

SITE LICENCE CONDITIONS APPLYING TO CARAVAN SITE
AT HAVEN CARAVAN PARK, SUNNYFIELD LANE.

1. **Number of Caravans**

Subject to the provisions of Condition 2, the total number of caravans which shall be stationed on the site shall not at any one time exceed 31.

2. **Siting of Caravans**

2.1 Every caravan on the site shall be not less than 6 metres from any other caravan in separate occupation and shall be not less than 2 metres from any road and 3 metres at any junction.

2.2 The space between caravans in separate occupation and between the caravans and any road and boundary of the site shall at all times be kept clear of any building, vehicle or structure apart from any building, vehicle or structure which may be permitted in accordance with Conditions 4 and 16.

2.3 A 3 metre wide area, unless otherwise agreed in writing by the relevant Borough Council Officer, shall be kept clear within the inside of all site boundaries. This condition shall not apply in the case of existing caravans until such time as the existing caravan is removed and a replacement caravan brought to the standing.

2.4 No caravan shall be nearer to any dwelling (not being a caravan) or any other building outside the boundary of the site than 6 metres.

3. **Type of Caravans**

3.1 Every new or replacement caravan stationed on the site after the date of this licence shall be a proprietary residential unit complying with BS.3632 1970, BS.3632 1981 or subsequent modifications thereof, and shall be capable of being moved at all times. No converted motor-bus or similar type of vehicle shall be allowed, neither shall any tents be pitched on the site.

3.2 Every caravan on the site shall be maintained in such condition as to be structurally stable, free from serious disrepair and free from dampness prejudicial to the health of the occupants. It shall have adequate provision for lighting, heating and ventilation, facilities for the preparation and cooking of food including a sink with satisfactory hot and cold water and a suitably located bath or shower and wash hand basin, all with hot and cold water supply.

3.3 The gross density should not exceed 50 caravans to the hectare calculated on the usable area (excluding lakes, roads, other areas unsuitable for the siting of caravans) rather than the total area.

4. **Structures**

- 4.1 **Porches:-** An open porch may be erected and protrude 1 metre into the 6 metre separation distance between caravans provided that the overall dimensions of the porch do not exceed 2 metres in length and 1 metre in breadth and that the materials used are consistent with that of the caravan and of the same colour. An enclosed porch may be erected but must not intrude into the 6 metre space or extend the unit by more than the maximum dimensions of 60' x 20' as defined by Section 13 of the Caravan Site Act 1968. The overall dimensions of the porch shall not exceed 2 metres in length and 1 metre in breadth and the materials used must be consistent with that of the caravan and of the same colour.
(Note: Planning permission will be required for the erection of porches on caravans).

4.2 **Sheds and Covered Storage Space**

A shed or covered storage space will be permitted between caravans only if it is of a non-combustible construction (including a non-combustible roof) and sufficient space is maintained around each caravan so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the caravans on either side. Car ports and covered walkways shall in no circumstances be allowed within the 6 metre space between caravans (Note: Planning permission will be required for sheds with a floor area greater than 30 sq. feet).

- 4.3 Apart from structures erected strictly in accordance with the provisions of Conditions 4.1 and 4.2, no other structures shall be erected on the site without the prior permission in writing of the relevant Borough Council Officer.

5. **Hard Standings**

- 5.1 Every caravan shall stand on a concrete hard standing which shall extend over the whole area occupied by the caravan and project not less than 1 metre from the entrance or entrances of the caravan. All hard standings, once provided, shall be maintained in good condition.

6. **Fire Fighting Appliances**

- 6.1 **Fire Points:-** Fire points shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".
- 6.2 **Fire Fighting Equipment:-** 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 shall also be provided, a reel complying with BS.5306 Part I, with a hose not less than 30 metres in length, having a means of connection to the 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, but there is a water supply of sufficient pressure and flow, a fire hydrant to BS.750 shall be installed within 100 metres of every caravan standing and connected to the system of water supply. 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 either 2 water extinguishers each of 9 litre capacity or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 had pump or bucket pump.

