

Rossendale Borough Council

Standard Conditions applicable to the licensing of all Mobile Home Parks (in accordance with the Caravan Sites and Control of Development Act 1960 - Section 5)

THE STANDARDS

1. The Boundaries and Plan of the Site

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural features (such as fences or hedges) which are properly maintained.
- (ii) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
- (iii) A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.
- (iv) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

2. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence. Measurement is from the exterior cladding of the mobile home.
- (ii) No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
- (iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- (iv) In any case mentioned in subparagraph (i) or (iii):
 - (a) A porch attached to the caravan may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.

- (b) Awnings shall not face each other or touch, shall not be used for sleeping and shall not be within three metres of an adjacent unit
 - (c) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
 - (d) Any structure including steps, ramps, etc. (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
 - (e) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
 - (f) Windows in structures within the separation distance shall not face towards the caravan on either side.
 - (g) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
 - (h) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.
- (v) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments and shall not exceed fifty units per hectare of usable site area (i.e. excluding lakes, ponds, roads, communal services and other areas unsuitable for the siting of caravans) rather than total site area.
- (vi) The Licensing Authority may limit the total number of mobile homes of any specific type permitted on the site.
- (vii) No garage, conservatory, greenhouse, mobile home extension, porch or similar structure including storage sheds shall be erected on the site without the previous permission in writing of the Licensing Authority. All such structures shall be maintained in a good state of repair.
- (viii) Not more than **** caravans may be stationed on the said land at any one time (provided all other licence requirements are satisfied).

3. Roads, Gateways and Overhead Cables

- (i) Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times. Detailed guidance on turning circles etc. is available from the fire authority.
- (ii) New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.
- (iii) All roads shall have adequate surface water/storm drainage.

- (iv) New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.
- (v) One-way systems shall be clearly signposted.
- (vi) Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
- (vii) Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- (viii) Roads shall be maintained in a good condition.
- (ix) Cable overhangs must meet the statutory requirements.
- (x) Emergency vehicle routes must be kept clear at all times.

4. Footpaths and Pavements

- (i) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition at least 0.75m wide.
- (ii) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

5. Lighting

- (i) Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn taking into account the needs and characteristics of the site and to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

6. Bases

- (i) Every unit must stand on a concrete base or hard-standing of other suitable material. All hardstandings, once provided, shall be maintained in good condition.
- (ii) The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

7. Maintenance of Common Areas, including Grass, Vegetation and Trees

- (i) Every part of the site to which the public have access shall be kept in a clean and tidy condition.

- (ii) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- (iii) Grass and vegetation shall be cut and removed at frequent and regular intervals.
- (iv) Trees within the site shall (subject to the necessary consents) be maintained.
- (v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

8. Supply & Storage of Gas etc.

- (i) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.
- (ii) If LPG is supplied from tanks, the installation shall comply with Guidance Booklet HSG 34 'The Storage of LPG at Fixed Installations' and where LPG is supplied from cylinders, with Guidance Note CS4 'The Keeping of LPG in Cylinders and Similar Containers'.
- (iii) Metered supplies from a common LPG storage tank shall comply with Guidance Note CS11 'The Storage and Use of LPG at Metered Estates'. (In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1998 and the Pipe-lines Act 1962 may also be applicable).
- (iv) Exposed gas bottles or cylinders shall not be within the separation boundary (see Condition No. 2) of an adjoining unit.
- (v) 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'.
- (vi) If mains gas is supplied to the site, the installation downstream of any service pipe(s) supplying any primary meter(s) shall comply with the Gas Safety (Installation and Use) Regulation 1998 and such service pipes with the Gas Safety Regulations 1972. (Where the site owner supplies gas to caravans on the site, an authorisation to do so from OFGAS under the Gas Act 1986 may be required).

9. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- (ii) Such electrical 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 the provisions of the Institution of

Electrical Engineers' (IEE) Regulations 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.

- (iii) Work on electrical installations and appliances shall be carried out only by competent persons such as:
 - (a) the manufacturer's appointed agent,
 - (b) the electricity supplier,
 - (c) a professionally qualified electrical engineer,
 - (d) a member of the Electrical Contractors' Association
 - (e) a contractor approved by the National Inspection Council for Electrical Installation Contracting,
 - (f) or a qualified person acting on behalf of one of the above.

The installations shall be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current regulations.

- (iv) The inspector 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, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.
- (v) 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 must comply with the latest version of the IEE Wiring Regulations.
- (vi) If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on support for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line.

10. Water Supply

- (i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- (ii) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- (iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.

