



## 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 site owner/manager shall ensure at all times that:
  - (i) All services, amenities, other building and structures on the site, play or other equipment, telephones (if provided) and the site itself shall be maintained in good repair, in good order, in a clean, safe and sanitary, tidy condition and free from accumulations at all times.
  - (ii) The site is regularly cleansed of litter and that all grass, hedges, trees and ditches are kept in reasonable condition. Long grass and vegetation shall be cut at frequent and regular intervals to prevent it from becoming a fire hazard. If cuttings are removed they shall not be deposited within 6 metres of any caravan, whether occupied or not.
  - (iii) All reasonable steps are to be taken to prevent disorderly conduct on the site and to prevent noise or other nuisance likely to disturb the neighbourhood.
  - (iv) Maintain the caravan site free from accumulations including tins, paper, general litter, putrescible and other extraneous matter
  - (v) Where practicable there should be a telephone on site, available at all times, for calling the emergency services
  - (vi) **The number of caravans to be stationed on the site at any one time shall not exceed \*\* caravans as approved by Wyre Forest District Council. The Caravans may only be used from \*\* to \*\* in any year.**

### Site Boundaries

2. The boundaries of the site shall be clearly defined, for example by fences or hedges.
3. A plan showing the layout of the site, the position of pitches, toilet blocks, drainage, water points, fire points, lighting, recreation space, roads, footpaths and car parking facilities shall be submitted to the local authority. Any telephone provided on the site should also be detailed.

### Density

4. Site density should not exceed 75 units (caravans or motor caravans) per hectare (30 units per acre) calculated on the basis of the useable area rather than the total site area (i.e. excluding crags, lakes, roads, communal services etc), provided that, where tent camping is also permitted, the maximum number of units stationed on the site at any one time should be reduced by the number of pitches occupied by main tents stationed for human habitation.
5. Where the number of units on the site is to be limited by condition, it may be appropriate to prescribe maxima by reference to specified periods so as to permit up to 10% more units during such peak holiday periods as may be agreed between the site licensing authority and the licence holder without the provision of additional facilities, provided that:
  - (i) the provisions of paragraph 4 above are complied with; and
  - (ii) the standards relating to spacing, as set out below, are complied with

### **Spacing between Caravans**

6. Every unit should be not less than 6 metres from any other unit in separate family occupation and not less than 3 metres should be permitted between units in any circumstances.
7. Vehicles and other ancillary equipment should be permitted within the 6 metres space between units in separate family occupation but, in order to restrict the spread fire, there should always be 3 metres clear space within the 6 metres separation.
8. Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.

### **Tented Camping near to Touring Caravans**

9. Where groups of tents are allowed on pitches between caravans up to six tents accommodating no more than twelve people (including children), known to each other and forming a group who book together, are allowed to form one pitch. People in the group should be informed and consent to forming as a group as a prior condition to camping. Tents not used for accommodating people will still be counted within the group maximum of six.
10. Each tent shall be a minimum of 2 metres from any other tent in the group (as measured from the closest point of the fabric of the tent, including awning or any other structure). Where a caravan type tent is used within a group then the separation distance around such tent is 4 metres.
11. There should be a separation distance of 6 metres between the outer tents or structures in one group and those of another, in any direction as well as from any caravan.
12. Emergency vehicles shall have access at all times to within 90 metres of any unit
13. Single tents (i.e. not forming part of the group known to each other) should be a minimum of 3 metres separate from each other as well as any car, trailer or equipment not in their possession. Up to six tents can be placed in this way before the inclusion of a 6 metre separation distance to the next group of tents or caravan.
14. Barbecues, cooking equipment, cars, trailers and boots may be placed amongst any group of tents. However the site owner/manager must carry out a risk assessment to ensure the risks from fire and explosions are minimised. The site owner/manager shall ensure that highly flammable substances, other than fixed fuel tanks are removed to safe storage area and equipment which is capable of supporting an intense fire is kept reasonably separated from any ignition source. The site operator must also assess and deal with any ad hoc factors such as personal behaviour or unusual equipment/hazards which may lead to risk of injury or damage.
15. There shall be a minimum of 2 metres between any tent and the edge of a kerb or roadway.

### **Roads, Footpaths and Gateways**

16. Roads, vehicle gateways and footpaths shall be provided if a risk assessment by the site operator shows the site to be difficult or dangerous to negotiate in wet weather.
17. Where roads are provided every carriageway shall have a minimum width of **3.7 metres** 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.

18. The roads should be of suitable construction and material and shall be provided so that no caravan is more than **50 metres** from a road.
19. Footpaths shall be a minimum of **0.75 metres** wide
20. 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.
21. Roads should have no overhead cable less than **4.5 metres** above the ground.
22. Gateways shall be a minimum of **3.1 metres** wide and have a minimum height clearance of **3.7 metres**.
23. Roads and footpaths shall be suitably lit to allow for the safe movement of traffic and pedestrians.
24. All roads and footpaths shall be suitably drained to the satisfaction of Wyre Forest District Council.