The fire fighting equipment provided shall be as agreed with the relevant Borough Council Officer.

6.3 Fire Warning:- A means of raising the alarm in the event of fire shall 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. The advice of the Fire Authority should be sought on an appropriate system.

6.4 Maintenance:- 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 the licensing authority at all times. A log book shall be kept to record all tests and any remedial action necessary. Water supplies and equipment susceptible to damage by frost shall be suitably protected.

6.5 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 and the location of the nearest telephone. This notice shall 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 at:

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(iv) Attack the fire using the fire fighting equipment provided, if safe to do so.

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.”

6.6 Telephone:- An immediately accessible telephone shall be available on the site for calling the police, fire brigade, ambulance or other services in an emergency. A notice shall be provided and maintained by the telephone and shall include the address of the site.

6.7 All communal fire-fighting equipment provided under Condition 6 of these conditions shall 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 then 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.

- 6.8 All caravans must be provided with a dry powder type fire extinguisher 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 Committee approved.

7. **Fire Hazards**

- 7.1 The licensee shall ensure that grass or other vegetation on the site is cut at frequent and regular intervals so as to prevent it becoming a fire hazard and to prevent as far as possible the risk of fire spread. Any such cuttings shall be removed from the vicinity of the caravans.
- 7.2 No incinerator or bonfire for the disposal of combustible rubbish shall be sited within 9 metres of any dwelling, caravan, garage, shed or similar structure on the site.
- 7.3 Combustible materials shall not be stored or permitted to be kept between or under caravans, or in such a position as to constitute a fire hazard.
- 7.4 Liquefied petroleum gas (LPG) supplied from bulk tanks shall comply with Guidance Booklet HSG 34 “The Storage of LPG at Fixed Installations” or where liquefied petroleum gas 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 bulk LPG storage tank then Guidance Note CS11 “The Storage and Use of LPG at Metered Estates” provides further guidance. In this case and where a gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipe-lines Act 1962, may also be applicable. The 1984 Regulations will be relevant in cases of mains gas supply to 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 gas is supplied by the Site Owner to caravans on the site, authorisation may be required from OFGAS under the Gas Act 1986.

Exposed gas bottles or cylinders whether in use or not, must not be kept within the separation boundary of an adjoining caravan.

Liquefied petroleum gas installations in caravans must conform to BS.5482 “Code of Practice for domestic butane and propane gas burning installations, Part 2 1977 Installations in Caravans and non-permanent dwellings.”

- 7.5 Where oil storage tanks are installed on any site, they shall be provided with an oil tight catch pit having a capacity of at least 10% greater than the tank. Any such tank to be sited not less than 2m from any dwelling.

8. **Electrical Installation**

- 8.1 The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.
- 8.2 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, 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 Supply Regulations 1998, Statutory Instrument 1988 No. 1057.
- 8.3 The installation shall be inspected not less than once in every 12 months or in such longer periods (not exceeding 3 years) as may be recommended by a person who should be one of the following:-
- (i) The electricity supplier;
 - (ii) A professionally qualified electrical engineer;
 - (iii) A member of the Electrical Contractors' Association;
 - (iv) A contractor approved by the National Inspection Council for Electrical Installation Contracting; or
 - (v) A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).

Such person shall within 1 month of such inspection issue an inspection certificate in the form prescribed in the I.E.E. Wiring Regulations which shall be retained by the site operator and displayed with the site licence and a copy forwarded to the relevant Borough Council Officer. The cost of such inspection and report shall be met by the site operator.

In the event of an inspection revealing that an installation no longer complied with the regulations extant at the time it was installed, any deficiencies shall be rectified without delay. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the I.E.E. Wiring Regulations.

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 should be drawn to the danger of masts of yachts or dinghies contacting the line.

9. **Water Supply**

- 9.1 The site shall be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.
- 9.2 Every caravan standing shall be provided with its own pipes water supply with a connection into the caravan.

