



## BASSELAW DISTRICT COUNCIL

### CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960 SECTION 5

#### LICENCE CONDITIONS FOR HOLIDAY CARAVAN SITES

##### 1. LIMITATIONS

- 1.1 The total number of caravans stationed on the site at any one time shall not exceed .....

##### 2. SITE BOUNDARIES

- 2.1 The boundaries of the site shall be clearly marked by fences or hedges etc. A plan of the site layout shall be provided by the Site Licensee to the Council's Licensing Officer and to the Chief Fire Officer on receipt of this Licence.
- 2.2 A 3 metre wide area within the inside of all boundaries of the site shall be kept clear of all caravans, vehicles and other structures.

##### 3. DISABLED PERSONS

- 3.1 Consideration shall be given to the needs of disabled persons using the site generally, and in particular where provision is required to be made under these conditions for communal water points, toilets, washing facilities and showers or bathing compartments.

##### 4. DENSITY AND SPACE BETWEEN CARAVANS

- 4.1 The site density shall not exceed 60 caravans to the hectare (25 caravans to the acre) calculated on the basis of the usable land available rather than the total site area, excluding lakes, crags, roads, communal services and other areas unsuitable for the siting of caravans.
- 4.2 The minimum spacing distance between caravans shall be not less than 6 metres. The point of measurement for porches, awnings etc. shall be the exterior cladding of the caravan.
- 4.3 Porches may protrude 1 metre into the 6 metre space and shall be of the open type. Where canvas or material awnings are used the distance between any part of the awning and an adjoining caravan shall be not less than 3 metres. Porches and awnings shall not be of the type which incorporates sleeping accommodation and such structures on adjoining caravans shall not face each other or touch.
- 4.4 Eaves, drainpipes and bay windows may extend into the 6 metre space provided that the total distance between the extremities of two adjacent units shall be not less than 5.25 metres.
- 4.5 Where there are ramps for the disabled, verandas and stairs extending from the unit there shall be not less than 4.5 metres clear space between them and adjoining caravan or structure and such items shall not face each other in any space. If they are enclosed they will be considered as part of the unit and as such shall not intrude into the 6 metre space required in condition 4.2.

- 4.6 A covered storage space shall be permitted between units only if it is of a non-combustible construction and sufficient space is maintained around each unit so as not to prejudice the 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 not be allowed within the 6 metre space required in condition 4.2.

## 5. HARDSTANDINGS

- 5.1 Each caravan shall stand on an even hardstanding made up of a base which is to be not less than 100 centimetres thick with an even covering of concrete or tarmacadam on top of the hardcore which is capable of being easily drained and which shall extend over the entire area occupied by the caravan placed thereon and project not less than 0.9 metres outwards along the entrance side or sides of the caravan. Any alternative methods of constructing the hardstandings to be agreed in writing with the Council's Principal Environmental Health Officer.

## 6. ROADS, GATEWAYS AND FOOTPATHS

- 6.1 Roads and footpaths shall be designed to provide adequate access for fire appliances. Roads of suitable material shall be provided so that no caravan standing or toilet block is more than 50 metres from the road. Roads shall be not less than 3.75 metres wide or if they form part of a clearly marked one way traffic system 3 metres wide. Roads shall have no overhead cables less than 4.5 metres above the ground. They shall be suitably lit. Emergency routes within the site shall be kept clear of obstructions at all times.
- 6.2 Each standing and toilet block shall be connected to the road by a footpath with an even hard surface. All footpaths shall be not less than 0.75 metres wide.
- 6.3 Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

## 7. FIRE FIGHTING APPLIANCES

- 7.1 Fire points shall be established so that no caravan or site building is more than 30 metres from a fire point. Fire fighting appliances shall be housed in a weatherproof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".
- 7.2 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. In addition a reel shall be provided that complies with British Standard 5306 Part 1 with a hose of not less than 30 metres 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-controlled nozzle. Hoses shall be housed in a box painted red and marked "HOSE REEL".
- 7.3 Where standpipes are not provided but there is a water supply of sufficient pressure and flow fire hydrants shall be installed within 100 metres of every caravan standing. Hydrants shall conform to British Standard 750. Access to hydrants and other water supplies shall not be obstructed or obscured.
- 7.4 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 litres) or a water tank of at least 500 litres capacity fitted with a hinged cover two buckets and one hand pump or bucket pump.

- 7.5 As a pre-condition of entry onto the caravan site the Site Licensee shall ensure that each caravan has an approved type of personal fire extinguisher and fire blanket for domestic use and if not so provided by the occupier of the caravan the Site Licensee shall supply the same on rental or deposit. An approved type of personal fire extinguisher means either a 4.5 litre minimum capacity water type or a 1 kilogram minimum capacity dry powder fire extinguisher fully charged and in good working order.
- 7.6 The Site Licensee shall ensure that all caravans on the site are fitted with a working domestic smoke detector inside the caravan.
- 7.7 The Site Licensee shall ensure that emergency vehicles are able to secure access at all times to within 50 metres of any unit or structure on site.

