

Environmental Protection & Licensing
Council Offices, High Street, Coleford,
Gloucestershire. GL16 8HG



**CARAVAN SITES & CONTROL OF DEVELOPMENT
ACT 1960**

Standard Conditions

For

Permanent Residential Mobile Home Sites

**Site Licence Conditions for
Permanent Residential Mobile Home Sites**

1. **SITE PLAN**

- (i) A plan of the site drawn up to scale 1/500th and based on a survey showing the boundaries of the site, the layout of roads, footpaths, caravans storage huts, fire points, parking areas, play areas, toilet blocks, drains, sewers, water standpipes, laundry rooms etc., in accordance with the conditions set out hereunder, shall be submitted to and be approved by the local Authority. No alteration shall be made in the layout of the approved site plan without the written consent of the Local Authority.
- (ii) Where it is proposed to utilize only a portion of the licensed site, individual pitches must be prepared and all general amenities provided in accordance with the conditions subject to which the licence is granted, for the number of caravans to be placed on the site.

2. **Density and Space Between Caravans**

- (i) Subject to the following variations, every caravan shall not be 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.
- Combustible materials shall not be stored or permitted between the caravans **other than those items referred to below.**
 - Porches may protrude 1 metre into the 6 metres and must be of the open type, and wherever possible, constructed from non-combustible materials.
 - 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 a type which incorporates sleeping accommodation and they shall not face each other or touch.
 - Eaves, drainpipes and bay windows may extend into the 6 metre space provided the clear distance between the adjacent units is not less than 5.25 metres at any point.
 - Where there are ramps for the disabled, verandahs and stairs extending from the unit, there shall be 4.5m clear space between them and two such items must 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, must not intrude into the 6m space.

- A garage, shed or a covered storage space may be permitted between units only if it is primarily constructed or clad in 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 units on either side.
 - Car ports and covered walkways shall in no circumstances be allowed within the 6 metre space.
- (ii) The density shall be consistent with safety standards and health and safety requirements. The gross density must not exceed 50 caravans to the hectare, calculated on the basis of the usable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

3. **Roads, Gateways and Footpaths**

- a. 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.
- b. 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 must not be less than 0.75 metres wide. Roads shall have no overhead cables less than 4.5 metres above the ground.
- c. Roads and footpaths shall be suitably lit.
- d. Emergency vehicle routes within the site must be kept clear of obstruction at all times.

4. **Hard Standings**

Every caravan must stand on a concrete hard-standing or other suitable material as agreed with the Local Authority which shall extend over the whole area occupied by the caravan placed upon it, and project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely.

5. **Fire-Fighting Appliances**

(a) [Fire Points]

These shall be established so that no part of any 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**".

(b) [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 must also be a hose reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, permanently connected to a water standpipe and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked "**HOSE REEL**".

If hydrants are provided in addition to standpipes then they must comply with BS 750 and must be located on the site and not more than 100 metres from any unit.

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 tank containing at least 500 litres of water fitted with a hinged cover and 2 metal buckets marked "**FIRE**".

(c) [Fire Warning]

A means of raising the alarm in the event of a fire must be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

(d) [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. A log book must be kept to record all tests and any remedial action.

(e) [Frost Protection]

All equipment susceptible to damage by frost shall be suitably protected.

(f) [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)
- (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.”

(g) [Fire Hazards]

Long grass and vegetation must 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 should be removed from the vicinity of caravans. The space beneath and between caravans must not be used for the storage of combustible materials.

Wooden fences are permitted to a maximum height of 2 metres. Hedges and shrubs are permitted to a height of 1.5 metres, provided they are well maintained.

(h) [Telephones]

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

(i) [Evacuation Area]

A specific area shall be designated and identified for evacuation in the event of fire.

6. **Storage of Liquefied Petroleum Gas (LPG)**

LPG storage supplied from tanks shall comply with Guidance Booklet HSG 34 “The Storage of LPG at Fixed Installations” or, where LPG 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 LPG storage tank, then Guidance Note CS22 "The Storage and Use of LPG at Metered Estates" 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 must not be within the separation boundary of an adjoining unit. If this cannot be avoided then a moveable screen of non-combustible material shall be provided which shields the gas cylinders from the radiated heat created by a neighbouring caravan on fire.

LPG installations must 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) 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.

7. **Electrical Installations**

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

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 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 Contractors' Associations, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above.

Overground electrical installations must be inspected every year under the existing edition of the IEE wiring regulations and in accordance with the above.

Underground electrical installations must be inspected every 3 years or less.

The inspector must, 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 shall comply with the latest version of the IEE Wiring Regulations.

If there are overhead electric lines on the site, suitable warning notices must be displayed at the entrance to the site and on supports for the line.

8. **Water Supply**

The site shall be provided with a water supply in accordance with appropriate Water Bylaws and statutory quality standards.

9. **Drainage, Sanitation and Washing Facilities**

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 the local authority.

Each caravan shall have its own water supply and water closet. Each caravan standing must be provided with a connection to the foul drainage system; the connection must 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.

10. **Refuse Disposal**

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

11. **Parking**

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 must not be parked between units.

12. **Recreation Space**

Where children 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.

13. **Notices**

- (i) A suitable sign must be prominently displayed at the site entrance indicating the name of the site.
- (ii) A copy of the site licence with its conditions shall be displayed prominently on the site.
- (iii) In addition all reasonable steps shall be taken to make all residents aware of the site conditions.
- (iv) Notices and a plan must be displayed on the site setting out the action to be taken in the event of any emergency. They will show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest public telephone.
- (v) The notices will also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
- (vi) All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferable in areas lit by artificial lighting.

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