

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960, SECTION 5 MOBILE HOMES ACT 2013

PERMANENT RESIDENTIAL MOBILE HOME SITE LICENCE CONDITIONS

The following conditions are attached to Permanent Residential 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 OF MOBILE HOMES AND SITE BOUNDARIES

- 1.1 The number of caravans on the site shall not exceed those stated on the licence (*numbers are subject to 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, every caravan should be not less than 6 metres from any other caravan which is preoccupied 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 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 5.25 metres.
- 2.5 Where there are ramps for the disabled, verandas and stairs extending from the unit, there should be a 4.5metre 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 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 metre space.

- 2.7 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 should not be parked between units.
- 2.8 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.

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 no 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 road 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 metres wide.
- 3.5 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 metre wide.
- 3.6 Roads should have no overhead cable less than 4.5 metres above the ground.
- 3.7 Roads and footpaths should be suitably lit.
- 3.8 Emergency vehicle routes within the site should be kept clear of obstruction at all times.
- 3.9 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.

5.0 FIRE FIGHTING APPLIANCES

- 5.1 No caravan shall be more than 30 metres from a fire point. The fire point shall be housed in a weather-proof structure, easily accessible and 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 sighted.....)
 - iv. Attack the fire using the fire fighting 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 fire fighting 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 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.
- 5.10 Bonfires shall not be permitted on the site.
- 5.11 An immediately 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 GAS INSTALLATION AND EQUIPMENT

- 6.1 Must comply with the relevant and applicable parts of the following (or successor guidance);
- a) For LPG supplied from tanks:
LP Gas association Code of Practice 1: Part 1; Design, Installation and operation of Vessels Located Above Ground and Part 4; Buried/Mounted LPG Storage Vessels.
 - b) For LPG supplied from cylinders:
LP Gas Association Code of Practice 7:1998 “Storage of Full and Empty LPG Cylinders and Cartridges.
 - c) For metered LPG supplied from tanks:
LP Gas Association Code of Practice 25:1999 “LPG Central Storage and Distribution Systems for Multiple Consumers”.
 - d) For installations in caravans:
British Standard 5482: Code of Practice for domestic butane and propane gas burning installations: Part 2:1977: installations in Caravans and Non-permanent dwellings. The Gas Safety (Installation and Use) Regulations 1998.
 - e) For mains gas to the site:
The Pipelines Safety Regulations 1996. The Gas Safety (Installation and Use) Regulations 1998
 - f) A copy of all current safety check certificates required by gas safety legislation in respect of appliances provided on the site by the site operator, shall be kept available for inspection by authorised officers of the Local Authority.
 - g) Unless otherwise approved by the Local Authority every gas appliance provided on the site by the site operator shall be provided with an effective flame failure device.

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 Standard 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 Periodic Inspection Report in the form required by BS 7671:2001 shall be provided.
- a) Fixed Buildings (excluding licenced premises) every 3 years.
 - b) Licenced 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 hook up points 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 certificate every 3 years.
- g) Street lighting every 3 years (or 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) to ensure they are in working order.
- i) Park operators must carry out documented checks (not a certificate to BS7671) 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 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 Health 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 is practicable.

8.0 WATER SUPPLY

8.1 All parks shall be provided with a water supply in accordance with appropriate Water Bylaws 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 Each caravan should have its own water supply 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 air-tight 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.

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 RECREATION SPACE

- 11.1 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.

12.0 NOTICES

- 12.1 A suitable sign should be prominently displayed at the site entrance indicating the name of the site.
- 12.2 A copy of the site licence with its conditions should be displayed prominently on the site.
- 12.3 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.
- 12.4 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

13.0 MISCELLANEOUS

- 13.1 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.
- 13.2 All new works shall comply with these licence conditions.