



CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

These conditions are subject to which the site licence has been granted in respect of land situated at ****Insert site name and location ****

General

1. The number of caravans to be **stationed on the site at any one time shall not exceed ** caravans** as approved by the Wyre Forest District Council.
2. The gross **density shall not exceed 60 caravans to the hectare.**
3. The caravans shall be sited only on the individual plots as indicated on the **approved site plan.**
4. The caravans may only be **used from **** until **** in any year.**
5. The site owner will provide the authority with a site plan showing the following :
 - i. The boundaries of the caravan site
 - ii. The positions of the caravans each clearly numbered
 - iii. The position of fire points and fire fighting equipment/hydrants etc
 - iv. The position of the notice boards
 - v. The position of the emergency telephones
 - vi. The position of access roads and the direction of one way systems in operation
 - vii. The position of toilet blocks (where applicable)
 - viii. LPG storage facilities
6. Upon request the occupier of the site shall provide such information requested by the authority **in writing within a period of 2 months.**
7. All works required by the site licence shall be **completed, to the satisfaction of Wyre Forest District Council, within 6 months of the issue of the Site Licence, unless specified otherwise in this licence.** No further caravan shall be brought on to the site until the issue of a written certificate of satisfaction by the Council, upon completion of the works
8. A managers residence (plot ****) can be occupied throughout the year without the residency restrictions in d. above.
9. No tent or other structure for example gazebos, shall be erected or retained on the site without written approval from the Wyre Forest District Council.
10. No caravan shall be stationed on the site unless it:
 - i. Meets the current statutory definition of a caravan
 - ii. Is of a proprietary or similar type, and all new caravans or replacements of existing caravans brought onto the site shall be of a similar type.
 - iii. Is provided with adequate means of ventilation.

- iv. Has a window of sufficient area to give satisfactory standards of natural lighting
 - v. Is maintained in such condition as to be capable of mobility and transportation
11. 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.
 12. 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 to which it was designed.
 13. The site shall be maintained in a clean and tidy condition at all times. All equipment, facilities and site buildings shall be maintained in good repair and proper order.

1 Site Boundaries

1. The boundaries of the site shall be clearly marked by fences or hedges. A **3 metre** wide area shall be kept clear within the inside of all boundaries.

2 Density and Space Between Caravans.

1. The minimum spacing distance between caravans made of **aluminium or similar** shall be not less than **5 metres between units, 3.5 metres at corners**. For caravans with a **plywood or similar material skin** shall not be less than **6 metres**. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance shall be **6 metres**. **Where there is a mixture of permanent residential caravans and holiday caravans, the separation distance should again be 6 metres. These separation distances are required to create a fire safety zone intended to stop the spread of fire.** The point of measurement for porches, awning, etc. is the exterior cladding of the caravan.
2. Porches may protrude into the spacing by **1 metre maximum** and should be of the open type.
3. Where awnings are used, the distance between any part of the awning and adjacent caravan should 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.
4. 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**.
5. Where there are ramps for the disabled, verandas, decking platforms or stairs extending from the unit, they shall not be within the fire safety zone unless there is a **3.5 metre** clear space between them and two 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 (or 6 metre) space**.

These should be made of a non-combustible material.

Any existing wooden ramps, verandas, decking platforms or stairs within the fire safety zone should be treated with an intumescent coating system giving sixty minutes fire protection, minimum. Written confirmation of treatment should be provided to the site owner/manager direct so that a copy of this information can be forwarded to the Council. No other wooden structures shall be allowed.

Any replacement of existing items shall be of a non-combustible material.

6. A shed or covered storage space is permitted in the fire safety zone only if constructed from non-combustible material (including non-combustible roof).

Sufficient space shall be 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 units on either side. Any necessary planning permissions required must first be granted.

Car ports or covered walkways between units are **not permitted**.

3 Roads, Gateways and Footpaths

1. Every carriageway shall have a minimum width of **3.7 metre** exempting that of a road forming a part of a **one way traffic system**. Every carriageway which forms part of a one way traffic system shall be not less than **3.0 metres** wide.
2. Roads of suitable construction and material shall be provided so that no caravan is more than **50 metres** from a road.
3. Footpaths shall be a minimum of **0.75 metres** wide
4. Adequate access for fire appliances shall be provided (detailed guidance on turning circles etc is available from fire authorities). All emergency vehicle routes within the site must be kept clear of obstructions at all times, for example bollards.
5. Roads should have no overhead cable less than **4.5 metres** above the ground.
6. Gateways shall be a minimum of **3.1 metres** wide and have a minimum height clearance of **3.7 metres**.
7. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each caravan standing shall be connected to a carriageway by a footpath with a hard surface. As detailed in 4c all footpaths shall be a minimum of 0.75 metres wide.
8. Roads and footpaths shall be suitably lit to allow for the safe movement of traffic and pedestrians.
9. All roads and footpaths shall be suitably drained to the satisfaction of Wyre Forest District Council

4 Hardstandings

1. Every static caravan shall stand on a hard-standing of suitable material. This shall extend over the whole area occupied by the caravan placed upon it and will project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to leave or enter safely.

