

**STANDARD CONDITIONS
HOLLIDAY CARAVAN SITES**

NUMBER AND SITING OF CARAVANS

At no time during the validity of this Site Licence should the number of holiday caravans or tents, when applicable exceed the maximum calculable amount even if this differs to the planning permissions granted. This is calculated based on the usable area.

Usable Area - (i.e., excluding crags, lakes, roads, communal services, recreational space, and other areas unsuitable for the siting of caravans rather than the total site area). This figure does not consider the shape of the site and the 5 or 6 metre separation between each caravan and other separation distances between structures etc. If a lesser figure is quoted on your planning permissions this figure will be the maximum permitted number of caravans on the site. Thus, the actual number of caravans that the site may be capable of being sited may be considerably less than the number calculated based on the usable area of the site. The caravans should only be sited on the approved positions/areas shown on any plan attached to this Site Licence and/or any planning consent granted (Appendix 1).

SITE BOUNDARIES

1. The boundaries of the site from any adjoining land should be clearly marked by a natural or manmade feature for example by fence, hedge, or wall. It is recommended that a 3-metre-wide area should be kept clear within the inside of all boundaries.

DENSITY AND SPACE BETWEEN CARAVANS

2. Subject to the following variations, the minimum spacing distances between caravans made of aluminium or other materials with similar fire performance properties should not be less than 5 metres between units, 3.5 metres at the corners (see specimen layout at Appendix 2). For those which a plywood or similar skin it should not be less than 6 metres. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance should be 6 metres; and where there is a mixture of permanent residential homes and holiday caravans, the separation distance should again be 6 metres.
 - Porches may protrude 1m into the 5 or 6 metres and should be of the open type.
 - Where awnings and gazebos are used, the distance between any part of the awning, gazebo and an adjoining caravan should not be less than 3 metres. The point of measurement for awnings, gazebos etc. is the exterior cladding of the caravan. They should not be of the type which incorporates sleeping accommodation and they should not face each other or touch.
 - Eaves, drainpipes, and bay windows may extend into 5 or 6 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 should be 3.5m clear space between them (4.5m if mixture of caravans) and such items should 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, should not intrude into the 5m (or 6m) space.
- A garage, a shed or a covered storage space should 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 should not face towards the unit on either side. Car ports and covered walkways should in no circumstances be allowed within the 5 or 6 metre space and non are to be used for the storage of combustible materials. For cars and boats between units, see standard (27).

Where tent camping is also permitted, the maximum number of units stationed on the site at any one time should be reduced by the number of pitches occupied by main tents stationed for human habitation. Gazebos are not to be used for sleeping.

3. The density should be consistent with safety standards and health and amenity requirements. The gross density should not exceed 60 caravans to the hectare, calculated based on the useable area. (i.e., excluding crags, lakes, roads, communal services, recreational space, and other areas unsuitable for the siting of caravans rather than the total site area).

ROADS, GATEWAYS AND FOOTPATHS

4. Roads and footpaths should be designed to provide adequate access for fire appliances (Detailed guidance on turning circles etc. is available from fire authorities and Building Regulations).

Roads of suitable materials should 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 should be connected to a carriageway by a footpath with a hard surface.

Roads should not be less than 3.7 metres wide, or, if they form part of clearly marked one-way traffic system, 3 metres wide.

Gateways should be a minimum of 3.1 metres wide and a minimum height clearance of 3.7 metres.

Footpaths should not be less than 0.75 metres wide.

Roads should have no overhead cables less than 4.5 metres above the ground. Suitable warning notices must be displayed at the entrance to the site and on supports to the lines. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the lines.

Emergency vehicle routes within the site should be always kept clear of obstruction, the advice of the local fire authority and Building Regulations should be sought on turning circles of fire appliances.

There should be adequate surface water drainage for roads and footpaths and paved areas and for the site generally.

HARDSTANDINGS

5. Where possible, every caravan should stand on a hardstanding of suitable materials, which should extend over the whole area occupied by the caravan placed upon it and should project a sufficient distance outward from the entrance or entrances to enable occupants to enter and leave safely.

Hardstanding's 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.

FIRE FIGHTING APPLIANCES

Fire Points

6. These should be established so that no caravan or site building is more than 30 metres from a fire point. They should be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT". Access to the fire point should not be obstructed or obscured.

Fire Fighting Equipment

7. 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 should be situated at each fire point. There should also be a reel that complies with latest and current British or European Standards with 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 should be housed in a box painted red and marked, "HOSE REEL". Access to the Standpipes and other water supplies should not be obstructed or obscured. Instructions for use should be clearly marked according to the latest and current British or European Standards.
8. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing. Hydrants should conform to the latest and current British or European Standards. Access to the hydrants and other water supplies should not be obstructed or obscured. Instructions for use should be clearly marked according to British or European Standards.

9. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point should be provided with either two gas expelled water extinguishers. Each extinguisher should be of a minimum of nine litres capacity (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. Access to the fire point and other water supplies and equipment should not be obstructed or obscured and all equipment should be frost protected. Instructions for use should be clearly marked according to British or European Standards.

Fire Warning

10. A means of raising the alarm in the event of a fire should be provided at each fire point. The sound should be audible to every person within the 30-metre area of the fire point. The sound should be universal throughout the site. This could be by means of a manually operated sounder, e.g., metal triangle with a striker, gong or hand-operated siren or bells. These may not omit suitable decibels to raise the alarm so electric bells or sirens should be considered the advice of the fire authority should be sought on an appropriate system. Any electrical fire warning installation on site or within a caravan in the ownership of the licensee or being sub-let must be maintained and inspected against the latest and current British or European Standards.

Maintenance

11. All alarm and firefighting equipment should 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 logbook should be kept recording all tests and any remedial action.
12. All equipment susceptible to damage by frost should be suitably protected.

Fire Notices

13. A clearly written and conspicuous notice should be provided at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice should 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 firefighting equipment.

Fire Hazards

14. Long grass and vegetation should be cut at frequent and regular intervals 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 the caravans, buildings, or other installations on the site.

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

No highly inflammable materials or liquids other than those being used for heating and lighting should be left or stored in or on caravans or any part of the caravan standings.

Telephone

15. An immediately accessible telephone should be available where possible on or very near to the site for calling the emergency services or when there is no mobile phone service. Location of this phone should be clearly marked on the site notice boards. A notice by the telephone should include the full name and address of the site.

STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

16. LPG storage supplied from tanks or where supplied from cylinders should comply with all the latest and current British or European Standards.

Where containers of LPG, whether full or empty, are stored at a central location, e.g., site shop or storage cage. Storage arrangements complying with the latest and current British or European Standards should be complied with.

The latest and current British or European Standards must be complied with, with regards to the installation and distribution of the gas supply (Mains gas or LPG). Any installation on site or within a caravan in the ownership of the licensee or being sub-let must be maintained and inspected against the latest and current British or European Standards in such a way as to prevent danger as far as reasonably practicable. The inspection certificate must be issued within 1 month of the inspection and displayed with the Site Licence.

Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.

In cases where the site owner supplies gas to caravans on site, they may need an authorisation to do so from OFGAS to comply with the current British or European Standards.

ELECTRICAL INSTALLATIONS

17. The site and caravans in the ownership of the licensee or being sub-let should be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

18. Where there is an electrical installation other than an Electricity Board installation installed subject to regulations under the Electricity Acts the electrical installation should be installed, tested and maintained in accordance with the provisions of the latest and current British or European Standards.
19. Work on electrical installations and appliances should be carried out only by competent persons such as the manufacturers appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of an Electrical Contractors Association, a contractor approved by a National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The electrical installation should be inspected periodically every 12 months, or such longer (not exceeding 3 years) as is considered appropriate in each case by a suitably qualified person. Any installation on site or within a caravan in the ownership of the licensee or being sub-let must be maintained and inspected against the latest and current British or European Standards in such a way as to prevent danger as far as reasonably practicable. The inspection certificate must be issued within 1 month of the inspection and displayed with the Site Licence.
20. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies should be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them should comply with the latest and current British or European Standards.
21. If there are overhead electrical lines on the site, suitable warning notices should be displayed at the entrance to the site and on supports for the lines. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the lines.

WATER SUPPLY

22. The site should be provided with a water supply in accordance with appropriate Water Byelaws and Statutory quality standards, which is adequate as regards to statutory quantity and quality and inspected against the latest and current British or European Standards in such a way as to protect health and prevent danger as far as reasonably practicable.

Drinking water standpipes with an adequate supply of water should be situated not more than 18 metres from any standing. These should be marked up as "DRINKING WATER" and regularly cleaned and maintained.

Each standpipe should be surrounded by concrete at least 1 metre x 1 metre with a fall to a gully piped to an efficient soakaway or approved drainage system. Each standpipe should be adequately protected against frost and maintained in a good condition.

DRAINAGE, SANITATION AND WASHING FACILITIES

23. Satisfactory provision should 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 with a satisfactory means of disposal of contents approved by the local authority.
24. Properly designed disposal points sited within 23 metres of the caravans for the contents of chemical closets should be provided, with an adequate supply of water for the sole purpose of cleaning the containers. The water supply should be marked up as "NOT TO BE USED FOR DRINKING WATER". The method of disposal of contents should be to the satisfaction of the Local Authority.

The caravans with fixed water closet within the caravan. Satisfactory provision should 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 Licensing Authority with satisfactory means of disposal of contents.