10. **Drainage and Sanitary Facilities**

10.1 A satisfactory system for the disposal of foul drainage shall be provided and connected to a public sewer, sewage treatment plant or a properly constructed septic tank or cesspool approved by the Council. In the case of a cesspool, this shall be emptied sufficiently and regularly. Such a system and all drains and connections made to it shall be designed and constructed in accordance with the Building Regulations, shall be maintained in good condition at all times and be adequate for the number of caravans on the site. All drainage connections from caravan standings shall be capable of being made air-tight when not in use.

10.2 Every caravan shall be provided with its own water supply, water closet and a connection to the foul drainage system.

11. **Surface Water Drainage**

11.1 Adequate surface water drainage shall be provided for carriageways, footpaths, hard standings and paved areas and for the site generally.

12. **Refuse Disposal**

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

13. **Site Amenities**

13.1 The site shall at all times be kept clear of any accumulation of rubbish etc. and shall be maintained in a clean and tidy condition.

14. **Access for Fire Service Vehicles**

14.1 There shall be at all times unrestricted access to the site for the Fire Brigade, and up to a point not less than 50 metres from the furthest caravan, no entrance or gateway across a road shall be less than 3.1 metres in width and there shall be a minimum height clearance of 3.7 metres throughout. No overhead cable shall be less than 4.5 metres above the ground. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.

15. **Roads and Footpaths**

15.1 A road or roads of hard durable materials shall be provided so that no caravan standing is more than 50 metres from a road. Carriageways shall be not less than 3.7 metres wide or if they form part of a one-way traffic system, not less than 3.0 metres wide and shall be of such width at bends and junctions that the curve shall have a minimum radius necessary for negotiation by Fire Service vehicles. All roads shall be maintained in good conditions, and be suitably lit.

- 15.2 Every caravan standing shall be connected to a carriageway by a footpath with a hard surface not less than 0.75 metres wide. All footpaths shall be maintained in good condition, and be suitably lit.

16. **Car Parking**

- 16.1 A surfaced parking place for vehicles shall be provided in a position and with space for at least one car for every three caravan standings, and additional space shall be set aside to accommodate a minimum of one car per caravan, to be surfaced as required. All car parking areas provided shall be maintained in good condition. Where vehicles are parked adjacent to caravans in accordance with Condition 16.2, such spaces shall be taken into account in determining the total car parking places required.

- 16.2 Notwithstanding the provisions of Condition 2.2, which requires that the spaces between caravans shall be kept clear of any vehicle, one car only may be parked in the 6 metre space between adjoining caravans provided that the door to the caravan is not obstructed and there is at least 3 metres space between the vehicle and the adjoining caravan in occupation.

Where the parking of a car is permitted a hardstanding of suitable material must be provided, i.e. compacted hardcore and covered by at least 4" concrete.

17. **Recreation Space**

- 17.1 Where children live on the site space equivalent to about 1/10 of the total area should be allocated for children's games or other recreational purposes.

18. **Site Notices**

- 18.1 A copy of this licence, including the conditions subject to which it is granted, shall be displayed in a prominent position on the site so that it can be easily read by the occupiers of the caravans.

Notices and a plan shall also be displayed setting out the action to be taken in the event of an emergency. Such notices shall show where the police, fire brigade, ambulance and local doctors can be contacted and the location of the nearest public telephone. The notices shall also give the name and location/telephone number of the licensee or his/her accredited representative. At sites subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.

Such 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.

- 18.2 The name of the site shall be prominently displayed at the entrance to the site from the public highway in such a position as to be clearly visible from vehicles on the public highway. (Note: any notice board or sign used for this purpose must conform with Planning requirements).

19. **Site Layout**

19.1 The Site Owner shall provide the Council with a scale plan of the site layout showing the division of the site into numbered plots and the position of facilities and equipment required by these conditions.

20. **Completion of Site Works**

20.1 Any works or things required to be done to comply with the conditions of this licence shall be completed to the satisfaction of the Council within 2 months of the owner being notified of them.

20.2 No caravans shall be brought onto the site for the purposes of human habitation until the Council is satisfied that they comply with the conditions outlined in this licence.

21. **General**

21.1 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.

Conditions attached to site licence CBC 10 (95/A) amended 7 November 2006