

Report to the Cabinet

Report reference: C-001-2010/11

Date of meeting: 7 June 2010



**Epping Forest
District Council**

Portfolio: Housing

Subject: Adoption of Revised Standard Caravan Site Licence Conditions for Permanent Residential Sites

Responsible Officer: Sally Devine (01992 564149).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the revised 'Standard Caravan Site Licence Conditions for Permanent Residential Sites in Epping Forest District Council' attached at Appendix 2 be adopted; and,**
- (2) That financial assistance in the form of the Council's Handyperson Service and the Small Loans Scheme be made available to residents that qualify, to assist them in complying with conditions related to the removal / replacement of sheds, fences and hedges.**
- (3) That following a second consultation exercise, site licence conditions based on these standard site licence conditions be also applied to Gypsy & Traveller sites that have planning permission as permanent residential caravan sites.**
- (4) To note that in due course it is intended that holiday sites will be similarly licensed in accordance with the relevant model standards.**

Executive Summary:

It is a statutory requirement for local authorities to issue licences on all their mobile homes sites and to decide what conditions to attach. In 2008, the Government produced new standards for permanent residential mobile homes sites, providing a framework upon which Councils can base the conditions they attach when re-licensing sites.

The Council's current standard site licence conditions have not been revised for many years and it is considered that it would now be appropriate to set new conditions for the permanent, residential sites that are in line with these national 'model' standards, but also include minor variations to take account of local circumstances and historic agreements.

Following a consultation exercise 'Standard Caravan Site Licence Conditions for Residential Sites in Epping Forest District Council' have been drafted and these are attached as an addendum to this document. Members are asked to agree these conditions so that they can be issued to all site owners of existing residential mobile home sites on the District.

Reasons for Proposed Decision:

The existing site licence conditions for caravan sites in Epping Forest District have not been reviewed for many years. New proposed standard caravan site licence conditions for permanent residential sites have been drafted to ensure conditions are relevant, consistent and will adequately protect the health and safety of people residing at, or visiting, sites within the District.

Other Options for Action:

The option of not setting new licence conditions and allowing the remaining ones to remain in place has been discounted as the existing conditions are outdated and such an approach would compromise the health and safety of those living on or visiting mobile home sites.

The option of imposing new conditions when a site is licensed with a new owner has been discounted as this would result in improvements only being made when sites changed ownership. Such an approach would also mean that standards across the District would be inconsistent.

Report:

1. It is a statutory requirement under Section 5(6) of the Caravan Sites and Control of Development Act 1960 for local authorities to issue licences on all their mobile homes sites and to decide 'what (if any) conditions to attach'. This applies to all mobile homes sites, including permanent residential sites, static holiday and touring caravan sites. There are currently 16 residential sites, 5 agricultural and 5 holiday sites on the District, the two largest of which are licensed for 250 and 209 units each. Site licence conditions cover health, safety and fire prevention issues and it is an offence for the site owner to fail to comply with the conditions set. An example of a current set of site licence conditions is attached at Appendix 1.

2. The Cabinet is advised that for legislative purposes the term 'caravan site' is used. However, this is synonymous with the terms 'mobile home' and 'park home' which are more appropriate descriptions of the permanent residential sites now found, and are terms preferred by site owners and residents.

3. In order to ensure that conditions are relevant and are in line with current legislation and guidance it is necessary to review and update conditions from time. The Council's current standard site licence conditions are outdated and have not been revised on many sites for some 30 years. For example, the introduction of the Regulatory Reform (Fire Safety) Order 2005 means that some fire related conditions that previously lay with the Council to enforce, are now the responsibility of the Essex Fire Authority.

4. In April 2008, the Government produced new standards for permanent residential mobile homes sites, the 'Model Standards 2008 for Caravan Sites in England', providing a framework upon which councils can base the conditions they attach when re-licensing sites. The model standards incorporate changes in legislation and regulatory practice such as those outlined above. It is therefore now considered appropriate to set new standard licence conditions for the Council's permanent residential sites in line with these national model standards but also including minor variations that take account of local circumstances and historic agreements. The proposed 'Standard Caravan Site Licence Conditions for Permanent Residential Sites in Epping Forest District Council' is attached as at Appendix 2.