8. FIRE WARNING

- 8.1 A constantly accessible means of raising the alarm in the event of fire shall be provided at each fire point by a manually operated sounder e.g. a metal triangle with striker, gong or hand-operated siren.

9. MAINTENANCE OF FIRE FIGHTING EQUIPMENT

- 9.1 All alarm and fire fighting equipment shall be installed, tested and maintained in good working order by a competent person and be available for inspection by or on behalf of the licensing authority. A log-book shall be kept to record all tests and any remedial action taken.
- 9.2 All equipment susceptible to damage by frost shall be suitably protected.

10. FIRE NOTICES

- 10.1 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 should include the following:-

“On discovering a fire

- a) ensure the caravan or site building involved is evacuated.
- b) raise the alarm
- c) call the Fire Brigade (the nearest telephone is sited .....)
- d) attack the fire using the fire fighting equipment provided if safe to do so

It is in the interests of all occupiers of the site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.”

11. FIRE HAZARDS

- 11.1 Long grass and vegetation shall be cut at frequent and regular intervals when necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of the caravans. Space beneath and between caravans shall not be used for the storage of combustible materials. Weed killers containing oxidising agents (sodium chlorate) shall not be used.

## 12. TELEPHONES

- 12.1 An immediately accessible telephone shall be available on the site at all times for calling the emergency services. A notice by the telephone shall include the address of the site.

## 13. STORAGE OF LIQUIFIED PETROLEUM GAS (LPG)

- 13.1 LPG storage supplied from tanks shall comply with guidance booklet H.S.G. 34 "The Storage of LPG at Fixed Installations" or where LPG is supplied from cylinders with guidance note C.S. 4 "The Keeping of LPG in Cylinders and Similar Containers" as appropriate. Where retail sales take place storage should comply with guidance note C.S. 8 "The Small Scale Storage and Display of LPG at Retail Premises".

Where there are metered supplies from a common LPG storage tank then guidance note C.S. 11 "The Storage and Use of LPG at Metered Estates" provides further guidance and shall be followed. In this case and where a British Gas Mains supply is available then the Gas Safety (Installation and Use) Regulations 1984 and the Pipelines Act 1962 may also be applicable and shall be complied with.

- 13.2 Unconnected gas bottles or cylinders shall not be kept within the separation boundary of adjoining units or within the interior of any caravan unit.
- 13.3 LPG installations shall 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) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

In cases where the Site Owner/Licensee supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

- 13.4 No LPG shall be stored or used on site without the prior confirmation in writing from the Council's Principal Environmental Health Officer that the equipment provided and manner of storage complies with the relevant legislation. It is the Site Licensee's responsibility to comply with the relevant legislation in this area.

## 14. ELECTRICAL INSTALLATIONS

- 14.1 Sites shall be provided with an electricity supply sufficient in all respects to meet all the demands of the caravans situated on them.
- 14.2 Each caravan standing shall be provided with a safe connection into the electricity supply.
- 14.3 Such electrical installations, which are not Electricity Supply Authority 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 or other current superseding Act 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 is acceptable for the purposes of the Electricity Supply Regulations 1988, Statutory Instrument 1988 Number 1057.

- 14.4 The Licensee shall ensure that a working current operated 30 milliamp rated RCD (residual circuit device) is installed at the point of supply to the caravan. Such individual supply points shall be located within 2 metres of the caravan to be supplied. All RCD's shall be checked regularly in accordance with manufacturer's instructions.
- 14.5 Work on electrical installations and appliances shall be carried out only by either the manufacturer's appointed agent, the electrical supplier, a professionally qualified electrical engineer, a member of the Electrical Contractor's Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting or a qualified person acting on behalf of one of the above.
- 14.6 The installations shall be inspected periodically not less than once every year. When an installation is inspected it shall be judged against the current regulations. In particular all overhead cables shall be inspected to ensure that they meet the necessary standards imposed by current regulations. The Inspector shall within one month of such an inspection issue an Inspection Certificate in the form prescribed in the IEE Wiring Regulations which shall 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 shall be met by the Site Licensee. A copy of the inspection certificate shall be forwarded to the Council's Principal Environmental Health Officer within 7 days of receipt of the Certificate and in any event shall be submitted no later than ..... of each year.
- 14.7 If an inspection reveals that an installation no longer complies with the Regulations existing at the time it was first installed any deficiencies shall 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. All repairs shall be undertaken and satisfactorily completed within 1 month of their discovery unless a longer time period is given in writing by the Council's Principal Environmental Health Officer.
- 14.8 If there are overhead electrical lines on the site suitable warning notices shall be displayed at the entrance to the site and on supports for the line. No overhead cable shall be less than 4.5 metres above the ground. Where appropriate, particular attention shall be drawn to the danger of tall objects contacting the line. Electrical cables shall be buried underground wherever possible on new sites, new extensions or alterations to an existing site.

15. WATER SUPPLY DRAINAGE, SANITATION AND WASHING FACILITIES

- 15.1 The site shall be provided with a supply of wholesome drinking water at adequate pressure. Water taps shall be provided at the rate of not less than 1 water tap to every 5 standings and such water tap shall be situated not more than 17 metres from any caravan standing and laid in accordance with the Water Board requirements. At each water tap there shall be a gully which shall be connected to the foul drainage system in use with an adequate concrete apron between the water tap and the gully.
- 15.2 Satisfactory provision shall be made for foul and soil 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 Council. If a septic tank or cesspool is to be used it shall be regularly emptied as and when necessary.

