

SITE LICENCE CONDITIONS APPLYING TO CARAVAN SITE
AT HARTHURSTFIELD PARK, OLD GLOUCESTER ROAD

1.0 General

- 1.1 A notice board clearly indicating the name of the site is to be maintained permanently at the entrance to the site.
- 1.2 At all times when mobile homes are stationed on the land for human habitation, a copy of the licence together with the conditions attached as for the time being in force must be displayed on the land in some conspicuous place.

2.0 Number of Mobile Homes

- 2.1 Subject to the provisions of conditions 4.0, the total number of mobile homes to be stationed on the site must not at any one time exceed 159.
- 2.2 No mobile home is to be permitted on the site other than mobile homes in accordance with Section 29 of the Caravan Sites and Control of Development Act 1960. All mobile homes to be maintained in a mobile condition and under no circumstances are the mobile homes to be bolted down or otherwise permanently secured to walls or foundations.
- 2.3 No annexe to any mobile home to be erected unless it forms part of the original design or can be readily dismantled and transported with the mobile home.

3.0 Type of Mobile Home

- 3.1 Every mobile home stationed on the site must be purpose built. No converted motor bus or similar type of vehicle must be allowed, neither must any tents be pitched on the site.
- 3.2 Every mobile home on the site must be kept in good repair and weatherproof.

4.0 Siting of Mobile Homes

- 4.1 Every mobile home on the site must be not less than 6 metres from any other mobile home in separate occupation and, in addition, every mobile home must be not less than 2 metres from the carriageway and 3 metres from the boundary of a public highway, or carriageway junction.

The gross density not to exceed 50 mobile homes to the hectare.

- 4.2 The spaces between mobile homes in separate occupation and between the mobile homes and any carriageway and boundary of a public highway must, at all times, be kept clear of a building or vehicle apart from any building or vehicle, which may be approved in writing by the relevant Borough Council Officer.

Parking by the side of a mobile home can only be allowed when a 6 metres space can be maintained from the outside edge of the vehicle and the neighbouring mobile home in separate occupation. In cases where both units are built to British Standard BS.3632:1981, the space between the vehicle and the neighbouring mobile home in separate occupation can be reduced to 3 metres. In both instances, only one vehicle can be allowed and the neighbouring unit cannot have a vehicle parked on that side also.

Where the parking of a car is permitted, in the circumstances, a hardstanding of suitable material approved by the relevant Borough Council Officer, must be provided for the car.

- 4.3 An enclosed porch can only be allowed where the 6 metres space is maintained from the outside edge of the porch and the neighbouring mobile home in separate occupation, or is not less than 1.5 metres from the roadway. Porches should not exceed a maximum size 6ft. x 4ft. (1.8m x 1.2m). A porch of the 'open' type may project 1 metre into the 6m space between units.

5.0 **Structures**

- 5.1 No garage, conservatory, greenhouse, mobile home extension or porch or similar structures, apart from storage sheds provided in accordance with these site licence conditions, must be erected on the site without the previous permission, in writing, of the relevant Borough Council Officer. All such structures should be maintained in a good state of repair.

6.0 **Hardstanding**

- 6.1 Every mobile home must stand on a hardstanding of suitable material, approved by the relevant Borough Council Officer. A hardstanding must extend over the whole area occupied by the mobile home and must project not less than 1 metre from the entrance or entrances of the mobile home. All hardstandings, once provided, must be maintained in good condition.

7.0 **Fire Fighting Equipment and Facilities**

- 7.1 **Fire Hydrants** - A fire hydrant to conform with British Standard BS.750:1984 must be installed within 100 metres of every mobile home standing or in such numbers and locations as recommended by the Fire Authority and connected to the system of water supply.

- 7.2 **Fire Points** - Fire points must be established so that no mobile home or site building is more than 30 metres from a fire point. They must be easily accessible and clearly and conspicuously marked "FIRE POINT". These works must be carried out within three months of these conditions coming into force.

- 7.3 **Fire Fighting Equipment** - Where water standpipes are provided and there is a guaranteed water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipe must be situated at each fire point together with a reel of small diameter hose of not less than 30 metres in length, having a means of connection to a standpipe (preferably a screw thread connection) and terminating in a small hand control nozzle. Hoses should be housed in a box painted red and marked "HOSE REEL".

Where standpipes are not provided or water pressure or flow is not sufficient, each fire point must be provided with either two water extinguishers each of 9 litres capacity or a water tank of at least 500 litres capacity fitted with a hinged cover, two buckets and one hand pump or bucket pump.