5. Before amending any site licence the Council is obliged to consult the owner of the park home site and other relevant parties. A consultation process has been undertaken on the Council's behalf by a specialist consultant, Park Homes Legal Services Ltd, on suggested new

site licence conditions for the District. The consultation took into account the government's guidance, 'Local Authority Licensing of Park Home Estates' and included site owners and residents associations, other interested parties such as Council Planning Officers, Essex Fire and Rescue Service, the Environment Agency and the Health and Safety Executive.

6. Responses have been received from:

- (a) The site owners of The Elms Park Home Site and the Abridge Park Home Site;
- (b) The Abridge Park Residents Association;
- (c) The Environment Agency; and
- (d) Essex Fire and Rescue Service.

7. Their comments have been considered and where appropriate the draft conditions have been modified accordingly. The site owners and residents association's concerns centre principally around issues of the positioning of sheds, fences and hedges between homes. The Fire Service advised that condition 4(vi)(g) be modified to prohibit hedges within 3 metres of an adjacent caravan; the Environment Agency advised rewording condition 14 relating to Domestic Refuse Storage and Disposal in line with this Council's waste disposal arrangements;

8. Existing standards and the new model standards set requirements on maintaining a 'separation space' between mobile homes, predominantly to reduce the risk of the spread of fire from one unit to another. A condition already exists in current licence conditions prohibiting combustible sheds within the separation space but the new model standards extends this to include fences and hedges in response to the recommendations produced in the British Research Establishment Information paper relating to fire spread between caravans (BRE IP15/91). The proposed 'Standard Caravan Site Licence Conditions for Permanent Residential Sites in Epping Forest District Council' includes conditions relating to combustible sheds, fences and hedges (conditions 4(vi)(e) and (g)).

9. Over the years some residents have installed structures that did not comply with their existing site licence conditions and will not comply with the new conditions. Limited Council staff resources have meant that sometimes these contraventions have not been picked up. During the consultation, however, concerns were raised by residents of one mobile home site in particular, relating to non-compliant structures which will have to be removed at their own cost. In recognition of the fact that many occupiers of residential park home sites are older people with limited finances it is proposed that while the conditions relating to sheds, fences and hedges should remain, financial assistance in the form of the Council's Handyperson Service and the Small Loans Scheme will be made available to those who qualify. The Handyperson Scheme provides a grant of up to £250 for older people on benefits and the Small Loan Scheme will help by providing an interest free loan.

10. The Table below shows the differences between the model standards and the proposed new site licence conditions and outlines the reasons the changes were made.

Comparison between 'Model Standards 2008' and 'Standard Caravan Site Licence Conditions for Permanent Residential Sites in Epping Forest District Council'

Structure	Model Standards 2008	Proposed EFDC	Reasons
Porches	2(vi)(a). Dimensions are restricted; only one door allowed to either porch or home.	4(vi)(a). Dimensions restricted as for model stds; to allow door on porch and home if mains	Allowing two doors improves thermal efficiency and gives extra storage

		linked smoke detector installed.	provision; smoke detector mitigates fire risk.
Sheds	2(vi)(c). Any structure extending more than 1m into the separation distance between mobile homes to be non combustible.	4(vi)(e). Any shed within the separation distance must be non combustible. 6 months to comply.	This is a common contravention on many sites. Specific condition put in place for clarity.
Fences and Hedges	2(vi)(f). Maximum 1m high between adjacent caravans.	4(vi)(g). as for model stds; plus hedges not permitted within 3m of adjacent caravan.	Recommendation from Essex Fire Service and BRE IP15/91: hedges increase the fire load and potential for fire transfer from home to home.
Domestic Refuse Storage and Disposal	12. General storage and disposal requirement.	14. Domestic waste to use EFDC facilities; waste from common parts is commercial waste.	Clarifies requirements for EFDC.

11. If Members agree to adopt the proposed site licence conditions as the 'Standard Caravan Site Licence Conditions for Residential Sites in Epping Forest District Council', new site licences will be issued to all site owners of existing residential caravan sites together with an explanatory guide to the conditions. A new Technical Officer will be employed as agreed by the Cabinet on 16 November 2009 (Ref: C-052-2009/10) to issue and enforce the new site licences. It is recognised that a reasonable time period needs to be allowed for compliance with the more high risk matters being dealt with first. Note (a) to the Schedule of Conditions will allow 'for site owners to agree a scheme of work or time span within which the site will be brought back into compliance with the conditions'.

