

## Caravan Site Licence Conditions

These conditions form part of the caravan site licence.

<b>Licence Holder:</b>	<b>Site Address:</b>

**1. Permitted numbers**

The number of caravans to be stationed on the site at any one time shall not exceed [insert numbers] [(residential)(holiday) and (touring)] caravans as approved by Wychavon District Council.

**2. Holiday caravans**

Holiday caravans shall only be occupied for human habitation between and [insert dates]

**3. Touring Sites**

Touring caravans shall only be occupied for human habitation between and [insert dates]

**4 SITE BOUNDARIES - Holiday Sites and Permanent Residential Sites**

The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, the site owner will give Wychavon District Council a plan of its layout. It is recommended that a 3 metre wide area shall be kept clear within the inside of all boundaries.

**5 DENSITY AND SPACE BETWEEN CARAVANS**

**5a Holiday Sites and Permanent Residential Sites**

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

- 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 the type, which incorporates sleeping accommodation, and they shall not face each other or touch
- eaves, drainpipes and bay windows may extend into 5 metres 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 shall be 3.5m clear space between them (4.5m if mixture of caravans) 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 5m (or 6m) space. Caravans shall be at least 2 metres from a carriageway
- 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 unit on either side. Car ports and covered walkways shall in no circumstances be allowed within the 5 or 6 metre space. For cars and boats between units, see paragraph 53.

**5b Holiday Sites**

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

For those with a plywood or similar skin it shall be not less than 6 metres. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance shall be 6 metres; and where there is a mixture of permanent residential homes and holiday caravans, the separation distance shall again

be 6 metres. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan.

- porches may protrude 1m into the 5 metres and shall be of the open type

#### 5c **Permanent Residential Sites**

Subject to the following variations, every caravan shall be not less than 6 metres from any other caravan which is occupied separately and not less than 2 metres from a road. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan.

- porches may protrude 1m into the 6 metres and shall be of the open type

#### 5d **Touring Sites**

Site density shall not exceed 75 units (caravans or motor caravans) per hectare (30 units per acre) calculated on the basis of the usable area rather than the total site area (ie excluding crags, lakes, roads, communal services etc), provided that, where tent camping is also permitted, the maximum number of units stationed on the site at any one time shall be reduced by the number of pitches occupied by main tents stationed for human habitation.

Where the number of units on the site is to be limited by condition, it may be appropriate to prescribe maxima by references to specified periods so as to permit up to 10 more units during such peak holiday periods as may be agreed between Wychavon District Council and the licence holder without the provision of additional facilities, provided that:

- i. the provisions above are complied with; and
- ii. the standards relating to spacing set out below are complied with.

Every unit shall be not less than 6 metres from any other unit in separate family occupation and not less than 3 metres shall be permitted between units in any circumstances.

Vehicles and other ancillary equipment shall be permitted within the 6 metres space between units in separate family occupation but, in order to restrict the spread of fire, there shall always be 3 metres clear space within the 6 metres separation.

Emergency vehicles must be able to secure access at all times to within 90 metres of any unit on the site.

### 6 **ROADS, GATEWAYS AND FOOTPATHS - Holiday Sites and Permanent Residential Sites**

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 a 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.

Roads shall be 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.

### 7 **HARD STANDINGS**

#### 7a **Holiday Sites**

Where possible, every caravan shall stand on a hard standing of suitable material, which must extend over the whole area occupied by the caravan placed upon it, and will 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.

#### 7b **Permanent Residential Sites**

Every caravan shall stand on a concrete hard-standing which must extend over the whole area occupied by the caravan placed upon it, and will project a sufficient distance outwards from its entrance or

entrances to enable occupants to enter and leave safely.

## 8 FIRE SAFETY

### 8a Fire points - Touring Sites

No unit shall be further than 90 metres from a fire point.

At each fire point there will be two water (gas expelled) extinguishers each of 10 litres capacity and complying with British Standard 5423:1980, together with a means of raising the alarm in the event of fire (eg a manually operated sounder, gong or hand operated siren). All fire fighting equipment susceptible to damage by frost must be suitably protected.

Wherever there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, must also be provided at each fire point.

The fire points shall be clearly marked and easily accessible. All fire fighting equipment must be maintained in working order and kept available for use and for inspection by Wychavon District Council.

Each fire point shall exhibit a conspicuous notice indicating the action to be taken in case of fire and the location of the nearest telephone. The notice must 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 .....)
- iv. if practicable, attack the fire using the firefighting equipment provided.

### 8b Fire Points - Holiday Sites and Permanent Residential Sites

It is recommended that each caravan has a smoke alarm and small kitchen type fire extinguisher.

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

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 will also be a reel that complies with British Standard 5306 Part 1, with a 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 must be housed in a box painted red and marked "HOSE REEL".

#### OR

Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants must be installed within 100 metres of every caravan standing. Hydrants must conform to British Standard 750. Access to hydrants and other water supplies will 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 either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

#### OR

At each fire point there shall be two water (gas expelled) extinguishers each of 10 litres capacity and complying with British Standard 5423:1980.

