



CARAVAN SITES AND THE CONTROL OF DEVELOPMENT ACT 1960

LICENCE CONDITIONS FOR STATIC HOLIDAY CARAVAN SITES FOR THE FORMER BOROUGH OF SOUTH WIGHT

1. SITE DENSITY

- (a) The total number of caravans on the site shall not exceed _____ at any one time.

This figure is based on a density standard of a maximum of 60 caravans to the hectare calculated on the basis of the useable area (ie, excluding lakes, roads, communal services and other areas unsuitable for the setting of caravans) rather than the total site area.

- (b) Each caravan on the site shall be clearly identifiable by a number conspicuously displayed at all times and correspondingly numbered on a site plan available for inspection on display.

2. SITE EXCLUSIONS

No tents or other structures shall be erected or retained on the site without the approval of the Council in writing.

3. CARAVAN SPACING

- (a) Every caravan shall be sited such that:

- (i) Subject to the following variations, the minimum spacing distance between the caravans made of aluminium or other materials with similar fire performance properties shall be not less than 5 metres between units, 3.5 metres at the corners.
- (ii) For those with a plywood or similar skin it shall not be less than 6 metres.
- (iii) Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance shall be 6 metres.
- (iv) The point of measurement for porches, awnings, etc, is the exterior cladding of the caravan.

- (b) Permitted Intrusions into Spacings

- (i) Porches may protrude one metre into the 5 metres and shall be of an open type.
- (ii) Where awnings are used, the distance between any part of the awning and an adjoining caravan shall not be less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they shall 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 2 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 shall be 3.5 metres clear space between them (4.5 metres if mixture of caravans) and such items shall 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, shall not intrude into the 5 metre (6 metre) space.
- (v) A garage, a shed or covered storage space is 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 shall not face towards the unit on either side. Car ports and covered walkways shall in no circumstances be allowed within the 5 or 6 metre space.

4. CARAVAN CONSTRUCTION AND USE

- (a) No caravan shall be stationed on the site unless it:
 - (i) is of a propriety or similar type, and all new caravans brought on to the site shall comply with BSS 3632 : 1970, with the exception of specifications 4 and 5 therein, or subsequent modifications thereof;
 - (ii) is provided with adequate means of permanent ventilation;
 - (iii) has windows of sufficient area to give satisfactory standards of natural lighting;
 - (iv) is maintained in such conditions as to be capable of mobility and transportation.
- (b) No caravan shall be stationed on the site unless it is weatherproof, dry, clean and well maintained internally and externally and in a good state of repair.
- (c) No caravan stationed on the site shall be used for sleeping accommodation by a greater number of persons at any one time than the number which it can reasonably be regarded as having been designed to accommodate. Regard shall be had to BSS 3632 : 1970, or subsequent modification thereof.
- (d) No apparatus or equipment shall be so operated at any time in such a manner as to cause annoyance by noise.

5. SITE MAINTENANCE

The site shall be maintained in a clean and tidy condition at all times and all equipment, facilities and site buildings shall be maintained in good repair and proper order.

6. SITE ROADS AND ACCESS

- (a) The entrance and exit to all sites shall be of a minimum width of 3.1 metres and have a minimum height clearance of 3.7 metres.
- (b) There shall be sufficient space within the site for emergency vehicles to turn round (the advice of the Fire Authority should be obtained in this respect).
- (c) Roads of suitable material shall be provided and maintained to parking places, shops, recreation rooms, etc, and to within not more than 50 metres from any caravan standing. Roads shall be at least 3.7 metres wide **or** if they form part of a clearly marked one way traffic system, 3 metres wide.
- (d) Provision shall be made to the satisfaction of the Licensing Authority for the surface water drainage of the carriageways, footpaths and paved areas and o the site generally.
- (e) Roads shall be adequately lit during the hours of darkness.
- (f) Roads shall have no overhead electric cables less than 4.5 metres above the ground.
- (g) Emergency vehicle routs shall be kept clear of obstruction at all times.
- (h) Footpaths shall be not less than.75 metres wide.

7. PITCHES

- (a) Where hard standings are provided they shall be of suitable materials and shall extend one square metre in front of all entrance doors.
- (b) Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing shall be connected to a carriageway be a footpath with a hard surface.
- (c) All grass on site and under and around caravans (where hard standings are not provided) shall be kept sort at all times.