12. The Government's Model Standards 2008 for Caravan sites in England excludes Gypsy/Traveller sites. However, several sites in the District have Planning Permission to be occupied by Gypsy families on a permanent, residential basis and these sites are currently licensed in accordance with the existing licence conditions for our residential sites. In recent months several new Planning applications have been received from Gypsy families on unauthorised sites wanting to legitimise them. It is proposed that a second consultation process will involve these sites with the objective that the Epping Forest Model Standards be extended to include Gypsy sites that are occupied on a permanent residential basis.

13. Separate model standards exist for holiday caravan sites (revised 1989). A review of our existing licence conditions for these sites, to bring in line with the 1989 model standards, is proposed in due course.

Resource Implications:

A new part time Technical officer post is approved to specifically issue new site licences and enforce the standard conditions

Legal and Governance Implications:

Caravan Sites and Control of Development Act 1960
Model Standards 2008 for Caravan Sites in England

Safer, Cleaner and Greener Implications:

Adopting new standard conditions in line with the Governments Model Standards 2008 for Caravan Sites in England will ensure measures are in place to protect the health and safety of residents on permanent residential mobile home sites.

Consultation Undertaken:

Specialist Consultants Park Homes Legal Services have carried out the consultation process and produced the draft standard conditions

Background Papers:

The British Research Establishment Information paper IP15/91 relating to fire spread between caravans

Impact Assessments:

Risk Management:

Failure to set and ensure compliance with appropriate licence conditions would compromise the health and safety of residents on permanent residential mobile home sites by limiting the control measures that may be imposed.

Equality and Diversity:

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? N/A

What equality implications were identified through the Equality Impact Assessment process?
N/A.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?
N/A.

Example of a current set of Site Licence Conditions for Permanent Residential Caravan Sites in Epping Forest District Council.

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
SCHEDULE OF CONDITIONS**

Density and Space between Mobile Homes

1. The gross density of the park shall not exceed 20 mobile homes to the acre. The licence shall only apply to that parcel of land in respect of which planning permission has been obtained to station mobile homes for residential occupation. The number of mobile homes shall not exceed 35 plus one unit occupied by a person employed by licensee for Management purposes.
2.
 - (a) Every mobile home shall be not less than 20 feet from any other mobile home in a separate occupation.
 - (b) Application in writing to the Local Authority to reduce this distance to not less than 18 feet may be made when the following circumstances apply:
 - (i) Where a mobile home not to the standard defined in condition 5 is to be replaced by a mobile home meeting that standard, and
 - (ii) It is not possible to re-position adjoining mobile homes in order to maintain a 20 foot distance, and
 - (iii) The average distance between mobile homes on the park is not less than 20 feet. Distances in excess of 20 feet provided by reason of vacant sites, roads, footpaths, buildings, recreation areas or open spaces not to be included when the average distance is calculated.
 - (c) The distance between units shall not be reduced until formal approval in writing has been received from the Local Authority.
3. Every mobile home shall not be less than 10 feet from any carriageway used by vehicular traffic, and not less than 10 feet from any site boundary or 5 feet if the external surface of the mobile home complies with BS.3632 and is of non-combustible material.

Prevention of Overcrowding

4. No mobile home shall be used to accommodate a number of persons in excess of the number of bedrooms installed by the manufacturer, except for a child below the age of 3 years accommodated in a cot, or a number of persons in excess of the following standard:
 - (a) Adults and children over 10 years of age – 50 square feet of floor space per person.
 - (b) Children from birth to 10 years of age, for the first two, 25 square feet each. Any in excess of two, 50 square feet each.

- (c) Except for married couples and children under 10 years of age, separate sleeping compartments for persons of opposite sex.
- (d) No sleeping compartment for adults to be less than 6 feet 3 inches in any one plan dimension.

Replacement of Mobile Homes

5. When an existing mobile home on the park is replaced the mobile home replacing or any mobile home brought onto the park for residential occupation shall:

- (a) If a new mobile home meets the standards of British Standard 3632:1963 as revised. Compliance with this standard may be recognised by the badge issued under the scheme operated by the National Caravan Council, and
- (b) Only accommodate the number of persons for which it was originally designed and constructed, and
- (c) Be provided with a wash-hand basin, a bath or shower, a sink, and a hot water system sufficient to supply all these fittings, and
- (d) Be provided with a W.C. and
- (e) Have a connection to mains electricity on the parks to the standards recommended by the Local Electricity Board.
- (f) Each new unit to be fitted with an approved fire extinguisher.

6. The park operator shall keep a register dating mobile home movements with access for Local Authority Officers to examine such registers.