### 8c Fire Warning - Holiday Sites and Permanent Residential Sites

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. The advice of the fire authority must be sought on an appropriate system.

### 8d Maintenance of Fire Equipment - Holiday Sites and Permanent Residential Sites

All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, Wychavon District Council. 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.

### 8e Fire Notices - Holiday Sites and Permanent Residential Sites

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 must 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 (the nearest telephone is sited .....)
- 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.

**8f Fire Hazards - Holiday Sites, Permanent Residential Sites and Touring Sites**

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

**8g Telephones - Holiday Sites, Permanent Residential Sites and Touring Sites**

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

**9 Liquefied Petroleum Gas (LPG) – Holiday Sites, Permanent Residential and Touring Sites**

LPG storage supplied from tanks shall comply with the LP Gas Association Code of Practice 1 (which supercedes, HSE Booklet HSG 34 'The Storage of LPG at Fixed Installations') or, where LPG is supplied from cylinders, with LP Gas Association Code of Practice 7 (which supercedes HSE 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 LPG Code of Practice 7 provides further guidance. In this case and where a 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 shall not be within the separation boundary of an adjoining unit.

LPG installations shall conform to British Standard 5482, '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 may need an authorisation to do so from OFGAS under the Gas Act 1986.

**10 Electrical Installations - Holiday Sites, Permanent Residential Sites and Touring Sites**

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

Such electrical installations, other than 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, shall 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 (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No. 1057.

Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractor's Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations shall 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 shall be judged against the current regulations.

The inspector shall, within 1 month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which must 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 will 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 must be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them must comply with the latest version of the IEE Wiring Regulations.

#### **11a Water Supply - Holiday Sites and Permanent Residential Sites**

All sites (parks) shall be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.

#### **11b Water Supply - Touring Sites**

There shall be an adequate supply of drinking water. Each pitch on a site shall be no further than 90 metres from a water tap. At each tap there will be a soakaway or gully.

#### **12 Drainage, Sanitation and Washing Facilities**

Particular consideration shall be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers.

#### **12a Holiday Sites**

Properly designed disposal points for the contents of chemical closets shall be provided, with an adequate supply of water for cleaning the containers.

For caravans without their own water supply and water closets communal toilet blocks shall be provided, with adequate supplies of potable 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 or group of WCs

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

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

#### **12b Permanent Sites**

Satisfactory provision shall be made for foul 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 Wychavon District Council.

Each caravan shall have its own water supply and water closet. Each caravan standing shall be provided with a connection to the foul drainage system; the connection shall be capable of being made air-tight when not in use.

Every site and every hard standing shall be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.

#### **12c Touring Sites**

Water waste disposal points shall be provided so that each pitch is no further than 90 metres from a wastewater disposal point. The appropriate Water Authority shall be consulted about the arrangements for disposal of water likely to be contaminated.

The scale of provision shall be 1 WC and 1 urinal for men and 2 WCs for women per 30 pitches and their location shall be to the satisfaction of Wychavon District Council. The pro rata scale can be reduced where sites have over 120 pitches (see also paragraph 46 below). Toilets may not be justified where sites have less than 10 pitches but on sites with between 10 and 30 pitches at least one WC and 1 urinal for men and 2 WCs for women shall be provided.

Where the provision of WCs is not feasible or justified entry shall be confined to units with their own toilets, or chemical closets shall be provided.

Whether or not WCs are provided, a properly designed disposal point for the contents of chemical closets shall be provided together with an adjacent supply of water for cleansing containers. The method of disposal will need to be considered in the light of the particular circumstances and shall be to the satisfaction of Wychavon District Council and the appropriate Water Authority. Where appropriate, the water supply shall be clearly labelled as non-potable.

Contd. Over:

There shall be a minimum of 4 wash basins supplied with water per 30 units: 2 each for men and women. They shall be adjacent to the toilets.

Showers shall not be obligatory on sites with less than 70 pitches. If showers are required, provision shall be on the basis of 1 shower per 25 pitches and hot water shall be available.

### **13 Refuse Disposal**

#### **13a Holiday Sites and Permanent Residential Sites**

Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids of plastic bags. Arrangements shall be made for the bins to be emptied regularly. Where communal refuse bins are also provided these shall be of similar construction and housed within a properly constructed bin store.

#### **13b Touring Sites**

Adequate provision shall be made for the storage, collection and disposal of refuse. (It is expected that site operators shall normally be able to meet their responsibilities by making arrangements with Wychavon District Council).

### **14 Parking - Holiday Sites and Permanent Residential Sites**

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

### **15 Recreation Space - Holiday Sites and Permanent Residential Sites**

Where children stay (live) on the site, space equivalent to about one-tenth of the total area shall be allocated for children's games and/or other recreational 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 that are readily accessible.

### **16 Notices**

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

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

Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They will show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest public telephone. The notices must also give the name and location/telephone number of the site licence holder or his/her accredited representative. Where practicable a telephone will be provided on the site and the full address of the site shall be displayed near the telephone.

At sites subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.

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.

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.