

EAST LINDSEY DISTRICT COUNCIL

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960

Conditions Applicable to Site Licences issued for Seasonal Holiday Home Parks

1. (a) The term "Holiday Home" for the purposes of the site licence conditions is to have the same meaning as the term "caravan" and "Holiday Home Park" is to have the same meaning as "Caravan Site".
- (b) The Holiday Home Park Licence Conditions were revised in 1.1.92. All new holiday home parks must comply with the conditions before occupation. Existing parks must comply with the Conditions within 3 years unless stated below (except conditions 10 and 14(a) to (i) which must be complied with forthwith).
- (c) Where a major scheme of redevelopment has been submitted to the Director of Community and Housing Services and agreed, in writing, subject to at least 50% of the work being carried out within 3 years, the time limit may be extended to 6 years.
- (d) All parks are expected to comply with any current British Standard and Code of Practice issued by the Institution of Environmental Health. The following site licence conditions apply, subject to any variation which may be introduced in a new British Standard or new Institution of Environmental Health Code of Practice, which subject to the normal consultation process, parks will be expected to comply within the stipulated time.

Period of Use

2. Holiday homes shall not be used for purposes of human habitation (except as otherwise specified in the Licence) before the or after the (hereinafter called "the holiday season").

Number of Holiday Homes

3. The density must be consistent with safety standards and health and amenity requirements. The gross density must not exceed 60 (sixty) holiday homes to the hectare, calculated on the basis of the usable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of holiday homes) rather than the total park area.

Recreational Space

4. (a) An area equivalent to not less than one-tenth of the gross area of the park shall be allocated for childrens' games and for other open air recreational or amenity purposes and free access granted thereto.

This area shall at all times be reserved for such use only and holiday homes shall not be stationed thereon at any time.

This area is to be in accordance with the approved plan.

- (b) The recreational space is not required where:
 - (i) No children under the age of 16 normally stay on the park, or
 - (ii) Where sufficient space is available around each holiday home in excess of minimum standard, or
 - (iii) Where suitable alternative publicly provided recreational facilities are freely available within 200 metres of a park entrance, and without crossing a public road.

Size and Type of Holiday Home

- 5. (1) (a) Unless the Licensee has, on application, obtained the Council's written approval of some other type of holiday home, no holiday home shall be stationed on the park other than a two wheeled trailer, a four wheeled close coupled trailer or movable dwelling of a proprietary make capable of being moved from one place to another (whether by being towed or being transported on a motor vehicle or trailer) and no structural annexes or additions shall be made to such holiday home.
 - (b) No holiday home shall be stationed on the park which is not at all times:
 - (i) In good and proper repair;
 - (ii) In a good state of external decoration and
 - (iii) Weatherproof.
 - (c) The ground beneath each holiday home shall be kept free of vegetation and shall be raked and aerated to prevent souring. Impervious paving shall be provided by front doors.
- (2) The Licensee shall bring to the attention of all holiday home owners the need to comply with the following conditions:
 - (a) No holiday home shall be stationed on the park during the holiday season for letting purposes which is not in all respects clean and suitable for occupation, and in particular that the walls, floors and ceilings are clean and that beds and bedding, cooking utensils and fittings are in a clean condition and fit to use. Holiday homes for letting purposes should comply with

the minimum standards specified by the English Tourist Board for static hire caravans.

- (b) No holiday home shall be stationed on the park during the holiday season for letting purposes which is not equipped with proper beds and bedding, cooking apparatus and utensils, crockery, cutlery and other fittings and utensils on a scale sufficient to provide for the reasonable needs of the number of persons occupying the holiday home.
 - (c) No holiday home shall be used for sleeping purposes at any time by a greater number of persons than the number for whom it is designed and constructed and for whom proper beds or bunks are provided.
 - (d) No vehicle (other than a holiday home stationed on the park in accordance with these conditions) shall, at any time, be used on the park as alternative or additional sleeping accommodation.
- (3) On parks where the planning consent permits the occupation of holiday homes during any part of the period between the 30th November in one year and the 1st March in the next year the holiday homes must comply with BS 3632:1981 or other suitable standard as agreed by the Director of the Licensing Department. Every holiday home must be accessible by a hard paved footpath.

Such holiday homes must contain the facilities of sink, wash-hand basin, shower or bath, W.C. and hot and cold water system and be connected to on-site mains services.

On existing parks, where the whole park is not to be converted to an extended season, specific areas of the park must be adapted to the higher standard, as agreed between the site operator and the Director of the Licensing Department.