Porches

7. Any person who wishes to erect a porch or conservatory type extension onto a mobile home shall submit plans to the Local Authority for approval. Unless such agreement is given in writing the Local Authority reserve the right to require the person responsible to remove any such structure.

Hard Standings

8. Every mobile home shall stand on a hard standing of concrete which shall, except that a centre section of hogging or similar material to allow for flexibility of toilet and waste water connections will be permitted, extend over the whole area occupied by the mobile home 'and shall extend 2'6" outwards to form a footpath leading to the main entrance of the unit and to the storage facilities.

Water Supply

9. The site shall be provided with a water supply complying with British Standard Code of Practice C.P.310 (1952).

10. Every mobile home shall be provided with and connected to a sufficient and wholesome piped water supply.

Storage Space

11. At least 30 square feet of covered storage space shall be provided for each mobile home standing. The structures to be separate from the mobile homes they serve and unless constructed of non-combustible materials to be at least 13 feet from any other mobile home. The structures to be capable of being locked.

Refuse Disposal

12. Every mobile home shall be provided with a proper refuse receptacle, of at least 2¹/₄ cubic feet capacity, fitted with a close fitting lid. Access arrangements shall be made for regular emptying.

Drainage, Sanitation and Washing Facilities

13. The park shall be provided with a foul drainage system connected to a public sewer. If this is not possible the system to be connected to a properly constructed treatment plant, septic tank or cesspool as approved by the Local Authority.

14. Every mobile home standing shall be provided with a connection to the foul drainage system and the connection shall be made airtight when not in use.

15. Adequate provision for the surface water drainage of carriageways, footpaths, paved areas and the site generally shall be made.

16. There shall be provided facilities on the following scale for mobile homes without such facilities, unless alternative arrangements are agreed in writing with the Local Authority.

(a) **W.Cs**

Male: 1 W.C. plus 1 urinal per 15 mobile homes or part thereof.
Female: 2 W.Cs per 15 mobile homes or part thereof.

The W.Cs shall be not more than 100 feet from any mobile home for which this facility is provided.

There shall be provided a wash-hand basin with hot and cold water to every W.C.

(b) **Baths or showers**

There shall be provided a bath or shower with hot and cold water for each sex per 20 mobile homes. Hours of opening for such unit to be agreed in writing with the Local Authority.

(c) **Laundry Facilities**

There shall be one automatic washing machine per 75 mobile homes or part thereof.

Fire Precautions

17. If a water supply of sufficient pressure and flow is available a fire hydrant

conforming to B.S.S. 750 shall be provided. Fire hydrants and any associated bypass valves shall be clearly indicated by standard marking plates and shall be situated within 300 feet of any unit.

18. In addition, there shall be provided fire points, each equipped with a water tank provided with a hinged cover, two buckets and one hand or bucket pump on the scale of one such point for every two acres or part of two acres. Provided that on parks with no hydrants, each water tank shall contain at least 100 gallons of water and shall be situated not more than 100 yards from any mobile home; or as an alternative.

19. There may be provided a fire alarm and fire points and extinguishers in accordance with the following scale:

No of Mobile Homes	No of Fire Points	Equipment
Under 12	1	1 x 2 gallon water (soda/acid) or water (gas pressure) extinguishers 1-10 lb. dry powder extinguisher
12 – 50	2	2 x 2 gallon water extinguishers as above. 2-10 lb. dry powder extinguishers at each point
50 and above	2 fire points and then 1 to every 50 or part thereof	2 x 2 gallon water extinguishers as above. 2-10 lb. dry powder extinguishers at each point

Adequate measure shall be taken to prevent water type extinguishers from freezing.

One gallon size water extinguishers may be found easier to handle. If this size is preferred two such extinguishers shall be provided in place of each 2 gallon size specified, or as a further alternative.

20. There may be provided in an approved position a fire alarm and a $\frac{1}{2}$ inch heavy duty hose pipe, sufficiently long to reach any mobile home from the nearest tap, fitted with a nozzle and screw attachment. Such standpipe taps to be within 60 feet of every mobile home and to be adequately protected against frost.

21. All fire points shall be clearly marked and easily accessible in case of fire.

22. Bottled gas stores shall be well ventilated and constructed of non-combustible materials and be sited a minimum of 20 feet from other risks. A fire point shall be provided near, but not in the store. Such stores to be constructed to the Local Authority's specification. Empty cylinders to be stored within such stores and not in the open.