8. PARKING

- (a) Suitably surfaced parking places shall be provided in approved positions with space for at least one car for every 3 caravan standings.
- (b) One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed.
- (c) Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors.
- (d) Plastic or wooden boats shall not be parked between units.

9. SITE BOUNDARIES AND SCREENS

- (a) The boundaries of the site shall be clearly marked, for example by fences or hedges.
- (b) The site owner shall give to the Licensing Authority a plan of its layout.
- (c) It is recommended that a 3 metre wide area shall be kept clear within the inside of all boundaries.
- (d) The planting of trees and hedge screens of suitable habit or the erection of screen fences shall be to the satisfaction of the Licensing Authority and such trees, hedge screens and screen fences shall be suitably maintained.

10. WATER SUPPLY

- (a) All sites shall be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.
- (b) Each caravan standing shall be provided with:
 - (i) a piped water supply; **OR**
 - (ii) water standpipes with an adequate supply of water, which shall be situated not more than 30 metres from any caravan standing. Where gross densities are 30 to the hectare or less, water standpipes shall be situated not more than 55 metres from any caravan standing.

11. DRAINAGE

- (a) Satisfactory provision shall be made for foul drainage by discharge to:
 - (i) a public sewer; **and/or**
 - (ii) a properly constructed sewage disposal installation; **and/or**
 - (iii) a properly constructed septic tank with a suitable outfall; **and/or**
 - (iv) a properly constructed cess-pool.
- (b) Where chemical closets are permitted and provided, properly designed disposal points for the contents of same shall be provided with an adequate supply of water for cleansing the containers.
- (c) All water standpipes shall discharge over a trapped gully surrounded by an adequate concrete apron and connected to an approved waste water disposal system.
- (d)
 - (i) All waste pipes from each caravan shall discharge to an approved waste water disposal system by either a trapped gully or approved direct connection. **OR**
 - (ii) Where any receptacles are used for the temporary collection of waste water they shall be kept in a clean and sanitary condition and shall not be allowed to overflow.

12. SANITATION

- (a) Each caravan or caravan standing shall be provided with a water closet, wash hand basin with hot and cold water and bathing facilities, connected to the foul drainage system. **OR**
- (b) For caravan standings without individual approved facilities, communal toilet blocks shall be provided, with adequate supplies of water, on at least the following scales:

Men: 1 WC and 1 urinal per 15 caravans.

Women: 2 WC's per 15 caravans (1 WC for less than 6 caravans).

Washbasins: 1 for each sex per 15 caravans.

Bath or showers 1 for each sex per 20 caravans (up to 60) plus 1 extra for each
(With hot and cold water): sex per 50 caravans or part thereafter.

- (c) No caravan shall be sited more than 91 metres (100 yards) from a toilet except where the Licensing Authority stipulate otherwise in writing.
- (d) Separate entrances to toilet blocks shall be provided for each sex, adequately screened and legibly identified.

13. SANITARY ACCOMMODATION MAINTENANCE

All toilet and ablution blocks shall be maintained in a clean and sanitary condition at all times.

14. SITE LIGHTING

- (a) All communal washing and toilet facilities shall be provided with satisfactory artificial lighting during the hours of darkness.
- (b) Where site lighting is provided there shall be adequate lighting during the hours of darkness.

15. LAUNDRY FACILITIES

Laundry facilities shall be provided in a separate room on a scale of not less than 1 deep sink with running water, hot and cold, connected to an approved waste water disposal system per 30 caravans (up to 60) and thereafter at a scale of one per 50 additional caravans..

16. REFUSE STORAGE/DISPOSAL

- (a) Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close fitting lids or plastic bags.
- (b) Where communal refuse bins are also provided they shall be of a similar construction as in paragraph (a), and housed within a properly constructed bin store.
- (c) Refuse receptacles shall be emptied regularly to prevent over-spill; **OR**
- (d) the disposal of refuse shall be to the satisfaction of the Licensing Authority.

17. FLAMMABLES

- (a) Gas cylinders shall not be stored in or under any caravans, other than in any caravan on tour at any time.
- (b) Paraffin heaters shall not be kept or used in any caravan.

18. FIRE POINTS*

- (a) Fire points shall be established so that no caravan or site building is more than 30 metres from a fire point.
- (b) Fire points shall be easily accessible and clearly and conspicuously marked 'FIRE POINT'.
- (c) Fire points shall be sited in a weather proof structure.

