

Example Caravan Site Licence Conditions for Static Holiday Caravans

Site Composition

The Total Number of Caravans permitted on the site **shall not exceed X holiday caravans**. The site shall be occupied by between **XXX** in any one year.

A: Site Boundaries

The boundaries of the site shall be clearly marked by a man made or natural feature. No caravan or combustible structure shall be positioned within 3 metres of the boundary. A plan of the site shall be supplied to the local authority on application for a licence, or when there is a material change to the boundaries or layout, or if requested by the authority. The plan must clearly illustrate the layout of the site including all relevant structures, features and facilities on it.

B: Density

The gross density shall not exceed 60 caravans to the hectare calculated on the usable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans), rather than the total area.

C: Space Between Caravans

The minimum distance between caravans shall be 6 metres but reducing to 5 metres and 3.5 metres at the corners if caravans are made of aluminium or other materials with similar fire performance properties. Where there is a mixture of materials or where there is a mixture of permanent residential and holiday caravans, the minimum distance shall be 6 metres. In each case, caravans shall be not less than 2 metres from a road. Some intrusions into the 5 metre or 6 metre space are permissible:-

- i) Porches by up to one metre if they are of the open type;
- ii) An awning may intrude providing there is a clear space of 3 metres, the awning is not opposite another awning and it is not used for sleeping accommodation;
- iii) Eaves, drainpipes and bay windows provided the distance between the extremities of two adjacent units is not less than 4.5 metres;
- iv) Ramps for the disabled, verandas and stairs provided there is a clear space of 3.5 metres (4.5 metres if a mixture of caravans), they are not opposite other ramps, verandas or stairs, and they are not enclosed;
- v) Garages, sheds or covered storage spaces if of non-combustible materials (including non-combustible roofs) and there is sufficient space around them for means of escape in case of fire. Windows in these structures shall not face towards the unit on

either side. Car ports and covered walkways are not permissible even if non-combustible;

- vi) Vehicles may be parked between units provided the door to the caravan is not obstructed and there is a clear space of 3 metres from an adjoining unit. Plastic or wooden boats may be parked between units, subject to a satisfactory risk assessment by the operator.

D: Roads, Gateways, Footpaths

- (i) roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times. New roads shall be constructed and laid of suitable bitumen macadam or concrete with a suitable compacted base;
- (ii) all roads shall have adequate surface water/storm drainage;
- (iii) new two way roads shall not be less than 3.7 metres wide or 3 metres wide if used by one way traffic;
- (iv) one-way systems shall be clearly signposted;
- (v) where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical;
- (vi) 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;
- (vii) roads shall be maintained in good condition;
- (viii) cable overhangs must meet the statutory requirements; roads must have no overhead cables less than 4.5 metres above the ground.
- (ix) Every caravan shall be connected to a road or footpath with a hard surface not less than 0.75m wide which shall be maintained in good condition. Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.
- (x) Roads, connecting footpaths, 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.

E: Hardstandings

Every caravan shall have a hard standing of suitable material, which shall extend over the whole base area of the caravan and a hard surface shall project a sufficient distance outward from the entrance or entrances of the caravan.

F: Water Supply

All sites shall be provided with a constant, adequate and wholesome water supply in accordance with appropriate water bye laws and statutory quality standards. The supply shall be maintained at an adequate flow rate and pressure even when the system is placed under maximum demand.

G: Liquefied Petroleum Gas

Gas supplies and installations shall meet the relevant and applicable parts of any legislation, British Standards and LP Gas Association Codes of Practice in force at any time. Any relevant certificates shall be provided to the Council at their request.

H: Electrical Installations

- (i) The site shall have an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it. Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements;
- (ii) Electrical installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with BS 7671: 1992. 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.

I: Drainage, Sanitation and Washing Facilities

- (i) Each caravan shall have its own water supply, water closet, bath or shower, basin, sink, hot and cold water;
- (ii) There shall be satisfactory provision to foul and waste water 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;

- (iii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European standards. 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;
- (iv) Surface water drainage shall be provided where appropriate to avoid standing pools of water.

J: Refuse Storage and Disposal

- (i) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store;
- (ii) All refuse bins must have close fitting lids. A plastic sack system may be provided as an alternative but must be protected from attack by animals and birds;
- (iii) All refuse disposal shall be in accordance with all current legislation and regulations.

K: Parking

There shall be car parking of at least one space per caravan and adequate additional parking for visitors safely located and to allow clear access by emergency vehicles. Parked vehicles must not obstruct a carriageway, a footpath or a door to a caravan.

L: Recreation Space

On sites where it is practical to do so, suitable space equivalent to about one-tenth of the total site area shall be allocated for children's games and other recreational purposes.

M: Notices and Information

The following signs/notices must be displayed in a prominent place:-

- (i) the name of the site at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details ie setting out action to be taken in an emergency and showing where the police, fire brigade, ambulance and local doctors can be contacted;
- (ii) a current plan of the site with roads and pitches marked on it at the entrances including the location of the site emergency telephone;
- (iii) the location and grid reference of the site adjacent to the emergency telephone;

(iv) in addition, the following shall be available for inspection in a prominent place;

- a copy of the site licence and licence 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 fire risk assessment made for the site.

(v) All notices shall be suitably protected from the weather and from direct sunlight;

(vi) If the site has overhead electric lines, warning notices must be displayed on the supports and at the site entrance. Where appropriate, these must warn against the danger of contact between the lines and masts of yachts or dinghies.

N: Flooding

The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map. 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 of water that might be expected, the availability of a warning service and on what appropriate measures to take.

O: Compliance with the Regulatory Reform (Fire Safety) Order 2005

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

P: General

The caravans, services, amenities and other buildings and structures on the site, telephones, play or other equipment, and the site itself shall be maintained in good repair, in good order, in a clean, safe, sanitary, tidy condition and free from accumulations at all times.

A telephone shall be available on the site at all times for calling the emergency services.