one	one

#### **14.0. Domestic Refuse Storage and Disposal**

14.1. Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.

14.2. All refuse disposal shall be in accordance with all current legislation and regulations.

#### **15.0. Communal Vehicular Parking**

15.1. 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.

#### **16.0. Communal Recreational Space**

16.1. 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.

#### **17.0. Notices and Information**

17.1. 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.

17.2. 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.

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

### **18.0. Flooding**

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

18.2. 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.

### **19.0. Site Records**

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

19.2. Individual pitches including dimensions and locations.

19.3. Individual caravan/units occupying those pitches including any alterations or additions together with dates and details of any relevant permission where available e.g. record of bookings.

19.4. This register shall be properly maintained and kept available for inspection by The Licensing Authority Officers.

### **20.0 Requirements to Comply with the Regulatory Reform (Fire Safety) Order 2005**

20.1 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 visitors to the site and when demanded, a copy of the risk assessment shall be made available to the local authority.

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



## Appendix 1 – 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: <a href="mailto:infoline@natbrit.com">infoline@natbrit.com</a> Website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
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### 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: <a href="mailto:info@nationalcaravan.co.uk">info@nationalcaravan.co.uk</a> Website: <a href="http://www.theparkhome.net">www.theparkhome.net</a>	The British Holiday and Home Park Association 6 Pullman Court Great Western Road Gloucester GL1 3ND Tel: 01452 526911 Email: <a href="mailto:enquiries@bhHPA.org.uk">enquiries@bhHPA.org.uk</a> Website: <a href="http://www.bhHPA.org.uk">www.bhHPA.org.uk</a>
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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](http://www.communities.gov.uk)

Health and Safety Executive: Infoline Caerphilly Business Park Caerphilly CF83 3GG Tel: 0845 345 0055 Email: <a href="mailto:infoline@natbrit.com">infoline@natbrit.com</a> Website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	The LP Gas Association Unit 14, Bow Court Fletchworth Gate, Burnsall Road Coventry CV5 6SP Email: <a href="mailto:mail@lpga.co.uk">mail@lpga.co.uk</a> Website: <a href="http://www.lpga.co.uk">www.lpga.co.uk</a>
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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: <a href="mailto:infoline@natbrit.com">infoline@natbrit.com</a> Website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
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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: <a href="mailto:info@eca.org.uk">info@eca.org.uk</a> Website: <a href="http://www.eca.co.uk">www.eca.co.uk</a>	NICEIC Warwick House Houghton Hall park Houghton Regis Dunstable Bedfordshire LU5 5ZX Tel: 0870 013 0382 Email: <a href="mailto:enquiries@niceic.com">enquiries@niceic.com</a> Website: <a href="http://niceic.org.uk">http://niceic.org.uk</a>
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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: <a href="mailto:enquiries@ofwat.gsi.gov.uk">enquiries@ofwat.gsi.gov.uk</a> Website: <a href="http://www.ofwat.gov.uk">www.ofwat.gov.uk</a>	NIC Tel: 0500 600 545 Email: <a href="mailto:certification@niccertification.com">certification@niccertification.com</a> Website: <a href="http://www.niccertification.com">www.niccertification.com</a>
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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: <a href="mailto:enquiries@ofwat.gsi.gov.uk">enquiries@ofwat.gsi.gov.uk</a> Website: <a href="http://www.ofwat.gov.uk">www.ofwat.gov.uk</a>	Environment Agency National Customer Contact Centre PO Box 544 Rotherham S60 1BY Tel: 08708 506 506 Email: <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a> Website: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
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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: <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a> Website: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
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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](http://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: <a href="mailto:feedback@cheshirefire.gov.uk">feedback@cheshirefire.gov.uk</a> Website: <a href="http://www.cheshirefire.gov.uk">www.cheshirefire.gov.uk</a>
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## **Appendix 2 – 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”