25. For caravans without their own water supply and water closets connected to the foul drainage system, communal toilet blocks should be provided, with adequate supplies of water, with facilities on at least the following scales:

MEN 1 WC. and 1 Urinal per 15 caravans or part thereof.

WOMEN 2 WC.'s per 15 caravans or part thereof.

1 Wash Hand Basin (which should have hot and cold water) for each WC or group of WC's or part thereof.

1 Shower or Bath (with hot and cold water) for each sex per 20 caravans or part thereof.

Communal toilet/sanitary blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath. Entrances to communal toilet/sanitary blocks should be adequately screened and legibly identified.

Where communal toilet/sanitary blocks, pot wash areas and/or laundry facilities are provided they should be in separate areas, rooms, or buildings.

Communal toilet/sanitary blocks, pot wash areas and laundry rooms should be constructed in accordance with the Building Regulations, and in such a manner and of such material that they are fire safe, thoroughly hygienic, and able to be easily cleansed. They should be provided with adequate means of natural and artificial lighting and ventilation and always maintained in a clean and sanitary condition. All sanitary fittings should be of a type approved by the Licensing Authority.

No caravan should be erected within 9 metres of any cesspool, septic tank or foul water soakaway or communal toilet/sanitary convenience.

Where the provision of WC's is-not feasible chemical closets should be provided on the following scales -

MEN 2 chemical closets per 15 caravans or part thereof.

WOMEN 4 chemical closets per 15 caravans or part thereof.

REFUSE DISPOSAL

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

PARKING

27. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitable surfaced parking spaces should be provided with space for at least one car for each caravan. Suitable surfaced spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic, rubber, or wooden boats should not be parked between units.

RECREATIONAL SPACE

28. Where children stay on site, space equivalent to about one-tenth of the total area should 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 public recreational facilities provided which are readily accessible. Recreational space is not to be included within the usable area.

NOTICES

29. At all times, a suitable sign should be prominently displayed at the site entrance indicating the name of the site.
30. At all times, a copy of the site licence and its conditions should be displayed prominently on the site. At all times, a copy of the current electrical and gas inspection certificates should be displayed on site in some conspicuous place.
31. Notices and a plan should be displayed on the site indicating the action to be taken in the event of an emergency. They should show where the police, fire brigade, ambulance, emergency services, chemist and local doctors can be contacted, and the location of the nearest public telephone. The notice should also give the full name and location/telephone number of the site licence holder or accredited representative and the Chief Environmental Health Officer or his representative. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.

32. All notices should be suitably protected from the weather and out of the direct rays of the sun, preferably in an area lit by artificial lighting.

GENERAL REQUIREMENTS

If the site is situated near to a lake, pond, stream, or river suitable life-saving equipment should be provided and the area secured against unauthorised access by a natural or manmade feature for example by fence, hedge, or wall.

No structures, vehicles of any description other than cars or tents should be stationed on the site without the written consent of the Licensing Authority.

Every caravan shall be in sound structural condition, wind, and waterproof, and be maintained in good repair. No caravan should be brought on to the site for the purpose of human habitation until such time as the Licensing Authority has certified in writing that the works required to comply with these conditions have been completed to its satisfaction.

Hot tubes, bathing pools and other bathing products

All conditions, manufacturer's instructions, periodic cleaning/hygiene schedules, installation instructions and Health and Safety instructions must be followed.

Disabled persons

Consideration should be given to the needs of disabled persons in the provision made for water points, toilets, washing points and showers etc.

Health & Safety

Undertake health and safety risk assessments for the following areas and display on the site notice boards as found necessary:

- Legionella
- Asbestos
- Water safety
- Fire safety
- Tree and vegetation management
- Roads and pathways
- Site lighting
- Water quality
- Any other area found necessary

When carrying out risk assessments of your site, you must consider all your employees, customers, visitors/contractors, and all other people who may be affected on the site and you are required to make adequate provision for any disabled person with special needs who use or may be present. Identify the significant findings of the risk assessments, the details of anyone who might be especially at risk and maintain such precautions as are necessary to safeguard them. Provide Health and Safety information, instruction, and training to your employees and to keep records of such training etc.

Opening times

The development shall only be occupied by a person or a group of persons whose main residence lies elsewhere, no caravans or tents are to be occupied outside or longer than the occupational periods, site operational times and dates in the site planning permission or for a continuous period longer than 28 days unless permission to do so is specified within the sites planning permission. A record should be kept on the site at all times of the names and permanent addresses of the owners of any static caravans/unit on site. This record shall be available for inspection by the Licensing or Planning Authority on request.

