



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960 LICENCE CONDITIONS FOR HOLIDAY CARAVAN SITES

1. Site Boundaries, Layout and Amenities.

- i) The boundaries of the site must be clearly marked by fences or hedges.
- ii) A plan showing the layout of the site and any subsequent variations shall be given to the Council.
- iii) A 3 metre wide area shall be kept clear within the inside of all boundaries.

2. Space Between Caravans

Subject to the following variations, every caravan shall be not less than 6 metres from any other caravan which is occupied separately, and not less than 2 metres from a road. Where the caravans are constructed of aluminium or similar materials, rather than plywood, the distance between them may be reduced to 5 metres. The point of measurement for porches, awnings, etc. is the exterior cladding of the caravan.

Variations

- i) Porches may protrude 1 metre into the separation space and must be of the open type.
- ii) Where awnings are used, the distance between any part of the awning and an adjoining caravan, shall be not less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they must not face each other or touch.
- iii) Where there are open verandas, stairs and ramps for the disabled extending from the unit, there shall be a 4.5 metre clear space between each and no two such items shall face each other in any space. Enclosed ramps, verandas, stairs, etc. will be considered as part of the unit and shall not intrude into the separation space.
- iv) A garage, a shed or a covered storage space shall 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 must not face towards the units on either side. No car ports or covered walkways shall be allowed within the separation space.

3. **Density**

- i) The gross density shall not exceed 60 caravans to the hectare, calculated on the basis of the usable area which shall exclude lakes, roads, communal services and other areas unsuitable for the siting of caravans from the total site area.
- ii) The requirements of part (i) of this condition notwithstanding, the density shall be consistent with safety standards and Health and Safety requirements.

4. **Roads, Gateways and Footpaths**

- i) Roads and footpaths must be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles, etc., is available from the Fire Safety Centre, West Sussex Fire Brigade, Mill Green Road, Haywards Heath, West Sussex, RH16 1XQ).
- ii) Roads of suitable material shall be provided, so that no caravan standing is more than 50 metres from a road.
- iii) Roads must not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, 3 metres wide.
- iv) Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- v) Where overhead cables cross a road there shall be at least 4.5m clearance between the cable and the road.
- vi) Where the approach to a caravan is across ground which may become difficult or dangerous to negotiate in wet weather, the standing shall be connected to a carriageway by a footpath with a hard surface.
- vii) Footpaths shall not be less than 0.75 metres wide.
- viii) Roads and footpaths shall be suitably lit.
- ix) Emergency vehicle routes within the site must be kept clear of obstruction at all times.

5. **Hard Standings**

Every caravan must stand on a concrete hard-standing which shall extend over the whole area occupied by the caravan placed upon it and will project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely, unless the caravans are removed during the winter or if they are situated on ground which is firm and safe in poor weather conditions

6. **Fire Points and Fire Hydrants**

Sufficient Fire Points shall be established so that no caravan or site building is more than 30 metres from a fire point. Fire points shall comply with the requirements of conditions 7,8,9 and 10 and shall be housed in a weather-proof structure, be easily accessible and clearly and conspicuously marked "FIRE POINT" in bold block letters.

7. **Fire Fighting Equipment**

- i) Where there is an available water supply of sufficient pressure and flow to project a jet of water at least 5m. from the nozzle, standpipes shall be provided at each fire point with a fire reel to comply with British Standard 5306 Part 1 and a hose at least 30m. long of suitable heavy quality non-kink construction having an internal diameter of not less than 12.7 mm and terminating in a 3mm hand control nozzle and a screwed fitting for connection to the water standpipe. Hoses must be housed in a locked box, painted red and conspicuously marked "HOSE REEL" in bold block letters, with the key kept within a glass fronted box immediately adjacent.
- ii) Where there is no available water supply of sufficient pressure and flow to comply with (i) above, each Fire Point shall be provided with either:
 - (a) a minimum of two water fire extinguishers of at least 9 litres capacity each;
or
 - (b) a water tank of at least 500 litres capacity, fitted with a hinged cover and provided with 2 buckets and 1 hand pump or bucket pump.

8. **Fire Warning**

A means of raising the alarm in the event of a fire shall be provided at each fire point. This may be by means of a manually operated sounder; e.g. metal triangle with a striker, gong or hand operated siren. The licence holder shall contact the fire authority for advice on an appropriate system.

(All occupiers are strongly advised to provide within each caravan a domestic smoke alarm complying with B.S. 5446 Part I.)

9. **Maintenance**

- i) All alarm and fire fighting equipment must 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. The licence holder shall keep a log book to record all tests, any remedial action required, and when that action is taken. All fire extinguishers shall be inspected at least annually.
- ii) All equipment susceptible to damage by frost must be suitably protected.

