

EAST LINDSEY DISTRICT COUNCIL ~ HOLIDAY CARAVAN SITES

CONDITIONS OF SITE LICENCE

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The term 'holiday home' for the purposes of the Site Licence conditions have the same meaning as the term 'caravan' and 'static caravan' and the same meaning as 'Caravan Site'.

1. Period of use

Caravans shall not be occupied other than as specified in the schedule to the licence in accordance with the planning permission for the site.

2. Type of Caravan

2.1 No caravan shall be stationed on site unless it is of a proprietary type complying with British Standard 3632:1989 or British Standard 6764:1991 or subsequent modifications thereof. For British Standard 6764:1991 read National Caravan Council, Code of Practice 101 dated 1st January 1994.

2.2 No caravan shall be stationed on the site which is not at all times:
(a) In good and proper repair;
(b) In a good state of external decoration and
(c) Weather proof

2.3 The Licensee shall take all reasonable steps to ensure that no caravan shall be stationed on the park which is not in all respects clean and suitable for occupation and in particular, that the walls, floors and ceilings are clean.

3. Siting

3.1 The boundaries of the site shall be clearly marked by a hedge or fence. In addition, the site owner shall provide the local authority with an up to date plan of the site layout upon application for a licence, transfer of a licence, or when requested to do so by the licensing authority. It is recommended that hedges and fences should not exceed one metre in height where site boundaries come within the separation space between caravans.

3.2 A 3 metre wide area shall be kept clear within the inside of the site boundaries, whether for a multiple or single caravan site.

3.3 Subject to the following variations, the minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties shall not be less than 6 metres between caravans or any other dwelling and 3.5 metres at the corners. Caravans with a plywood or similar skin shall not be less than 6 metres from any other caravan or dwelling at any point. Where there is a mixture of aluminium and plywood caravans, the separation distance shall be not less than 6 metres from any other caravan or dwelling at any point. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan. No caravan shall be less than 2 metres from a road.

4. Porches, awnings, verandas, conservatories and bay windows

4.1 Porches may protrude 1 metre into the 6 metres and shall be of the open type. Enclosed porches and conservatories shall be considered as part of the caravan and as such shall not intrude into the separation space.

4.2 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 the type which incorporates sleeping accommodation and they shall not face each other or touch.

4.3 Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of the two adjacent caravans is not less than 5.25 metres.

4.4 Where there are ramps for the disabled, verandas and stairs extending from the caravan, there shall be a 4.5 metre clear space between them and two such items shall not face each other in any space. If they are enclosed, they shall be considered as part of the caravan and, as such, shall not intrude into the 6 metre space.

4.5 A garage, a shed, or a covered storage space may be permitted between caravans only if it is of non-combustible construction (including non-combustible roof). A 1 metre wide space shall be maintained around each caravan so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the caravan on either side. Car ports and covered walkways shall not be erected within the separation space. For cars and boats between caravans, see Condition 13.

4.6 East Lindsey District Council's planning department and the caravan licensing team must be notified in writing of any developments (including porches, awnings, verandas or conservatories) and permission must be sought in writing before commencement. The site owner must also agree to the works being carried out.

5. Roads, gateways and footpaths

5.1 Roads and footpaths shall be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc. is available from the fire authority).

5.2 Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. Roads shall not be less than 3.7 metres wide, unless they are one way traffic, one way traffic roads must be not less than 3 metres wide.

5.3 Each standing shall be connected to a road by a footpath with a hard surface.

5.4 Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

5.5 Roads shall have no overhead cable less than 4.5 metres above the ground.

5.6 Footpaths shall not be less than 0.75 metres wide.

5.7 Roads and footpaths shall be suitably lit from dusk till dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

5.8 Roads within caravan sites shall be kept clear of obstruction at all times to provide access for emergency vehicles.

5.9 All roads shall have adequate surface water/storm drainage.

5.10 One way systems shall be clearly signposted.

6. Hard-standings

Every caravan shall stand on a concrete hard-standing which shall extend over the whole area occupied by the caravan placed upon it.

7. Firefighting appliances

7.1 Fire points

These shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be easily accessible and clearly and conspicuously marked "FIRE POINT".

7.2 Firefighting equipment

(a) Where water stand pipes 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 stand pipes shall be situated at each fire point. At such fire points, there shall be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, having a means of connection to a water stand pipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked "HOSE REEL".

(b) Where stand pipes 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.

(c) Where stand pipes with hose reels are not provided, each fire point shall be provided with either water extinguishers (2x9 litre) or a water filled tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump. Fire extinguishers and pumps shall be housed in a weatherproof structure. All fire extinguishers shall be inspected and tested annually by a competent person.

7.3 Fire warning

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

7.4 Maintenance of firefighting equipment

All alarm and firefighting equipment shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service. A record of this testing and remedial action taken shall be kept.

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

7.5 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-

(a) Ensure the caravan or site building involved is evacuated;

(b) Raise the alarm;

(c) Call the fire brigade

(d) 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."

7.6 Fire hazards

(a) Long grass and vegetation shall 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 shall be removed from the vicinity of caravans.

(b) The space beneath and between caravans shall not be used for the storage of combustible materials.

8. Liquefied petroleum gas (LPG)

8.1 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.

8.2 Where there are metered supplies from a common LPG storage tank, then Guidance Note CS11 "The Storage and Use of LPG at Metered Estates" provides further guidance. In this case and where a British Gas mains supply is available, the Gas Safety (Installations and Use) Regulations 1984 and the Pipelines Act 1962 may also be applicable.

