

# STAFFORD BOROUGH COUNCIL

## ENVIRONMENTAL AND HEALTH SERVICES

### CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

#### PERMANENT RESIDENTIAL MOBILE HOME SITES

##### LICENCE CONDITIONS

#### 1 **Site Boundaries**

- 1.1 The boundaries of the site should be clearly marked, for example by fences or hedges. The site owner should provide the Local Authority with a plan of the site layout. It is recommended that a 3-metre wide area should be kept clear within the inside of the site boundaries.

#### 2 **Density and space between caravans**

- 2.1 Subject to the following variations, every caravan should be not less than 6 metres from any other caravan which is occupied separately and not less than 2 metres from a road. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan.
- 2.2 - Porches may protrude 1m into the 6 metres and should be of the open type.
- 2.3 - Where awnings are used, the distance between any part of the awning and an adjoining caravan should not be less than 3 metres. They should not be of the type which incorporates sleeping accommodation and they should not face each other or touch.
- 2.4 - Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.
- 2.5 - Where there are ramps for the disabled, verandas and stairs extending from the unit, there should be 4.5m clear space between them and two such items should 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, should not intrude into the 6m space.
- 2.6 - A garage, a shed or a covered storage space should be permitted between units only if it is of a robust and 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 should not face towards the units on either side. Car ports and covered walkways should in no circumstances be allowed within the 6-metre space. For cars and boats between units, see paragraph 11.1.
- 2.7 The density should be consistent with safety standards and health and safety requirements. The gross density should not exceed 50 caravans to the

hectare, calculated on the basis of the useable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

- 2.8 The number of caravans permitted to be stationed on the site shall not in any event exceed ..... and shall be sited in accordance with the plans submitted to the Licensing Authority.

### **3 Roads, gateways and footpaths**

- 3.1 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 should be provided so that no caravan standing is more than 50 metres from a road. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing should 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. Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths should not be less than 0.75 metres wide. Roads should have no overhead cable less than 4.5 metres above the ground.

- 3.2 Emergency vehicle routes within the site should be kept clear of obstruction at all times.

- 3.3 Roads and footpaths should be maintained to allow safe movement around the site of pedestrian and vehicular traffic, and to prevent the ponding of surface water.

- 3.4 All roads and footpaths should be provided with artificial lighting adequate to allow safe movement by pedestrians and vehicles around the site during the hours of darkness.

### **4 Hard standings**

- 4.1 Every caravan should stand on a concrete hard-standing which should extend over the whole area occupied by the caravan placed upon it, and should project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely.

### **5 Fire fighting appliances**

#### *Fire Points*

- 5.1 These should be established so that no caravan or site building is more than 30 metres from a fire point. They should be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "**FIRE POINT**".

#### *Fire Fighting Equipment*

- 5.2 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 should be situated at each fire point. There should also 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 standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle.. Hoses should be housed in a box painted red and marked "**HOSE REEL**".
- 5.3 Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing. Hydrants should conform to British Standard 750. Access to hydrants and other water supplies should not be obstructed or obscured.
- 5.4 Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point should be provided with either water extinguishers (2x9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

#### *Fire Warning*

- 5.5 A means of raising the alarm in the event of a fire should be provided at each fire point. This could be by means of a manually operated rotating gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

#### *Maintenance*

- 5.6 All alarm and fire fighting equipment should 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 book should be kept to record all tests and any remedial action.
- 5.7 All equipment susceptible to damage by frost should be suitably protected.

#### *Fire Notices*

- 5.8 A clearly written and conspicuous notice should 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

- (i) ensure the caravan or site building involved is evacuated
- (ii) raise the alarm
- (iii) call the fire brigade (the nearest telephone is sited .....
- (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."

## *Fire Hazards*

- 5.9 Long grass and vegetation should be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installation on the site. Any such cuttings should be removed from the vicinity of caravans. The space beneath and between caravans should not be used for the storage of combustible materials.

## *Telephones*

- 5.10 An immediately accessible telephone should be available on the site for calling the emergency services. A notice by the telephone should include the address of the site.

## **6 Storage of liquified petroleum gas (LPG)**

- 6.1 LPG storage supplied from tanks should 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.
- 6.2 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, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipe-lines Act 1962 may also be applicable.
- 6.3 Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.
- 6.4 LPG installations should conform to British Standard 5482, "Code of Practice for domestic butane and propane gas burning installation, Part 2: 1977 Installations in Caravans and non-permanent dwellings".
- 6.5 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.
- 6.6 In cases where the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

## **7 Electrical installations**

- 7.1 Sites should be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- 7.2 Any electrical installations, which are not 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, should be installed, tested and maintained in accordance with the provision 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 Supply Regulations 1988, Statutory Instrument 1988 No. 1057.

- 7.3 Work on electrical installations and appliances should 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 Contractors' 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 should 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 should be judged against the current regulations.
- 7.4 If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies should be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them should comply with the latest version of the IEE Wiring Regulations.
- 7.5 If there are overhead electric lines on the site, suitable warning notices should be displayed at the entrance to the site and on supports for the line. (Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line.)

## **8 Water supply**

- 8.1 All parks should be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.

## **9 Drainage, sanitation and washing facilities**

- 9.1 Satisfactory provision should 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.
- 9.2 Each caravan should have its own water supply washing facilities and water closet. Each caravan standing should be provided with a connection to the foul drainage system; the connection should be capable of being made airtight when not in use.
- 9.3 Every site and every hard standing should be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.
- 9.4 Any site which has one or more caravans on it that were last brought onto any part of the site before 1<sup>st</sup> April, 1998 and which fail to meet the standards set out in Conditions 9.1 and 9.2 shall provide a communal toilet and amenity block. The level of the facilities provided within the amenity block shall be on at least the following scale:-

Men	1 WC and urinal per 10 caravans or part thereof
Women	2 WC's per 10 caravans or part thereof

Both Sexes

1 wash hand basin with constant supplies of hot and cold water for each sex per 20 caravans or part thereof

(In calculating the number of caravans, regard shall be had to only those units that lack one or more of the facilities set out in Conditions 9.1 and 9.2 and which were last brought onto any part of the site before 1<sup>st</sup> April, 1998).

## 10 Refuse disposal

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

## 11 Parking

- 11.1 One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors. As minimum 2 parking spaces should be provided for each mobile home provided on the site. Plastic or wooden boats should not be parked between units.

## 12 Recreation space

- 12.1 Where children live on the site, space equivalent to about one-tenth of the total area should be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

## 13 Notices

- 13.1 A suitable sign should be prominently displayed at the site entrance indicating the name of the site.
- 13.2 A copy of the site licence with its conditions should be displayed prominently on the site.
- 13.3 Notices and a plan should 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 should 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 should be displayed giving advice about the operation of the flood warning system.

## 14 General

- 14.1 The site shall be restricted to that for which a current planning permission is held.
- 14.2 The site occupier shall be responsible for ensuring that caravans are used solely for residential purposes, that all caravans are kept in good habitable repair, for preventing the use of caravans which are unfit for human habitation, for preventing and abating overcrowding of caravans, for the provision and maintenance of all facilities required by the conditions of the

licence and for notifying the Licensing Authority for any changes which could affect the continuance of the licence or the conditions attached to it.

- 14.3 No structure, other than those required for compliance with the site licence conditions, shall be erected on the site without the express approval of the Licensing Authority.