On parks with such a planning consent granted before 1st January, 1990 for a special season (i.e. fishing) these requirements will only apply after a period of ten years from the adoption of these site licence conditions, except that any replacement unit during that period must comply with that standard.

Density and Space between Holiday Homes

6. (a) Subject to the following variations, the minimum spacing distance between holiday homes made of aluminium or other materials with similar fire performance properties must be not less than 5 metres (6m) between units, 3.5 metres at the corners. For those with a plywod or similar skin it must be not less than 6 metres. Where there is a mixture of holiday homes of aluminium and plywood, the separation distance must be 6 metres; and where there is a mixture of permanent residential homes and holiday homes, the

separation distance must again be 6 metres. The point of measurement for porches, awnings etc. is the exterior cladding of the unit.

- i) Porches may protrude 1 metre into the 5 metres and must be of the open type.
 - ii) Where awnings are used, the distance between any part of the awning and an adjoining holiday home must be not less than 3 metres. They must not be of the type which incorporate sleeping accommodation and they must not face each other or touch.
 - iii) Eaves, drainpipes and bay windows may extend into the 5 metre space provided the total distance between the extremities of two adjacent units is not less than 4.5 metres.
 - iv) Where there are ramps for the disabled, verandas and stairs extending from the unit, there must be a 3.5 metre clear space between them (4.5 metres if a mixture of holiday homes) and such items must 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, must not intrude into the 5 metre (or 6 metre) space.
 - v) A shed or a covered space may only 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 the means of escape in case of fire. Windows in such structures must not face towards or be within 5 metres of any holiday home. Car ports and covered walkways must in no circumstances be allowed within the 5 or 6 metre space. Timber sheds within the 5 or 6 metre spacing are to be replaced with a non-combustible shed when the existing shed falls into disrepair, or when existing holiday home is removed and a new unit brought to the standing, or at the time of an assignment, whichever is the earlier, subject to being replaced by 1st January 1995.
 - vi) No holiday home must be sited closer than 2 metres to a park road.
- (b) The requirements of the Drainage Boards and Water Authority in respect of distances of structures and holiday homes from dykes and watercourses must always be complied with.
- (c) The layout of the park shall be shown on the approved site plan annexed to the site licence and no change to the layout shall take place without the prior submission and approval of an amended site plan. For the avoidance of doubt, an amended site plan shall only be approved if certified by the Director of Licensing Department for

the time being of the Council. Such amended site plan to be annexed to the Site Licence in substitution of the former approved plan.

- (d) The boundaries of the park must be clearly marked, for example by fences or hedges. A 3 metre width area must be kept clear within the inside of all boundaries.

Roads, Gateways and Footpaths

- 7. (a) Roads and footpaths should be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc. is available from Fire Authorities). Roads of suitable material must be provided so that no holiday home standing is more than 50 metres from a road. Where the approach to the holiday home is across ground that may become difficult or dangerous to negotiate in wet weather, each standing must 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 a clearly marked one-way traffic system, 3 metres wide, or on sites licensed before the date when these conditions are adopted, 3 metres wide with passing places in accordance with the site plan approved by the Director of Community and Housing Services. Gateways must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths where required by a condition must not be less than 0.75 metres wide on new and relaid parks. Footpaths of 0.6 metres are permitted on existing parks until redeveloped. Roads must have no overhead cable less than 4.5 metres above the ground. they must be suitably lit taking into account the needs and characteristics of a particular park. Emergency vehicle routes within the park must be kept clear of obstruction at all times.
- (b) On all parks licensed before the date when these conditions are adopted, the licensee may allow the parking of cars adjacent to each holiday home or alternatively hard surfaced parking space shall be made available in the ratio of 1 space per holiday home.
- (c) On new parks, and all extensions to existing parks, licensed after the date when these conditions are adopted, parking space, to be surfaced as in Condition 7(b) shall be provided in the ratio of 1 space per holiday home for the use of occupants of holiday homes and in the ratio of 1 space per 20 holiday homes for the use of visitors.

Tree Planting

- 8. Trees and shrubs must be planted in accordance with the approved plan and particulars approved by the Council, such trees and shrubs to be maintained in a proper manner. The Licensee carrying out from time to time such replanting as may be necessary. The Licensee shall also fence such planted areas, until the trees and shrubs shall have become strong and well established.

Prevention of Unauthorised Uses, Parking and Structures

9. (a) The Licensee shall take all reasonable steps to ensure that the park is used only as a holiday home park in accordance with the approved site plan and that no vehicle, stall or structure other than holiday homes and buildings and structures erected in accordance with the site plan approved by the Council, are placed or erected on any part of the park, and that no goods or chattels other than bottled gas cylinders, waste buckets, refuse containers and litter bins are placed or stored around or underneath any holiday home. This condition shall not preclude the parking of a car adjacent to a holiday home in accordance with the Condition 7 above.
- (b) No part of the park shall be used for the keeping of poultry or pigs or the grazing of animals during the summer season.