7.4 All communal fire fighting equipment provided under this condition must be inspected prior to 31st October in each year and certified as being in working order by an independent Fire Engineer or other suitably qualified person. All hoses, where provided, must be drained. A copy of the Certificate must be affixed to the fire point and a further copy forwarded to the relevant Borough Council Officer. A log book should be kept to record all tests and any remedial action.

7.5 All Mobile homes, erected after the coming into force of these conditions must be provided with a dry powder-type fire extinguisher, positioned by the main exit door, and a fire blanket next to the cooker.

The fire extinguisher to be manufactured to the relevant British Standard specification, or be Fire Officer approved.

7.6 Fire Warning - A means of raising the alarm in the event of fire to the satisfaction of the Fire Authority and the relevant Borough Council Officer must be provided at each fire point. This could be by means of a manually operated sounder such as a metal triangle with a striker, gong, hand operated siren, or other approved equipment.

7.7 Maintenance - All alarm and fire fighting equipment must be maintained in working order and be available for inspection by or on behalf of the Licensing Authority at all times. Water supplied and equipment susceptible to damage by frost must be suitably protected.

7.8 Fire Notice - A clearly written and conspicuous notice must 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 mobile home or site building involved is evacuated;
- (ii) Raise the alarm;
- (iii) Call Fire Brigade - the nearest telephone is sited at;
(insert details)
- (iv) Attack the fire using the fire fighting equipment provided.

It is in the interests of all occupiers of this site to be familiar with the above routine and method of operating the fire alarm and fire fighting equipment.”

7.9 Telephone - A telephone must be available on the site for calling the Police, Fire Brigade, Ambulance or other services in an emergency.

7.10 The electrical installation to each mobile home is to be capable of being disconnected by means of an external master switch.

7.11 Minimum headroom of 4.5 metres (14½ feet) is to be maintained on the site roads.

7.12 No incinerator to be positioned within 9 metres (30 feet) of any mobile home, store or car.

8.0 **Fire Hazards**

- 8.1 The licensee must ensure that grass or other vegetation on the site is cut at regular intervals so as to prevent it becoming a fire hazard and to prevent, as far as possible, the risk of fire spread, and the cuttings must be removed from the vicinity of the mobile homes.
- 8.2 Combustible materials must not be stored or permitted to be kept between or under mobile homes, or in such a position as to constitute a fire hazard. The use of fire generating chemicals, e.g. sodium chlorate must be prohibited.
- 8.3 Any tanks for the storage of heating oil, provided on the site for the purposes of domestic heating or cooking, must not be sited within 2 metres of any mobile home unless a screen wall of 1-hour fire resistance is erected between the mobile home and tank, and is constructed to the satisfaction and requirements of the relevant Borough Council Officer. All storage tanks must be provided with an oil tight catch pit having a capacity of at least 10% greater than the tank.
- 8.4 All cylinders of liquefied petroleum gas (LPG) are to be positioned outside the mobile home. Any liquefied petroleum gas stored on the site should comply with the requirements of the Health and Safety Executive Code of Practice for the keeping of LPG in cylinders and similar containers.

9.0 **Electrical Installations**

- 9.1 The site must be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the mobile homes situated thereon.
- 9.2 In the event of the Midland Electricity Board not having the responsibility for the supply of electricity to the Mobile Homes, then the electrical installation must be installed and maintained in accordance with the requirements of the Institution of Electrical Engineer's Regulations for the electrical equipment of buildings (the I.E.E. Wiring Regulations) 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 1970 No. 1355.

The installation must be inspected not less than once in every twelve months (in the case of underground installations, three years) or in such longer periods as may be recommended by a person who should be one of the following:

- a. Professionally qualified Electrical Engineer;
- b. A Member of the Electrical contractors Association;
- c. A Certificate holder of the National Inspection Council for Electrical Installation Contracting; or
- d. A qualified person acting on behalf of these (in which case it should be stated for whom he is acting).

Such a person must within one month of such inspection, issue an Inspection Certificate in the form prescribed in the I.E.E. Wiring Regulations which must be retained by the Site Operator and displayed with the site licence. The cost of such inspection and report must be met by the Site Operator.

10.0 **Water Supply**

- 10.1 The site must be provided with a water supply complying with British Standard Code of Practice CP310 (1965).
- 10.2 Each mobile home must be provided with a piped water supply to discharge inside the mobile home.

11.0 **Drainage, Sanitary and Washing Facilities**

- 11.1 The system of foul drainage must be provided to every mobile home and must be connected to the public sewer. Such a system and all drains and connections made to it must be designed and constructed in accordance with the Building Regulations, and must be maintained in a good condition at all times and be adequate for the number of mobile homes on the site.