5 Fire Precautions

- **Fire Points**

1. These shall be established so that no caravan or site building is more than **30 metres** from a fire point. They shall be housed in a weatherproof structure, easily accessible and clearly and conspicuously marked '**FIRE POINT**'. At each fire point fire fighting equipment should be stationed below.

- **Fire Fighting Equipment**

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 shall be positioned

at each fire point with a hose not less than **30 metres long**, having a means of connection (preferably screw thread), and terminating in a small hand controlled nozzle.

Hoses shall be housed in a box painted **red** and marked "**HOSE REEL**".

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.
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 capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

- **Fire Warning**

5. Adequate means of raising the alarm in the event of a fire shall be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren.

- **Maintenance**

6. 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 at all times. **A log book should be kept to record all tests and any remedial action**
7. All equipment susceptible to frost shall be suitably protected.

- **Fire Notices**

8. 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 point.

This notice shall include the following:

"On discovering a fire

- I. Ensure the caravan or site building involved is evacuated**
- II. Raise the alarm**
- III. Call the fire brigade (the nearest telephone is sited**
- IV. Attack the fire using the fire equipment provided, only if safe to do so"**

It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.

- **Fire Hazards**

9. Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard to caravans, buildings or other installations on site.

Any such cuttings should be removed from the vicinity of caravans.

After consultation with the Hereford and Worcester Combined Fire Authority, an acceptable height for hedges and shrubs to be trimmed to is around **4 to 5 feet** purely to reduce the available fire loading in the event of fire.

All shrubs and bedding areas should be one metre away from the unit and shall not intrude into the fire safety zone.

10. The space **beneath** the caravan will not be blocked in using combustible materials.
11. The space **beneath** and **between** the caravans shall not be used for the storage of combustible material.
12. **No fence/screening of combustible material shall be allowed**, and on no account shall any fence impede access for fire control.
13. Flammable weed killers shall not be used beneath or within the vicinity of the caravans.
14. Patio heaters are not allowed within the fire safety zone.
15. Barbeques are not allowed within the fire safety zone.
16. Fires are not permitted.

- **Telephones**

17. An immediately accessible telephone shall be available on site for the calling of the emergency services. This telephone should be accessible to all users and visitors of the site 24 hours a day 7 days a week.

A notice located next to the telephone shall include the full address details of the site. The name and address of the manager of the site and an emergency contact number if available.

- **Extinguishers**

18. Individual fire extinguishers of a suitable nature and a fire blanket shall be provided in each caravan and must comply with the latest British Standard.

Each caravan shall be fitted with a smoke detector which should be tested regularly.

- **Fire Safety Risk Assessment**

19. The person responsible for the management of the site shall undertake a fire safety risk assessment under the Regulatory Reform (Fire Safety) Order 2005. Any variations to the above detailed fire safety precautions arising out of such assessment should be consulted upon with the local Fire and Rescue Services and the Local Authority.

6 Storage of Liquefied Petroleum Gas

1. All LPG storage, use and testing of systems must be in compliance with relevant Codes of Practice and British Standards. For example Codes of Practice published by the LPG Gas Association.

All works on installation testing and maintenance must be undertaken by a competent person.

2. Exposed gas bottles or cylinders **shall not** be within the separation boundary of an adjoining unit. Where LPG cylinders of 47kg capacity, or similar are used on a site a constructed hardstanding and secure vertical surface to which the cylinder shall be chained, shall be provided to each unit.
3. Where **petrol is stored on the site**, the site owners attention is drawn to **requirements to notify the fire authority under the Petroleum Acts**.
4. There are certain stringent requirements for the storage of full and empty gas bottles on site. LPG cylinders must be stored in the following manner:
 - In positions which are secure from tampering
 - Full and empty bottles must be separated

- They should be stored in well ventilated enclosures constructed of non flammable construction, which must be locked at all times
- Areas which are specifically used for LPG storage, must be kept free from combustible material
- Appropriate signage must be displayed

5. **Paraffin heaters shall not be kept or used in any caravan.**

7 **Electrical Installations**

1. The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them. Fixed holiday caravan units (eg. 11 months or less occupancy) should have at least 16 Amps available supply.
2. The electrical installation must be maintained in a safe condition.
3. The installation shall be inspected not less than **once in every 12 months**, (in the case of underground **3 years**) or in such longer period as may be recommended by a person who shall be one of the following:

A professionally qualified electrical engineer

A member of the Electrical Contractors Association

A member of the Electrical Contractors Association of Scotland

A certificate holder of the National Inspection Council for Electrical Installation Contracting;

or

A qualified person who is acting on behalf of one of these (in which case in should be stated for whom he is acting).