Water Supply

10. (a) No water shall be used on the park other than supplied from the public mains or from a private source approved by the Council. All piped water supplies on holiday home parks other than those from private sources must be provided in accordance with the requirements of the Anglian Water Authority.
- (b) Water standpipes shall be provided so that no holiday home is more than 45 metres from a standpipe. Such a standpipe shall also be provided at any chemical closet disposal point and constructed in accordance with Condition 12a hereof. (This provision does not apply to fully mains services pitches)
- (c) Each standpipe shall be drained into a concreted area at least 1 metre square with a raised kerb surround having a properly constructed fall to a trap gully which shall be connected to a drain provided in accordance with Condition 11 hereof.

Drainage

11. (a) All sanitary blocks and outlets from standpipe areas and any holiday home provided with a piped water supply shall be connected to a drain and all drains shall discharge either into a public sewer or to a properly constructed septic tank, or small scale sewage works as approved by the Council.
- (b) The Licensee shall ensure that all cesspools, septic tanks and other containers are emptied regularly, the disposal arrangements therefrom to be approved by the Council.
- (c) The Licensee shall ensure that no outflow pipes with the exception of land drainage pipes, are discharged into or within 5 metres of any ditch or watercourse.

- (d) If required by the Council the Licensee shall provide a surface water drainage system in accordance with a site plan approved by the Council in the case of new parks and, by agreement with the Site Operator in the case of existing parks.

Drainage, Sanitation and Washing Facilities

- 12. (a) If any chemical closets are to be used on the park the Licensee shall provide a properly constructed unisex chemical closet disposal point into which the contents of such closets shall be regularly discharged. Such disposal points shall be provided with adequate flushing arrangements and in accordance with Condition 11 and the construction of a chemical closet disposal point must be approved by the Council.

- (b) For holiday homes without their own water supply and water closets, communal toilet blocks must be provided, with adequate supplies of water, on at least the following scales:

Men : 1 W.C. and 1 urinal per 15 holiday homes

Women : 2 W.C.'s per 15 holiday homes for each sex.

One wash-hand basin (with hot and cold water) per 15 holiday homes for each sex.

One shower or bath (with hot and cold water) for each sex per 20 holiday homes.

Toilet blocks must be sited conveniently so that all park occupants may have reasonable access to one by means of a road or footpath.

- (c) One deep sink is to be provided per 30 holiday homes up to 150 and thereafter one deep sink per 50 holiday homes for laundry purposes. Each deep sink must be provided with hot and cold water and be made available for use at all reasonable hours.

This condition may be varied if launderette facilities are provided and approved by the Council or publicly available coin operated launderette is readily available within 200 metres of a park entrance.

- (d) Adequate and hygienic containers shall be provided in the female sanitary blocks for used sanitary towels, which shall be disposed of in a manner to be approved by the Council.
- (e) The aforementioned sanitary facilities may be provided in one or more such sanitary blocks, provided that:
 - (i) No holiday home is more than 100 metres from the nearest closets for men and women.

- (ii) Facilities for men are separate from facilities for women.
- (iii) Where wash-hand basins provided in accordance with Clause 12b are not situated in the same room/part of the building as closets provided in accordance with that Condition, a wash-hand basin with hot and cold water supplies shall be provided in each set of mens' and womens' closets.
- (f) No charge shall be made for the use of any of the sanitary facilities provided, but the Licensee shall not hereby be prohibited from making a fair and reasonable charge for the use of hot water.
- (g) Sanitary blocks shall be adequately lighted by electricity during the summer season throughout the hours of darkness.
- (h) Entrances to all sanitary blocks shall be properly screened from view and conspicuously marked to indicate the sex for which they are provided.
- (i) Toilet paper shall at all times be provided in each closet or in some other convenient position within each block of closets.
- (j) Waste water from each holiday home shall be discharged direct into a drain and provided in accordance with Condition 11 hereof or collected in a bucket and regularly emptied into the gullies provided and not deposited in any open land drain or discharged onto the ground. The Licensee shall take all reasonable steps to ensure that a notice containing a copy of this Condition is permanently displayed in each holiday home.