19. FIRE FIGHTING EQUIPMENT

- (a) Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project the water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point. There shall also be a reel that complies with British Standard 5306 Part 1, with a hose of 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 shall be housed in a box painted red and marked 'HOSE REEL'.
- (b) Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall conform to British Standard 750. Access to hydrants and other water supplied shall not be obstructed or obscured.
- (c) 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, one hand pump or bucket pump.

20. FIRE WARNING

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

21. FIRE EQUIPMENT MAINTENANCE

- (a) All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and available for inspection by, or on behalf of, the Licensing Authority. A log book shall be kept to record all tests and any remedial action.
- (b) All equipment susceptible to damage by frost shall be suitably protected.

22. FIRE NOTICES

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 and the location of the nearest telephone. This notice shall include the following:

On discovering a fire

- (a) *Ensure the caravan or site building involved is evacuated.*
- (b) *Raise the alarm.*
- (c) *Call the Fire Brigade (the nearest telephone is sited).*
- (d) *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.

23. FIRE HAZARDS

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

24. TELEPHONES

A telephone shall be available on the site for calling the police, fire brigade or other services in an emergency. A notice by the telephone shall include the address of the site.

25. STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

- (a) LPG storage supplied from tanks shall 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.
- (b) 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.
- (c) Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.
- (d) LPG installations shall 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”.
- (e) For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying and primary metre(s) and such service pipes are subject to the Gas Safety Regulations 1972.

- (f) 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.

26. ELECTRICAL INSTALLATIONS

- (a) Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.
- (b) Such electrical installation other than Electricity Board works and circuits subject to regulations made by the Secretary of State for Energy under Section 16 of the Energy Act 1983 and under Section 64 of the Electricity Act 1947, shall be installed and maintained in accordance with the requirements of the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (the IEE Wiring Regulations) 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, SI 1988 number 1057.
- (c) The installation shall be inspected not less than once in every twelve months (in the case of underground installations, three years) or in such longer period as may be recommended by a person who shall be one of the following:
 - (i) A professionally qualified electrical engineer;
 - (ii) A member of the Electrical Contractors Association;
 - (iii) A member of the Electrical Contractors Association of Scotland;
 - (iv) A certificate holder of the National Inspection Council for Electrical Installation Contracting; OR
 - (v) A qualified person acting on behalf of one of these (in which case it shall be stated for whom he is acting).

Such person shall within one month of such an inspection issue an Inspection Certificate in the form described in the IEE Wiring Regulations which shall be retained by the site operator and displayed with the site licence. The cost of the inspection and report shall be met by the site operator.

- (d) Any work on electrical installations and appliances shall only be carried out by competent persons as listed in paragraph (c) above.
- (e) If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.

27. RECREATION SPACE

Where children stay on the site, space equivalent to about one-tenth of the total area shall 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.

28. NOTICES

- (a) At all times where caravans are stationed on the site for human habitation a copy of the current site licence and conditions shall be displayed on the site in a conspicuous place together with a copy of the site layout plan with standings numbered.
- (b) A sign of suitable size showing the official name of the site shall be prominently displayed at each entrance to the site and such shall conform to the requirements of the Town and Country Planning Regulations.
- (c) At a suitable point a notice shall be conspicuously displayed at all times indicating the nearest telephone and giving the telephone numbers of the local doctors and other emergency services. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative.
- (d) If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.
- (e) All notices shall 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.

29. GENERAL

- (a) On sites of 40 or more caravans, a site Warden, Manager or person in charge shall reside on or in close proximity to the site to exercise control and supervision.
- (b) No caravan, except with the written authority of the Licensing Authority, shall be occupied for human habitation at any time except between 1 March and 31 October in any year.
- (c) The occupier of the site shall within six months of the date of these Licence Conditions submit to the Licensing Authority such plans, specifications and other detailed information as the Authority may reasonably require with regard to any further works proposed to comply with Condition numbers:

together with a programme of the work which will be subject to the Authority's approval.

These conditions supersede and annul any previously issued in respect of the Site Licence.

* In certain circumstances this condition may be dispensed with, but only where the Licensing Authority are satisfied that the alternative siting of fire points is considered suitable and are of sufficient number.