

# **EAST LINDSEY DISTRICT COUNCIL ~ RESIDENTIAL CARAVAN SITES**

## **CONDITIONS OF SITE LICENCE**

### **Index of conditions**

1. Period of use
2. Bases
3. Siting
4. Porches, awnings, verandas, conservatories and bay windows
5. Roads, gateways and footpaths
6. Communal recreation space
7. Fire safety
8. Supply and storage of gas
9. Electrical installations
10. Water supply
11. Drainage and sanitation
12. Refuse disposal
13. Maintenance
14. Parking
15. Notices
16. Ponds, lakes, drains and watercourses
17. Standards

In these standards any references to 'site' includes a park home site (including a mobile home site) and to 'caravan' includes a static or park home.

#### **1. Period of use**

The site shall be occupied in accordance with the site licence issued and with the relevant associated planning permission/s.

#### **2. Bases**

2.1 Every unit must stand on a concrete base or hard standing.

2.2 The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

#### **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.

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

3.3 No park home shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.

3.4 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 An open porch attached to the park home may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home. Enclosed porches and conservatories shall be considered as part of the caravan and as such shall not intrude into the separation space.

4.2 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.

4.3 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.

4.4 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.

4.5 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 used by 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 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. Communal recreation space**

On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the local authority's opinion there are adequate recreational facilities within a close proximity to the site.

## **7. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005**

7.1 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 requested, a copy of the risk assessment shall be made available to the local authority.

The following 7.2 – 7.7 only apply if the site is not subject to the Regulatory Reform (Fire Safety) Order 2005.

Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those sites solely occupied by family groups).

### 7.2 Fire points

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

### 7.3 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.

### 7.4 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.

### 7.5 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.

### 7.6 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 firefighting 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.”**

### 7.7 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. Supply and storage of gas**

8.1 Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.

8.2 Liquefied petroleum gas (LPG) cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

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.

## **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.

## **10. Water supply**

10.1 All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

10.2 All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.

10.3 All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.

10.4 Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

## **11. Drainage and sanitation**

11.1 Surface water drainage shall be provided where appropriate to avoid standing pools of water.

11.2 There shall be satisfactory provision for 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.

11.3 All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.

11.4 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.

## **12. Refuse storage & disposal**

12.1 Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.

12.2 All refuse disposal shall be in accordance with all current legislation and regulations.

### **13. Maintenance**

13.1 Every part of the site to which the public have access shall be kept in a clean and tidy condition.

13.2 Every road, communal footpath and pavement on the site shall be maintained in a good condition; good repair and clear of rubbish.

13.3 Grass and vegetation shall be cut and removed at frequent and regular intervals.

13.4 Tress within the site shall (subject to the necessary consents) be maintained.

13.5 Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch. The licensee shall ensure that no detriment to the amenities of the land or neighbourhood result from the use of the land as a park home site.

### **14. Parking**

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

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

### **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 unit 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.

*15.6* In addition the following information shall also be available for inspection at the prominent place:

- (a) A copy of the most recent periodic electrical inspection report.
- (b) A copy of the site owner's certificate of public liability insurance.
- (c) A copy of the fire risk assessment undertaken for the site.

## **16. 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.

## **17. Standards**

*17.1* Park homes shall comply with the current British Standard Specification for Mobile Homes in existence at that time (e.g B.S 3632:1989).

*17.2* No park home 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

*17.3* The Licensee shall take all reasonable steps to ensure that no park home 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.