Such person shall **within 1 month** of such an inspection issue an inspection certificate in the form prescribed in the **IEE Wiring Regulations**, which shall be retained by the site operator and displayed with the site licence. The site operator shall meet the cost of the inspection and report.

4. If there are overhead electric lines on site, suitable warning notices shall be displayed at the entrance to the site and also on supports for the line.

8 **Water Supply**

1. The site shall be supplied with a water supply complying with **The Water Supply (Water Quality) Regulations 2000**.

2. Either:

Each caravan standing shall be provided with a piped water supply

OR

Alternatively, water standpipes with an adequate water supply shall be situated not more than **18 metres** from any standing.

3. If deemed necessary by the Local Authority the water supply shall be tested to ensure compliance, this is at the expense of the licence holder. A copy of the test results shall be forwarded to the Local Authority.

9 Drainage, Sanitation and Washing Facilities

1. Satisfactory provision shall be made for foul drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority. All drainage and waste pipes from every caravan shall be connected to the foul drainage system.
2. All water standpipes shall discharge over a trapped gully surrounded by an adequate concrete apron and connected to an approved waste water disposal system.
3. All waste pipes for each caravan shall discharge to an approved waste water disposal system by either a trapped gully or approved direct connection
4. Where caravans are not properly connected to a foul drainage system, properly designed disposal points for the contents of chemical closets shall be provided, with an adequate supply of water for cleaning the containers.
5. The Council prefers individual facilities for each caravan, however for caravans without individual approved facilities or touring caravans, communal toilet blocks shall be provided, on at **least** the following scales:

Men	1 WC and 1 urinal per 15 caravans
Women	2 WC's per 15 caravans
Wash Basins	(with hot and cold water) 1 WHB for each WC for each sex per 15 caravans
Baths and Showers	(with hot and cold water) 1 for each sex per 15 caravans

6. Toilet blocks should be sited conveniently so that all occupants may have reasonable access to one by means of a road or footpath.
7. All communal washing and toilet facilities shall be provided with satisfactory artificial lighting during the hours of darkness.
8. All toilet and washing facilities blocks shall be maintained in a clean and sanitary condition at all times.
9. Laundry facilities shall be provided in a separate room on a scale of **not less than 1 deep sink** with hot and cold running water connected to an approved waste water disposal system **per 30 caravans**.

10 Refuse Disposal

1. Suitable and sufficient non-combustible containers shall be provided for refuse for each caravan standing and must be emptied as often as necessary to prevent over-spill or nuisance. Where communal refuse bins are also provided these shall be of similar construction and housed within properly constructed bin stores.
2. The disposal of refuse shall be to the satisfaction of Wyre Forest District Council.

11 Car Parking

1. Only **one car** may be parked between adjoining caravans **provided** that the door to the caravan is not obstructed
2. In addition, suitably surfaced car parking space shall be provided in approved positions with spaces for **at least 1 car for every 4 caravans**.

3. Plastic or wooden boats shall not be parked between units.

12 Recreation space

1. Space equivalent to approximately $\frac{1}{10}$ th of the total site area shall be allocated for recreational purposes.

13 Flooding

1. The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map and speaking with the Local Authority regarding non-river flooding issues.
2. Where there is a risk from flooding the site owner shall consult with the Local Authority and 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 should be taken.
3. If the site is in an area that is susceptible to flooding procedures should be put in place to ensure that all those on the site are alerted quickly and that they are aware of any evacuation procedure that may be in place.

A notice should be displayed prominently detailing all of the relevant information.

14 Notices

1. A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
2. **A copy of the site licence with its conditions shall be displayed on the site, together with the latest periodic electrical inspection certificate.**
3. Notices and a plan shall 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 site plan shall show the caravans individually numbered and / or named so as to aid identification purposes.

The notices shall 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 shall be displayed giving advice about the operation of the flood warning system.

4. All notices shall be suitably protected from weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

Dated this ** day of ***** 20**

KT/WK*****
LICENCE REF *****

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Richard Osborne
Principal Environmental Health Officer (Housing)