### **Hard Standings**

25. Although not formally required, the site licence holder is however advised to provide a paving slab, bedded on a suitable foundation at each standing, to support the caravans jockey wheel. Such facility will also help to ensure that the minimum separation distance between caravans is maintained.

### **Drinking water supply and waste water disposal**

26. There should be an adequate supply of drinking water. Each pitch on a site should be no further than 90 metres from a water tap. At each tap there should be a soak away or gully.
27. Waste water disposal points should be provided so that each pitch is no further than 90 metres from a waste water disposal point. The appropriate Water Authority should be consulted about the arrangements for disposal of water likely to be contaminated.

### **Toilets: WCs and chemical closets**

28. The scale of provision should be 1 WC and 1 urinal for men and 2 WCs for women per 30 pitches and their location should be to the satisfaction of the licensing authority. The pro rata scale can be reduced where sites have over 120 pitches (see also paragraph 9 below). Toilets may not be justified where sites have less than 10 pitches but on sites with between 10 and 30 pitches at least 1 WC and 1 urinal for men and 2 WCs for women should be provided.
29. Where the provision of WCs is not feasible or justified entry should be confined to units with their own toilets or chemical closets should be provided.

### **Disposal point for chemical closets**

30. Whether or not WCs are provided, a properly designed disposal point for the contents of chemical closets should be provided together with an adjacent adequate supply of water for cleansing containers. The method of disposal will need to be considered in the light of the particular circumstances and should be to the satisfaction of the local authority and the appropriate Water Authority. Where appropriate, the water supply should be clearly labelled as non-potable.

### **Washing points**

31. There should be a minimum of 4 wash basins supplied with water per 30 units, 2 each for man and women. They should be adjacent to the toilets.

**Hot water: Showers**

32. Showers should not be obligatory on sites with less than 70 pitches. If showers are required, provision should be on the basis of 1 shower per 25 pitches and hot water should be available.

**Laundry Facilities**

33. On sites where there are 60 or more units, laundry facilities should be provided at the rate of 1 deep sink with running hot and cold water per 30 units or part thereof.

**Disabled persons**

34. Particular consideration should be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers.

**Electrical installations**

35. Where there is electrical provision such as hook up points, the installation should conform to the requirements of the Institution of Electrical Engineers' Regulations for Electrical Installations (the IEE Wiring Regulations) for the time being in force and, where appropriate, to the standard acceptable for the Electricity (Overhead Lines) Regulations 1970, SI 1970 No. 1355. Any installation should be maintained in such a way as to prevent danger as far as reasonably practicable and should be periodically inspected and tested by a competent person in accordance with the IEE Wiring Regulations.

**Liquefied Petroleum Gas**

36. Arrangements for the storage of Liquefied Petroleum Gas (LPG) on the site should be in accordance with the current national Codes of Practice and regulations.

**Refuse Disposal**

37. Adequate provision should be made for the storage, collection and disposal of refuse. (It is expected that site operators should normally be able to meet their responsibilities by making arrangements with the local authority).

**Fire precautions**

38. No unit should be further than 90 metres from a fire point. At each fire point there should be two water (gas expelled) extinguishers each of 10 litres capacity and complying with British Standard 5423:1980, together with a means of raising the alarm in the event of fire (e.g. a manually operated sounder, gong or hand operated siren). All fire fighting equipment susceptible to damage by frost should be suitably protected.
39. Wherever there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, should also be provided at each fire point.
40. The fire points should be clearly marked and easily accessible. All fire fighting equipment should be maintained in working order and kept available for use and for inspection by the licensing authority.

41. Each fire point should exhibit a conspicuous notice indicating the action to be taken in case of fire and the location of the nearest telephone. The notice should include the following:

On discovering a fire

- (i) Raise the alarm
- (ii) Ensure the affected unit is evacuated
- (iii) Call the Fire Brigade (the nearest telephone is sited .....)
- (iv) If practicable, attack the fire using the fire fighting equipment provided

### **Fire Safety Risk Assessment**

42. 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

### **Parking**

43. There shall be adequate parking for unit occupiers and site visitors, safely located and which allows clear access by emergency vehicles to caravans/tents. Parked vehicles must not obstruct a carriageway, footpath or door to a caravan.

### **Site notices**

44. A sign indicating the name of the site should be displayed at the site entrance.

45. Notices should be displayed prominently on the site indicating the action to be taken in event of an emergency and show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest public telephone. Where practicable a telephone should be provided on the site and the full address of the site should be displayed near the telephone.

46. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.

47. At sites with overhead electric lines, warning notices should be displayed on the supports for the lines and at the site entrance. Where appropriate, these should warn against the danger of contact between the lines and the masts of yachts or dinghies.

48. A copy of the site licence with its conditions should be displayed prominently on the site.

**Dated this \*\* day of \*\*\*\*\*200\***  
**KT/WK \*\*\*\*\***  
**LICENCE REF \*\*\*\*\***

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**Mr R. Osborne**  
**Principal Environmental Health Officer (Housing)**