- 15.3 If caravan standings are provided with direct connections to the foul drainage systems the connections shall be capable of being sealed off when not in use. All drainage pipes and connections provided shall be maintained in good condition and shall be suitable for the needs of the caravan unit they serve.
- 15.4 Properly designed disposal points for the contents of chemical closets shall be provided, together with an adequate supply of water, for cleansing the containers. Proper provision shall be made for the contents of chemical closets to be discharged into the foul drainage system adopted by the site.
- 15.5 The Site Licensee shall not accept caravans on site without their own water closet and shower unless communal sanitary blocks shall be provided on at least the following scales:-
- Men: Per 15 caravans without their own water closet – 1 wc and 1 urinal together with 1 wash basin situated adjacent to the toilets served with a constant supply of hot and cold water.
- Women: Per 15 caravans without their own water closet – 2 wc's together with 1 wash basin situated adjacent to the toilets served with a constant supply of hot and cold water.
- 15.6 Toilet blocks shall be sited in agreement with the Council's Principal Environmental Health Officer so that all site occupants have reasonable access.
- 15.7 One "properly equipped" and firmly insulated shower or bathroom compartment shall be provided for each sex per 20 caravans without their own shower compartment.
- ("Properly equipped" means that each compartment shall have impervious and easily cleansable surfaces. In addition, artificial heating and lighting and a sufficient constant supply of hot and cold water at adequate pressure shall be available for use at all times).
- 15.8 Where a washing machine is not present in each caravan, laundry facilities shall be provided in a separate room available to both sexes on the scale of not less than 1 electrical washing machine and 1 deep sink with a constant supply of hot and cold water per 15 caravans without such facilities. In addition a tumble dryer for the use of site residents shall be provided per 15 caravans.
- 15.9 The Site Licensee shall ensure that all communal sanitary and laundry facilities and fittings are kept clean and in good repair at all times.
- 15.10 There shall be adequate surface water drainage for roads, footways and paved areas and for the site generally.
16. REFUSE DISPOSAL
- 16.1 Every caravan standing shall have a non-combustible refuse bin with a close fitting lid. Arrangements shall be made by the Site Licensee for the bins to be emptied regularly. Where communal refuse bins are also provided these shall be of similar construction and housed within a properly constructed bin store.
17. PARKING
- 17.1 One car only may be placed between adjoining caravans provided that the door to the caravan is not obstructed. Suitably even surfaced parking spaces shall be

provided to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats or other large combustible items stored in the open shall not be placed between units.

## 18. RECREATION SPACE

- 18.1 Space equivalent to 1 tenth of the total area shall be allocated for children's games and other recreational purposes. This area shall be kept clean and well-maintained at all times and the exercising of dogs on this area shall be prohibited.

## 19. NOTICES

- 19.1 A notice indicating the name of the site shall be prominently displayed at the site entrance.
- 19.2 A copy of the Site Licence with its conditions shall be displayed prominently at the site entrance.
- 19.3 A plan of the site and notices setting out the action to be taken in the event of an emergency shall be displayed in a prominent position on the site. The 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, address and telephone number of the Site 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.
- 19.4 All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun in areas lit by artificial lighting.

## 20. ARTIFICIAL LIGHTING

- 20.1 Safely installed artificial lighting shall be provided at all fire points, communal sanitary blocks, roadways and parking areas. The artificial lighting in communal sanitary blocks shall be available for use at all times.

## 21. MAINTENANCE OF SITE

- 21.1 The Site Licensee shall ensure that all caravan standings and communal areas are maintained in a clean, neat and tidy condition at all times with particular reference to the regular cleansing of communal toilet and washing facilities, the mowing of grass, the eradication of weeds and the regular removal of all refuse and extraneous material.
- 21.2 The carrying on of any business or activity detrimental to the amenities of the site shall be prohibited.
- 21.3 No caravan shall be stationed on the site which is not at all times in good and proper repair, in a good state of external decoration and weatherproofed.

## 22. TIME LIMITS

- 22.1 No caravan shall be brought on to the site for the purpose of human habitation until such time as the Council's Principal Environmental Health Officer has certified in writing that works required to be carried out on the site under the above Site Licence conditions have been completed to the Council's satisfaction.

22.2 For the purposes of Sections 8(4) and 9(3) of the Caravan Sites and Control of Development Act 1960, or any other future enactment of those sub-sections, all works required by any of the aforementioned conditions shall be completed within six months from the imposition of these Site Licence conditions or such other period as is agreed in writing between the Site Licensee and the Council's Principal Environmental Health Officer.

23. CHANGE OF OCCUPANCY OF SITE BY SITE LICENSEE

23.1 Should the Site Licensee cease to be the occupier of the land he shall as soon as is practicable inform the Council's Licensing Officer of the change of circumstances and wherever possible of the name and address of the new occupant entitled to be the Site Licensee.