23. When possible a telephone shall be available on the park.

24. A notice giving the following information shall be prominently displayed and protected against inclement weather.

- (a) Telephone number of fire brigade
- (b) The position of the telephone on the park, or the nearest telephone
- (c) Situation of the fire alarm and the fire points
- (d) Appropriate action to take in case of fire

(e) A copy of the Schedule of Site Licence Conditions

25. Mobile home leg braces and towing brackets shall be readily accessible. Wheels shall not be removed.

26. Bonfires and the burning of rubbish in dustbins is prohibited.

27. Nothing shall be stored beneath mobile homes. The area beneath mobile homes shall be kept clear. Where units are boarded in adequate ventilation and access must be provided.

28. There shall be access to within 150 feet of any mobile home by fire appliances.

29. The park entrance shall be adequately signposted to facilitate identification.

Roads and Footpaths

30. Roads of concrete, tar macadam or other similar hard, permanent material shall be provided so that no mobile home or communal facility is more than 150 feet from a road. Such roads to be not less than 13 feet wide, or if they form part of a one way system, 9 feet wide. Such roads to be properly maintained at all times.

31. No parking on site roads shall be permitted.

32. One way traffic systems shall be adequately signposted.

33. Each mobile home main entrance door and any communal facility shall be connected to a road by a footpath of concrete, tar macadam or other similar hard permanent material. The footpaths shall be not less than 2 feet 6 inches wide.

Lighting

34. Adequate lighting of carriageways, footways and communal facilities shall be provided as necessary.

Car Parking

35. Suitably surfaced parking places shall be provided with space for at least one car per mobile home standing with additional space set aside for visitors as required.

Recreation Space

36. Space equivalent to one tenth of the total area of the park shall be allocated for childrens games and other recreational purposes. Such area to be fenced off, signposted and maintained in a satisfactory condition.

Park Maintenance

37. The park operator is required to maintain the park and all facilities in a clean and satisfactory condition.

Noise

38. No musical instrument, radio, record player, petrol engine generator or any

noisy equipment shall be used or operated to the prejudice of other persons at any time.

Definition - Mobile Home includes caravan as defined by Caravan Sites and Control of Development Act 1960.

Draft 'Standard Caravan Site Licence Conditions for Permanent Residential Sites in Epping Forest District Council'

STANDARD CARAVAN SITE LICENCE CONDITIONS FOR PERMANENT RESIDENTIAL SITES IN EPPING FOREST DISTRICT COUNCIL

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

SITE LICENCE CONDITONS – PERMANENT RESIDENTIAL SITES

(Name of Site)

Schedule of Conditions

Notes:

- (a) The term, 'caravan', 'mobile home' and 'park home' is interchangeable when the structure complies with the legal definition of a 'caravan' in accordance with Section 29 of the Caravan Sites and Control of Development Act 1960 (as amended). The term 'caravan' will be used throughout this document.
- (b) These licence conditions apply to caravan sites used for the siting and occupation of caravans used as the occupiers permanent residence. Where a residential caravan site contains both residential mobile homes and static holiday caravans, these residential conditions shall apply.
- (c) Where previous licence conditions conflict with the conditions in this licence, the owner shall agree with the local authority a scheme of work or time span within which the site will be brought into compliance with the conditions contained in this licence.
- (d) Existing porches attached to caravan structures which do not comply with these conditions will be tolerated until the mobile home is eventually replaced. If, by virtue of size, form of construction, condition, location or other reason the Council considers an existing porch to be a fire risk or to offer some other potential danger, they may require the porch to be modified. From the date of this licence, all new porches if permitted will need to comply with Condition 4(iv)(a) beneath.

1. General

- (i) () site is licensed for a maximum of () residential caravans;
- (ii) All residential caravans sited must be manufactured in accordance with the version of BS 3632: 'Residential park homes – Specification' applying at the time of siting or replacement;
- (iii) No caravan may be occupied by numbers of persons in excess of that for which the caravan was designed to accommodate.

2. This Licence shall only apply to that area of land in respect of which planning permission has been obtained to station caravans for permanent residential use.

3. The Boundaries and Plan of the Site

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
- (iii) (a) A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.

(b) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

4. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) of this paragraph and subject to sub paragraph (iv), every caravan must be spaced at a distance of not less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- (ii) No caravan 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.
- (iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- (iv) In any case mentioned in subparagraph (i) or (iii):
 - (a) A porch attached to the caravan 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 such that there is a door to the porch and to the home, there shall be fitted in the porch and the living space of the home, a mains linked smoke detector complying with current British Standards.
 - (b) Eaves, drainpipes and bay windows may extend into the separation

distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.