10. 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 must 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.....)
- 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.”

11. Fire Hazards

- i) Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to the caravan, buildings, and other installations on the site. Any such cuttings must be removed from the vicinity of the caravan.
- ii) The space beneath the caravan shall not be used for the storage of combustible materials.

12. 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 and instructions on the procedure to be followed for alerting the emergency services in accordance with Condition 21.

13. Storage of Liquefied Petroleum Gas (LPG)

The arrangements for storage and use of LPG must comply with current British Standards, Codes of Practice and Regulations and the gap between adjacent units kept free from exposed gas bottles or cylinders. Alternatively, if LPG cylinders are within the gap, they are to be enclosed in a half-hour fire resisting enclosure with adequate high and low level ventilation.

The relevant publications are as follows:-

- (a) British Standard 5482 “Code of Practice for domestic butane and propane gas burning installations, Part 2:1977 Installations in Caravans and non-permanent dwellings”
- (b) LP Gas Association (LPGA) Codes of Practice (CoPs)
 - CoP1 Part 1: Bulk storage at fixed installations: installation and operation of vessels located above ground
 - CoP1 Part 2: Small bulk installations for domestic purposes
 - CoP1 Part 3: Periodic inspection and testing of bulk tanks
 - CoP1 Part 4: Buried/mounded LPG storage vessels
 - CoP7 Storage of full and empty LPG cylinders and cartridges
 - CoP25 LPG central storage and distribution systems for multiple consumers
- (c) The Gas Safety (Installation and Use) Regulations 1998

- (d) Pipe-Lines Act 1962
- (e) The Pipelines Safety Regulations 1996
- (f) The Gas Act 1986

14. **Electrical Installations**

- i) The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravan situated on it.
- ii) All electrical installations, which are not South Eastern 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 edition of the Institution of Electrical Engineers (IEE) Regulations for Electrical Installations in force at the time and, where appropriate, to the standard which would be acceptable for the purposes of the Electricity Supply Regulations 1988, (Statutory Instrument 1988 No 1057).
- iii) Work on electrical installations and appliances must be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified engineer, a member of the Electrical Contractors' Association, preferably a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations shall be inspected under IEE Wiring Regulations, every twelve months or such longer period (not exceeding 3 years) as may be agreed in writing with the licensing authority. When an installation is inspected, it must be judged against the regulations currently in force at that time.

The licence holder shall, within 1 month of such an inspection, obtain an inspection certificate in the form prescribed in the IEE Wiring Regulations. The certificate shall be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence in accordance with Condition 21. The cost of the inspection and report shall be met by the site operator or licence holder.

- iv) If an inspection reveals that an installation no longer complies with the IEE Wiring Regulations in force at the time it was 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.
- v) 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. Where appropriate, particular attention must be drawn to the danger of masts of yachts or dinghies contacting the line.

15. **Water Supply**

Each caravan shall be provided with a water supply in accordance with appropriate South East Water Company Byelaws and the Water Quality Regulations 1989.

16. Drainage, Sanitation and Washing Facilities

- i) 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.
- ii) Properly designed disposal points for the disposal of the contents of chemical closets shall be provided, with an adequate supply of water for cleaning the containers.
- iii) For caravans without their own water supply and water closets, communal toilet blocks should be provided with adequate supplies of water, on the following scales:
men: 1 WC + 1 urinal per 15 caravans.
women: 2 WC per 15 caravans
1 wash hand basin for each WC or group of WCs
1 shower (with hot and cold water) for each sex per 20 caravans.

17. Refuse Disposal

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

18. Maintenance

The caravan, building, hut, shed, porch, veranda or other structure on the site shall be maintained in good repair and condition at all times to the reasonable satisfaction of the Council.

19. Parking

- i) One car only may be parked between adjoining caravans, provided that no door to any caravan is thereby obstructed.
- ii) Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors on the scale of one additional parking space to every three caravans.
- iii) Plastic or wooden boats must not be parked near the caravan.

20. Recreation Space

If children are resident on the site, space equivalent to one-tenth of the total area must be allocated for children's games and/or other recreational purposes. This provision may be omitted upon an application in writing for the approval of the licensing authority where there are suitable alternative publicly provided recreational facilities which are readily accessible.

21. 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) A copy of the latest electrical certificate, together with any supplementary certificates shall be prominently displayed with the site licence.
- iv) Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They should 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 site licence holder or his/her accredited representative. [At sites subject to flood risk, warning notices must be displayed giving advice about the operation of the flood warning system].
- v) All notices must 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.