- (iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

11. Drainage and Sanitation

- (i) Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- (ii) There shall be satisfactory provision for foul and waste water 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.
- (iii) The site and every hard standing shall be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings and caravans, roads and footpaths.
- (iv) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards. Each caravan shall have its own water supply, water closet sink, wash basin and bath or shower. Each caravan standing shall be provided with a connection to the foul drainage system; the connection shall be capable of being made air tight when not in use.
- (v) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

12. Domestic Refuse Storage & Disposal

- (i) Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close fitting lids or plastic bags, or **alternatively** communal refuse bins shall be provided of similar construction and housed within a properly constructed bin store. Arrangements shall be made for the bins to be emptied regularly.
- (ii) All refuse disposal shall be in accordance with all current legislation and regulations.

13. Communal Vehicular Parking

- (i) Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

14. Communal Recreation Space

- (i) On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the local authority's opinion there are adequate recreational facilities within a close proximity to the site.

15. Notices and Information

- (i) The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).
- (ii) A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.
- (iii) A copy of the current site licence shall be available for inspection in a prominent place on the site.
- (iv) In addition at the prominent place the following information shall also be available for inspection at the prominent place:
 - (a) A copy of the most recent periodic electrical inspection report.
 - (b) A copy of the site owner's certificate of public liability insurance.
 - (c) A copy of the local flood warning system and evacuation procedures, if appropriate.
 - (d) A copy of the fire risk assessment made for the site.
 - (e) All notices shall be suitably protected from the weather and from direct sunlight.
- (v) Where a site is located within the 'notification zone' of industrial premises subject to the control of Major Accident Hazard Regulations or similar legislation, suitable clearly written and conspicuous notices shall be displayed and maintained in a prominent position on the site, to the satisfaction of the Environmental Health Officer, to indicate the action which must be taken in the event of a major industrial incident.

16. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.
- (ii) Where there is risk from flooding the site owner shall consult 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 to take.

17. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005

- (i) The site owner shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

18. Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those sites solely occupied by family groups)

- (i) The standards in this paragraph only apply if the site is **not** subject to the Regulatory Reform (Fire Safety) Order 2005.
- (ii) Fire Points
These shall be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".
- (iii) Fire Fighting Equipment
Where water standpipes are provided:
 - (a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
 - (b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 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 nozzle.
 - (c) Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.
- (iv) Where hydrants are provided, hydrants shall conform to the current British or European Standard.
- (v) Access to hydrants and other water supplies shall not be obstructed or obscured.
- (vi) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.
- (vii) Fire Warning
A suitable means of raising the alarm in the event of a fire shall be provided at each fire point. The advice of the Fire Authority should be sought on an appropriate system.
- (viii) Maintenance and Testing of Fire Fighting Equipment

All alarm and fire fighting equipment shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.

- (ix) A record shall be kept of all testing and remedial action taken.
- (x) All equipment susceptible to damage by frost shall be suitably protected.
- (xi) Fire Hazards
Long grass and vegetation should be 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 should be removed from the vicinity of caravans. The space beneath and between caravans should not be used for the storage of combustible materials. Bonfires or incinerators shall not be permitted on the site.
- (xii) 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. 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 phone is sited at).”
IV. Attack the fire using the fire fighting equipment provided, if it is safe to do so.

19. Telephone

- (i) An immediate accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

20. Other Items

- (i) Touring caravans owned by residents shall only be stored on the site if they do not intrude on the six metre separation distance.
- (ii) Where touring caravans also use the site, they shall be parked on pitches which are identified for that purpose and which are effectively separated and where appropriate, screened from residential pitches by hedges or close-boarded fencing of suitable height.
- (iii) A clear and conspicuous notice close to the site entrance shall give instructions to touring caravans on where to park and how to contact the site manager. The notice shall include, in large letters, an instruction that touring caravan's owners

shall respect the privacy of permanent residents and not ask them for directions or instructions.

- (iv) No mobile home intended for permanent residential purposes shall be brought onto the site unless it complies with BS 3632.
- (v) The site owner must surrender the licence for amendment at the request of the Licensing Authority.
- (vi) The licensing authority may carry out inspections of the site at such intervals as they deem necessary, to ensure that the required standards are maintained. These may be in conjunction with the Fire Authority.
- (vii) The conditions attached to a site licence may be varied, supplemented or replaced at any time provided that the licence holder has been consulted and has had adequate opportunity to make representations. The same rights of appeal apply as against conditions under new licences.

Note: These Standards are to be read in conjunction with the Explanatory Notes for the Government's Model Standards 2008 for Caravan Sites in England, which offer local authorities guidance on the application and enforcement of the standards. <http://www.communities.gov.uk/documents/housing/pdf/modelstandards2008.pdf>