

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960, SECTION 5
MOBILE HOMES ACT 2013****HOLIDAY CARAVAN SITES LICENCE CONDITIONS**

The following conditions are attached to Holiday Caravan Site licences issued by the Head of Environmental Health and Trading Standards on behalf of Herefordshire Council (the '**Licensing Authority**').

All conditions must be complied with fully and to the satisfaction of the licensing authority. Failure to comply with any condition is failure to comply with the licence and may result in prosecution and revocation of the licence.

Clarification or further information regarding these conditions may be obtained from the Licensing Unit on (01432) 261761.

1.0 NUMBER MOBILE HOMES AND SITE BOUNDARIES

- 1.1 The number of caravans on the site shall not exceed the Planning Permission.
- 1.2 The boundaries of the site should be clearly marked, for example by fences or hedges.

2.0 DENSITY AND SPACE BETWEEN CARAVANS

- 2.1 Subject to the following variations, the minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties should be not less than 5 metres between units, 3.5 metres at corners. (See specimen layout at appendix 1). For those with a plywood or similar skin it should be not less than 6 metres. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance should be 6 metres; and where there is a mixture of permanent residential homes and holiday caravans, the separation distance should again be 6 metres. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan.
- 2.2 Porches may protrude 1 metre 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 be not less than 3 metres. They should not be the type that incorporates sleeping accommodation and they should not face or touch each other.
- 2.4 Eaves, drainpipes and bay windows may extend into the 6 metre space provided that the total distance between the extremities of 2 adjacent units is not less than 4.5 metres.
- 2.5 Where there are ramps for the disabled, verandas and stairs extending from the unit, there should be a 3.5 metre clear space between them (4.5 metres if mixture of caravans) and 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 5metre or (6metre) space.
- 2.6 A garage, a shed or a covered storage space should 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 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 meter space. For cars and boats between units, see standard (11.1).

- 2.7 The density should be consistent with safety standards and health and safety requirements. The gross density should not exceed 60 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 sitting of caravans) rather than the total site area.

3.0 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).
- 3.2 Roads of suitable material should be provided so that no caravan standing is more than 50 metres from a road.
- 3.3 Where the approach to the caravan is across ground that may be difficult or dangerous to negotiate in wet weather, each standing should be connected to a carriageway by a footpath with a hard surface.
- 3.4 Roads should not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, 3 meters 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.
- 3.5 Roads should have no overhead cable less than 4.5 metres above the ground. Roads and footpaths should be suitably lit.
- 3.6 Emergency vehicle routes within the site should be kept clear of obstruction at all times.
- 3.7 All roads, footpaths, paved areas, hard standings, foul and surface water drains, water services and fittings sanitary conveniences, fire fighting equipment, refuse containers and other facilities in connection with the site shall be maintained at all reasonable times in a proper state of repair and clean condition.

4.0 HARD STANDINGS

- 4.1 Every caravan should stand on a concrete hard-standing which should extend over the whole area occupied by the caravans placed upon it, and should project a sufficient distance outwards from its entrance or entrances to enable its occupants to enter and leave safely. Hard standings may be dispensed with if caravans are removed during winter, or if they are situated on ground which is firm and safe in poor weather conditions.

5.0 FIRE FIGHTING APPLIANCES

- 5.1 No caravan shall be more than 30 metres from a fire point. The fire point should be housed in a weather-proof structure, easily accessible, clearly and conspicuously marked "**FIRE POINT**".

- 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 head connection) with a water supply of sufficient pressure and terminating 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 (2 x 9 litre) or a water tank of at least 500 litres in capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.
- 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 the means of a manually operated sounder, e.g. metal triangle with striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.
- 5.6 All alarm and fire 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 logbook should be kept to record all tests and any remedial action.
- 5.7 All equipment susceptible to damage by frost should be suitably protected.
- 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 firefighting equipment provided, if safe to do so.
- It is in the interest of all occupiers of the site to be familiar with the above routine and the method of operating the fire alarm and firefighting equipment."
- 5.9 Long grass and vegetation should be cut at regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cutting should be removed from the vicinity of caravans. The space beneath and between caravans should not be used for the storage of combustible materials.
- 5.10.1 Bonfires shall not be permitted on the site.
- 5.11 An immediate accessible telephone should be available on site for calling the emergency services. A notice by the telephone should include the address of the site.