Definitions

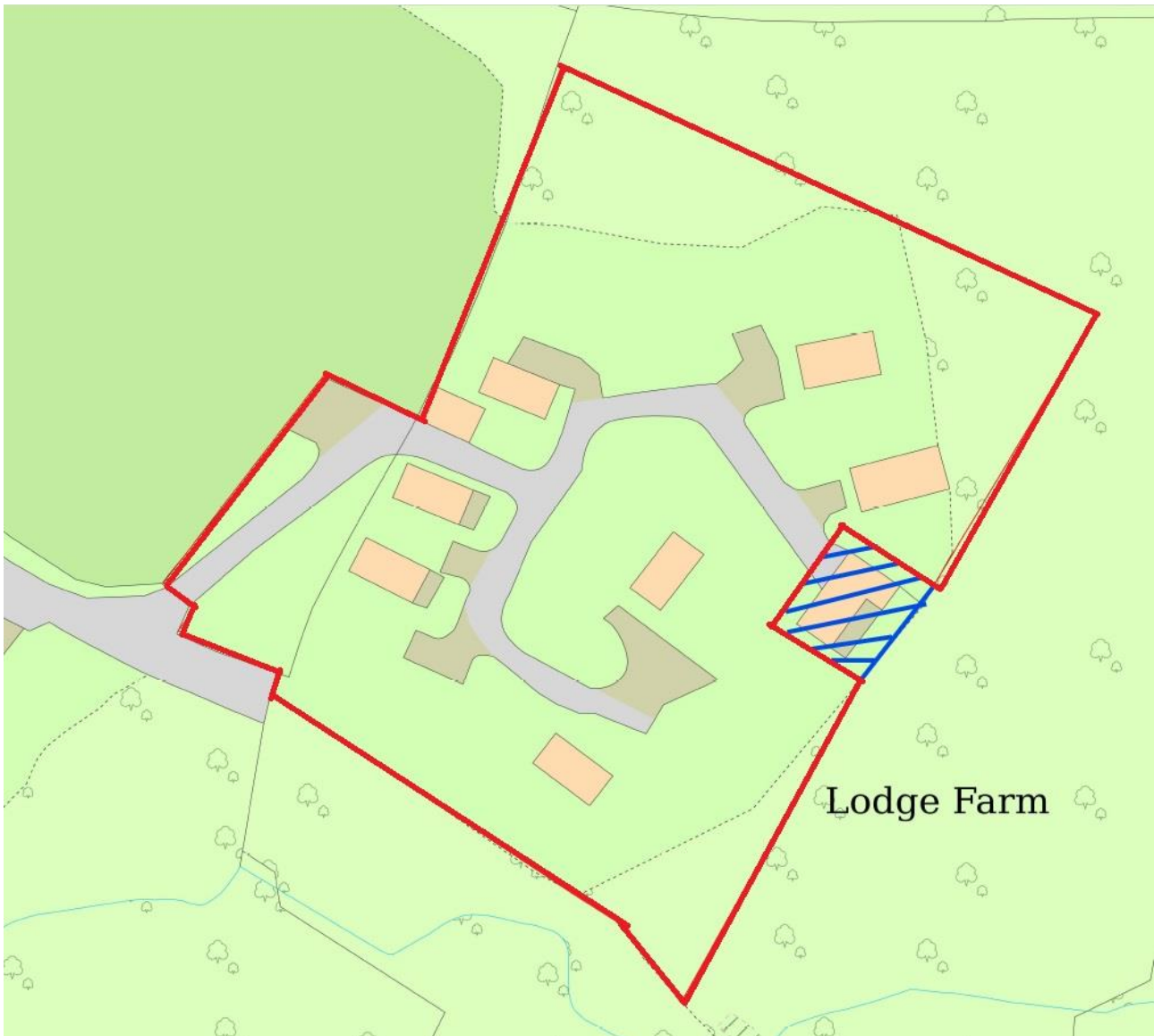
Definition of Caravan under - Caravan Sites and Control of Development Act 1960, section 29 'Caravan' means any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether by being towed or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted.

The definition excludes tents and railway rolling stock (sleeping cars) and (by virtue of section 13 of the Caravan Sites Act 1968) any twin unit caravan that exceeds any of the following size limits:

- Length (exclusive of any drawbar): 65.616 feet (20 metres)
- Width: 22.309 feet (6.8 metres)
- Overall height of living accommodation (measured internally from the floor at the lowest level to the ceiling at the highest level): 10.006 feet (3.05 metres).

Definition of Tent under - Public Health Act 1936, section 269. This deals not just with tents but also 'moveable dwellings'. Section 269 defines 'moveable dwelling' as including 'any tent, any van or other conveyance whether on wheels or not, and, subject as hereinafter provided, any shed or similar structure, being a tent, conveyance or structure, which is used either regularly, or at certain seasons only, or intermittently, for human habitation, provided that it does not include a structure to which building regulations apply'.

Appendix 1
Site Plan.



The area of land authorised by the planning permissions is that shown edged red on the site plan

Appendix 2
Specimen Layout.