8.3 Portable gas bottles and cylinders placed outside caravans shall be provided with a firm, clean standing and be suitably secured in an upright position to prevent damage. Such bottles and cylinders shall not be placed within 3 metres of any combustible material, other than the caravan which they service, or any drain, and shall be kept well ventilated at all times.

8.4 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."

8.5 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.

8.6 In cases where the site owner supplies gas to the caravans on the site, the site owner may need an authorisation to do so from OFGAS under the Gas Act 1986.

9. Electrical installations

9.1 On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.

9.2 The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current

relevant statutory requirements.

9.3 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, in accordance with current relevant statutory requirements.

9.4 Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

9.5 If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

10. Water Supply

All sites shall be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.

11. Drainage, Sanitation and Washing Facilities

11.1 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.

11.2 Where caravans are not connected to the foul drainage system, properly designed disposal points for the contents of chemical closets shall be provided. Such points shall have an adequate supply of water for cleaning the containers.

11.3 For caravans without their own water supply and water closets, hereinafter called unserviced caravans, communal toilet blocks shall be provided, with adequate supplies of water, on at least the following scales:

Men: 1 W.C. and 1 urinal per 15 unserviced caravans.
1 wash basin per 15 unserviced caravans.

Women : 2 W.C's per 15 unserviced caravans.
1 wash basin per 15 unserviced caravans.

1 shower or bath (with hot and cold water) for each sex per 20 unserviced caravans.

11.4 Laundry facilities shall be provided on a scale of no fewer than one deep sink with hot and cold water per 30 unserviced caravans.

11.5 Toilet blocks shall be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath which is suitably lit from dusk till dawn.

12. Refuse disposal

Suitable provision shall be made for the hygienic storage, collection, and disposal of refuse from caravans. Where communal refuse bins are provided, these shall be of non-combustible construction with close fitting lids. The Licensee must ensure a regular collection takes place on site and ensure bins do not overflow.

13. 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. Touring caravans and plastic or wooden boats shall not be parked between caravans.

14. Recreation space

14.1 Where children are on site, a space equivalent to about one-tenth of the total area shall be allocated for children's' games and/or other recreational purposes. No caravans shall be positioned within this area.

14.2 The space shall be of such dimensions so as to facilitate ball games.

14.3 The recreational space is not required where:

- (i) No children under the age of 16 normally stay on the park, or
- (ii) Where suitable alternative publicly provided recreational facilities are freely available within 200 metres of a park entrance, and accessible without crossing a public road.

15. Notices

15.1 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.

15.2 A copy of the site licence shall be prominently displayed on the site, either outside in a notice board or in site reception/office. The conditions shall be available upon request.

15.3 Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency.

Notices displaying details of the local police station, local doctors, hospital and fire brigade shall be displayed in a notice board on site or in each caravan on the site.

The notice shall also give the name and location/telephone number of the site licence holder or his/her accredited representative.

15.4 All notices shall 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.

15.5 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 that might be expected, the availability of a warning service and on what appropriate measures to take.

The site will be signed up to Flood Warnings Direct with the Environment Agency or subsequent update services thereof.

16. Maintenance

16.1 Every caravan shall be kept weatherproof, in good repair and decoration and in all respects fit for habitation.

16.2 The land shall be maintained in a tidy, orderly state and shall be kept free from refuse and litter. The licensee shall ensure that no detriment to the amenities of the land or the neighbourhood result from the use of the land as a caravan site.

16.3 The Licensee shall during the holiday season maintain the whole park including any building thereon in a clean and tidy condition and in particular shall, during the holiday season keep the grass regularly and properly cut.

17. Storage of caravans

Where caravans are held on site for sale or storage in the course of business, they shall not occupy areas of the site set aside for car parking or recreational purposes. The number of caravans permitted on the site for habitable purposes shall not exceed the number for which the site is licensed.

18. Unauthorised structures

No structures, other than those which comply with these conditions, shall be placed on site without the prior approval of the licensing authority and relevant planning permissions approved.

19. Ponds, lakes, drains and watercourses

The Licensee shall ensure safety measures are in place where required in the interests of safety around any dyke, drain or watercourse running through or adjacent to the park. This may be through relevant signage and buoyancy aids. A fence or fences at least one metre high must be constructed between the park and any dyke or drain running through or adjacent to the park.

20. Winter usage

Where a relevant planning approval allows the occupation of static holiday caravans between the 30th November in one year and the 5th January in the next year (inclusive) the following additional conditions shall apply;

20.1 There must be, a full time site warden, resident on the site in either conventional accommodation or a mobile home complying with BS3632 or subsequent modifications thereof.

20.2 A hard surfaced footpath, connected to a carriageway, must be provided to all caravans.

20.3 Mains services ie. Electricity, water and sewage disposal must be provided to caravans and be protected from frost damage.

20.4 Site roads should be hard surfaced and provided with adequate artificial lighting from dusk to dawn.

20.5 Hard surface car parking must be available within 45 metres of all caravans.

20.6 A complete slab/concrete surround must be provided to each caravan extending to the access and egress of the caravan to ensure safety at all times.

20.7 A regular refuse collection and disposal service must be maintained. Bins should not be overflowing on site.

20.8 A register of all the persons on the site after 6pm must be maintained by the site operator and must be open for inspection by the local authority officer.

20.9 All caravan occupiers must provide a Council Tax reference number as proof of residential status at a permanent address other than the caravan site.

20.10 A sufficiently effective ground water drainage system must be provided to prevent any flooding problems occurring. Any new system must be approved by the local authority.