6.0 STORAGE OF LIQUID PETROLEUM GAS (LPG)

- 6.1 LPG storage supplied from tanks should comply with the 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 common LPG tank, then Guidance Note CS11 "The Storage & 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 installations, 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 Caravans Act 1986.

7.0 ELECTRICAL INSTALLATIONS

- 7.1 Sites shall have an electricity supply sufficient to meet all reasonable demands of the caravans. Installations, other than Electricity Company 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, shall be installed, tested and maintained in accordance with British Standards 7671:2001: "The Requirements 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.
- 7.2 Supplies to sites shall be inspected in accordance with the frequency set out below and a periodical inspection report in the form required by BS 7671:2001 shall be provided.
- a) Fixed buildings (excluding licensed premises) every 3 years.
 - b) Licensed premises (liquor and entertainment) every 12 months.
 - c) Electrical distribution up to and including connection units on holiday home or mobile home parks (i.e. statics) every 3 years (12 months if cables are overhead).
 - d) Electrical distribution up to and including electrical caravan pitch supply equipment on touring parks every 12 months.
 - e) Hire fleet caravan holiday homes (park owned) every 3 years.
 - f) Hire fleet caravan holiday homes (owner/occupier but sub-let to park) – operator to ensure the owner provides the park operator with a current satisfactory electrical safety certificate every 3 years.

- g) Street lighting every 3 years (or every 12 months if cables are overhead).
- h) Fire alarms and emergency lighting systems every 12 months with a documented quarterly check (not a certificate to BS7671:2001) to ensure they are in working order.
- i) Park operators must carry out documented checks (not a certificate to BS7671:2001) that all residual current devices are working properly every 3 months.

Note: Portable electrical equipment in buildings or caravans under the control of the licensee should be examined (not necessarily by a qualified electrician) in accordance with the Health and Safety Executive guidance "Maintaining Portable and Transportable Electrical Equipment" Ref: HS(G) 107 ISBN 071760715 1. See leaflet IND(G) 164L available free from the Environmental Section of the Councils Community Services Department.

7.3 Inspections or work on electrical supplies and installations shall be carried out by a competent person as required by BS 7671:2001. If an installation does not comply with Regulations applicable at the time it was first installed, it shall be rectified. Any major alterations and extensions to an installation shall comply with BS 7671:2001.

7.4 All electrical installations shall be maintained to prevent danger as far as practicable.

8.0 WATER SUPPLY

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

9.0 DRAINAGE, SANITATION AND WASHING FACILITIES

9.1 Satisfactory provision should be made for foul drainage, either by connection to a public sewer or sewerage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.

9.2 Properly designed disposal points for the contents of chemical closets should be provided, with an adequate supply of water for cleaning the containers.

9.3 For caravans without their own water supply and water closets, communal toilet blocks should be provided, with adequate supplies of water, on at least the following scales:

Men: 1 WC and 1 urinal per 15 caravans

Women: 2 WCs per 15 caravans

1 wash basin for each WC or group of WCs

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

9.4 Toilet blocks should be sited conveniently so that all site occupants have reasonable access to one by means of a road or footpath.

10.0 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.

11.0 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. Plastic or wooden boats **or wooden trailers** should not be parked between units.

12.0 RECREATION SPACE

- 12.1 Where children stay 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.

13.0 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.
- 13.4 All notices should 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

14.0 MISCELLANEOUS

- 14.1 Where changes have been made to the licence conditions and retrospective work, which complied with the old conditions, does not now comply with the new conditions that retrospective work may be permitted with the approval of the licensing authority.
- 14.2 All new works shall comply with these licence conditions.