(c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.

(d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.

(e) Any shed for storage purposes will only be permitted within the separation distance if it is made of non-combustible material. Existing timber sheds within the separation space must be removed within 6 months of this licence coming into force.

(f) Windows in structures within the separation distance shall not face towards the caravan on either side.

(g) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high. Hedges are not permitted within 3 metres of an adjacent caravan.

(h) Where Park Rules allow cars to be parked within the separation distance provided, they must not obstruct entrances to caravans around them and they must be a minimum of 3 metres from an adjacent caravan.

(i) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

5. Roads, Gateways and Overhead Cables

(i) All roads shall provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.

(ii) New roads shall be constructed and laid of suitable bitumen macadam or concrete with a suitable compacted base.

(iii) All roads shall have adequate surface water/storm drainage.

(iv) New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.

(v) One-way systems shall be clearly signposted.

(vi) Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.

(vii) Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

(viii) All roads shall be maintained in a good condition.

- (ix) Cable overhangs must meet the statutory requirements.

6. Footpaths and Pavements

- (i) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- (ii) Communal footpaths and pavements shall not be less than 0.9 metres wide.

7. Lighting

- (i) Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

8. Bases

- (i) Every unit must stand on a concrete hard-standing.
- (ii) The concrete hardstanding 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.
- (iii) There shall be no more concrete hard-standings constructed than the number of caravans permitted to be sited under this licence.

9. Maintenance of Common Areas, including Grass, Vegetation and Trees

- (i) Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- (ii) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- (iii) Grass and vegetation shall be cut and removed at frequent and regular intervals.
- (iv) Trees within the site shall (subject to the necessary consents) be maintained.
- (v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

10. Supply & Storage of Gas etc

- (i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- (ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.
- (iii) Any work carried out on any gas or oil installations on the site shall be done by a competent person fully conversant with the relevant statutory requirements.

11. Electrical Installations

(i) 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.

(ii) 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.

(iii) 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.

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

12. Water Supply

(i) 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.

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

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

(iv) 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.

13. Drainage and Sanitation

(i) Surface water drainage shall be provided where appropriate to avoid standing pools of water.

(ii) 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. Where effluent is removed from the site the licensee shall provide the local authority if demanded, with a copy of their Discharge Consent as issued by the Environment Agency.

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

(iv) 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.

14. Domestic Refuse Storage & Disposal

(i) Domestic waste including green waste originating from the individual plots are to be disposed of in a safe and proper manner using the Council's waste collection facilities. Disposal of waste from all common parts is to be dealt with as commercial waste.

15. Communal Vehicular Parking

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

16. Communal Recreation Space

(i) 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.

17. Notices and Information

(i) The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).

(ii) A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.

(iii) A copy of the current site licence shall be available for inspection in a prominent place on the site.

(iv) In addition at the prominent place 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 local flood warning system and evacuation procedures, if appropriate.

(d) A copy of the fire risk assessment made for the site.

(v) All notices shall be suitably protected from the weather and from direct sunlight.

18. Flooding

(i) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.

(ii) 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.

19. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005

(i) Since 8th June 2005, caravan sites with common or shared parts i.e. permanent residential sites and individual caravans rented out for permanent residential use or those of the holiday-let type, are subject to the Regulatory Reform (Fire Safety) Order 2005.

(ii) 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 demanded, a copy of the risk assessment shall be made available to the local authority.

20. 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)

(i) The standards in this section only apply if the site is **NOT** subject to the Regulatory Reform (Fire Safety) Order 2005.

Fire Points

(ii) These shall be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

Fire Fighting Equipment

(iii) Where water standpipes are provided:

(a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.

(b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 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 nozzle.

(c) Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.

(iv) Where hydrants are provided, hydrants shall conform to the current British or European Standard.

(v) Access to hydrants and other water supplies shall not be obstructed or obscured.

(vi) Where standpipes are not provided or the water pressure or flow is not

sufficient, each fire point shall be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard.

Fire Warning

(vii) A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

Maintenance and Testing of Fire Fighting Equipment

(viii) All alarm and fire fighting 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.

(ix) A record shall be kept of all testing and remedial action taken.

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

Fire Notices

(xi) 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. 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 phone is sited at).”*

This page is intentionally left blank