Refuse Disposal

13. (a) Suitable and sufficient refuse containers, provided with close fitting lids, having a capacity of at least 0.09 cu.m. shall be provided in the proportion of one unit per holiday home on the park, and an adequate number of such refuse containers shall be provided for trade refuse for use at all shops, clubs, recreation rooms, restaurants or other buildings on the park. Alternative schemes may be appropriate for certain parks, which would be subject to the approval of the Director of the Licensing Department.
- (b) The Licensee shall ensure that refuse containers must at all times be securely covered.

Fire Fighting Appliances

14. Fire Points

- (a) These must be established so that no holiday home or park building is more than 30 metres from a fire point. They shall be housed in a weatherproof structure easily accessible and conspicuously marked "FIRE POINT".

- (b) 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 standpipe must be situated at each fire point. There must also be a reel that complies with B.S.5306, Part 1, with a 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 controlled nozzle. Hoses must be housed in weatherproof structure painted red and marked "HOSE REEL".
- (c) Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants must be installed within a 100 metres of every holiday home standing. Hydrants must conform to B.S. 750. Access to hydrants and other water supplies must not be obstructed or obscured.
- (d) 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 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, two buckets and one hand pump or bucket pump.

Fire Warning

- (e) A means of raising the alarm in the event of a fire shall be provided at each fire point. This must be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren. The advice of the Fire Authority must be sought on an appropriate system.

Maintenance

- (f) 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. A log must be kept to record all tests and any remedial action. (A competent person is a person who has attended a recognised course of training).
- (g) All equipment susceptible to damage by frost must be suitably protected.

Fire Notices

- (h) A clearly written and conspicuous notice must 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 holiday home or park building involved is evacuated.
- (ii) Raise the alarm.
- (iii) Call the fire brigade (the nearest telephone is sited)
- (iv) Attack the fire using the equipment provided, if safe to do so.

It is in the interest of all occupiers of this park to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.

Fire Hazards

- (i) Long grass and vegetation must be cut at frequent and regular intervals when necessary to prevent it becoming a fire hazard to holiday homes, buildings or other installations on the park. Any such cutting must be removed from the vicinity of holiday homes. A space beneath and between holiday homes must not be used for the storage of combustible materials.

Telephones

- (j) An immediately accessible telephone must be available on the park for calling the emergency services, or within 100m of the park entrance on parks for no more than 10 homes. A notice by the telephone must include the address of the park.

Fencing of Dykes

- 15. The Licensee shall provide, erect and maintain to the satisfaction of the Council, where required in the interests of safety, a fence or fences at least 1 metre high between the park and any dyke, drain or watercourse running through or adjacent to the park.

Maintenance

- 16. (a) The Licensee shall during the holiday season maintain the whole park including any buildings thereon in a clean and tidy condition and in particular shall, during the holiday season keep the grass regularly and properly cut. He shall also at all times keep all buildings, roads, car parks, sanitary blocks, waterpipes, drains, refuse containers, litter bins, fire points and equipment and all structures or things used on or in connection with the park (whether specifically referred to in these conditions or not) in proper repair and working order.
- (b) Any buildings, structures, roads or other works to be erected or constructed in pursuance of the grant of this Site Licence shall only

be erected or constructed in accordance with the plans and specifications submitted to and approved by the Council. Such plans and specifications are referred to in the Conditions as approved plans.

Electrical Installations

17. (a) Parks shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the holiday homes situated on them, subject to the availability of supply by the relevant electricity company.
- (b) Such electrical installations, other than 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, must 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 would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory Instrument 1988, No. 1057.
- (c) Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity 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. The installations must be inspected periodically under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it must be judged against the current regulations. The inspector must within one month of such an inspection issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which must be retained by the Park Operator and displayed, supplemented or replaced by supplement certificates, with the Site Licence. The cost of the inspection report must be met by the Park Operator or Licence Holder.
- (d) If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies must be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them must comply with the latest version of the IEE Wiring Regulations.
- (e) If there are overhead electrical lines on the park, suitable warning notices must be displayed at the entrance of the park and on supports for the lines. Where appropriate, particular attention must be drawn to the danger of masts of yachts, dinghies and fishing rods contacting the line.

Notices

18. (a) A suitable sign shall be prominently displayed at the park entrance indicating the name of the park.
- (b) A copy of the Site Licence with its Conditions must be displayed prominently on the park.
- (c) Notices and a plan must be displayed on the park setting out the action to be taken in the event of an emergency. They must show where the Police, Fire Brigade, Ambulance and local Doctors can be contacted, and location of the nearest public telephone. The notices must also give the name and location/telephone number of the park Licence Holder and his/her accredited representative. At parks subject to flood risks, warning notices must be displayed giving advice about the operation of the flood warning system.
- (d) 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.