The above requirements will necessitate a provision of a suitable sewage lifting plant capable of dealing with all the sewage from 152 caravans, in view of the fact that the drainage of foul water from the whole of the site to the public sewer by gravitation methods is not practicable.

- 11.2 Every mobile home must have its own water supply and water closet. The mobile home standing must be provided with the connections of a foul drainage system, and such a connection must be capable of being made airtight when not in use.
- 11.3 Every unit on the site to have a W.C., basin and a shower or bath with hot or cold water, inside the mobile home.

12.0 **Surface Water Drainage**

- 12.1 Adequate surface water drainage must be provided for carriageways, footpaths, hardstandings and car parking areas and for the site generally.

13.0 **Refuse Disposal**

- 13.1 Every mobile home standing should have a refuse bin with a close fitting lid. The site operator is to arrange for the bins to be emptied regularly by the local authority or its nominated contractor.

14.0 **Storage Sheds**

- 14.1 At least 2.75 sq.metres of covered storage space must be provided at each mobile home standing. These structures must be constructed of materials approved by the relevant Borough Council Officer, and must be separated from the mobile home it serves, and not less than 5 metres from any other mobile home in separate occupation, unless constructed entirely of non-combustible materials to the satisfaction of the relevant Borough Council Officer. They must be capable of being locked.

15.0 **Site Amenities**

- 15.1 The site at all times must be kept clear of any accumulation of rubbish, etc., and must be maintained in a clean and tidy condition.

16.0 **Access for Fire Service Vehicles**

- 16.1 The Fire Authority must be consulted regarding the provision of suitable roads to enable Fire Brigade appliances to have unrestricted access around the site and up to a point not less than 45 metres from the furthest mobile home.

Entrances or gates across a road must not be less than 3 metres in width and there must be a minimum clearance height of 3.66 metres.

17.0 **Roads and Footpaths**

- 17.1 Roads of suitable material to be provided for the whole of the site not less than 3.7 metres wide, or 3 metres wide if they form part of the one way traffic system, so that no mobile home standing is more than 50 metres from a road.

- 17.2 Footpaths consisting of concrete slabs to be laid to connect each mobile home standing with the carriageway and such footpaths to be not less than 0.75 metres wide.

- 17.3 All such roads and footpaths to be maintained in a satisfactory state of repair and provided with adequate surface drainage.

18.0 **Car Parking**

- 18.1 Suitably surfaced car parking places must be provided for a minimum of 62 cars. The car parks must be resurfaced when necessary and must be maintained in good condition.

- 18.2 No vehicles must be permitted to park on the site, except for loading and unloading, other than in parking areas provided for that purpose and, in any case, must not be so parked so as to reduce below 6 metres the intervening space required by Condition 4.2.

- 18.3 A single vehicle may, in accordance with Condition 4.2, be permitted within the 6 metres space between mobile homes provided that, in order to restrict the spread of fire, there must always be at least 3 metres clear space between the vehicle and the adjoining mobile home in separate occupation or other permitted structures, provided that the mobile home and adjoining mobile home are built to British Standard 3632:1981.

19.0 **Site Lighting**

- 19.1 Adequate lighting must be provided at strategic points on the main roads of the site.

20.0 **Recreation Space**

20.1 A suitable area equivalent to about one tenth of the total area of the site be set aside for children's games and other recreational purposes, where a need for such space is identified by the relevant Borough Council Officer.

The area allocated must receive regular maintenance in order that it is available at all times for the purpose for which it is provided.

21. **General**

21.1 Any mobile home introduced to the site, which is not constructed to British Standard BS3632:1981, must not be used on the site for the purposes of human habitation unless the relevant Borough Council Officer has certified in writing that it complies with the conditions of this licence. This requirement is not necessary where the mobile home is constructed to the said British Standard.

21.2 The site owner shall forthwith inform in writing the Head of Private Sector Housing, in the following circumstances:-

- (a) When a mobile home unit is sold.
- (b) When there is any change of occupier of a mobile home unit.
- (c) When an existing mobile home unit is removed from site.

22.0 **Definitions**

22.1 A "mobile home" has the same meaning as "caravan" as defined in S.29 of the Caravan Sites and Control of Development Act 1960, as amended by S.13 of the Caravan Sites Act 1968.

22.2 The "relevant Borough Council Officer" is that person for the time being appointed by Cheltenham Borough Council, as its relevant Borough Council Officer.

Conditions attached to Site Licence No CBC 9 (11) dated 29 March 2012