

Rother District Council

Site Licence Conditions for Static Caravan Sites

A: Site Boundaries

- i. The boundaries of the site should be clearly marked, for examples by fences or hedges. A plan of the site shall be supplied to the Council on application for a licence, or when there is a material change to the layout or if requested by the Licensing Authority. The plan must clearly illustrate the layout of the site including all relevant structures, features and facilities on it.
- ii. Every caravan should not be less than 3 metres inside the site boundaries.
- iii. Caravans may be stationed only in the position shown on that part of the land edged pink on the approved plan attached hereto.

B: Density

- i. The density shall be consistent with safety standards and health and amenity requirements. The gross density should not exceed 60 units to the hectare, calculated on the basis of useable area (i.e. excluding crags, lakes, roads, communal services etc.) rather than the total site area.

C: Spacing between caravans

- i. Every caravan shall not be less than 5 metres from any other caravan, 3.5 metres at the corners. Except that those with a plywood or similar skin it should not be less than 6 metres. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance should be 6 metres; and where there is a mixture of permanent residential homes and holiday caravans, the separation distance should again be 6 metres.
- ii. Porches may protrude 1 metre into the 5 metres and should be of open type. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan.
- iii. Where awnings are used, the distance between any part of the awning and an adjoining caravan shall be not less than 3 metres. They should not be of the types which incorporate sleeping accommodation and they should not face each other or touch.
- iv. Eaves, drainpipes and bay windows may extend into the 5 metres space provided the total distance between the extremities of 2 adjacent units is not less than 4.5 metres.
- v. Where there are ramps for the disabled, verandas and stairs extending from the unit, there should be 3.5 metre clear space between them (4.5 metres if mixture of caravans) and 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 5 metre (or 6 metre) space.
- vi. A garage, shed or a covered storage space should be permitted between units only if it is of non-combustible construction (including 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 unit on either side. Car ports and covered walkways should in no circumstances be allowed within the 5 or 6 meters space. (*For parking of cars and boats, see Section L*)

D: Roads, Gateways and Footpaths

- i. Roads and pathways of adequate construction should be designed to provide adequate access and movement of vehicles, including fire appliances.
- ii. Roads should be provided so that no caravan is standing more than 50 metres from a road.
- iii. 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 carriageway or footpath with a hard surface.
- iv. Roads should be not less than 3.7 metres wide or if they form part of a clearly marked one way system, 3 metres wide.
- v. Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- vi. Footpaths should not be less than 0.75 metres wide.
- vii. Roads should have no overhead cable less than 4.5 metres above the ground.
- viii. Roads and footpaths should be suitably lit taking into account the needs and characteristics of the site.
- ix. Emergency vehicle routes within the site should be kept clear of obstructions at all times.

E: Hard Standings

- i. Every caravan must stand on a hard standing of suitable material, which should extend over the whole area occupied by the caravan placed on it and should project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.
- ii. The hard standings must be constructed to current industry guidance.

F: Compliance with the Regulatory Reform (Fire Safety) Order

A suitable and sufficient Fire Risk Assessment of the site and reviewed annually. Significant findings identified must be acted upon.

Provide a site specific Emergency Evacuation Plan.

Make available the latest version of the fire risk assessment for inspection by relevant authorities.

The following provides a benchmark of the sort of preventative and protective measure that may be necessary following completion of a fire risk assessment.

- Provision of suitably located, conspicuously marked fire points with adequate firefighting provisions (as a guide each unit to be located within 50 metres of a fire point)
- Each fire point to exhibit a conspicuous notice indicating the action to be taken in case of fire and the location of the nearest telephone.
- Each caravan to have adequate fire prevention equipment (fire extinguishers, fire blankets, smoke and carbon monoxide detectors)

- A suitable means of raising the alarm in the event of a fire, taking into account the size and layout of the site.
- Any firefighting equipment provided on site should be installed, tested and maintained in working order by a competent person. Records must be kept for inspection by the Site Licensing Authority.
- Regular site audits to ensure spacing distances are to be maintained. Records to be kept to demonstrate results of audits.
- Emergency vehicles should be able to secure access to the site at all times (within 50 metres of any unit).
- Regular site audits to ensure spacing distances are being maintained. Records to be kept to demonstrate results of the audits.

Site Operators should seek the advice of East Sussex Fire and Rescue Service on the above, the enforcing authority.

G: Supply and storage of Liquid Petroleum Gas.

- i. Liquid Petroleum Gas (LPG) storage facilities and installations shall meet current Statutory Requirements, Relevant Standards and Industry Codes of Practice.
- ii. The location of LPG cylinders must not impede access or removal in the event of an emergency.
- iii. Any work on gas installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- iv. Any relevant certificates shall be provided to the Site Licensing Authority at their request.

H: Electrical Installations

- i. Sites must be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- ii. Electrical installations must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- iii. Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with relevant statutory requirements.
- iv. Any relevant certificates shall be provided to the Licensing Authority at their request.
- v. At sites with overhead electric lines, suitable warning notices should be displayed at the site entrance(s) and on supports for the line. Where appropriate, these should warn against the danger of contact between the lines and fishing lines and the masts and dinghies.

I : Water Supply

- i. The site shall have an adequate wholesome drinking water supply, which shall be in accordance with all current legislation, regulations and relevant British or European Standards.

- ii. All repairs and improvements/alterations to water supplies and installations shall be carried out to comply with current legislation and British or European Standards. 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.

J : Drainage, Sanitation and Washing Facilities

- i. Each caravan, wherever possible, should have its own water supply, water closet, bath or shower, basin with hot and cold water supplies. If applicable, each standing should have its own connection to the foul drainage system and shall be capable of being made airtight when the caravan is not there.
- ii. For caravans without such facilities, communal blocks shall be provided on at least the following scale and with adequate hot and cold water provision;

Men	1 WC and 1 Urinal per 15 caravans
Women	2 WCs per 15 caravans
Washbasins	1 for each WC or group of WCs
Showers or Bath	1 for men and 1 for women per 20 caravans

Communal WCs must be sited conveniently so that all the site occupants may have reasonable access to one by means of a road or footpath.

Communal facilities are to be constructed in such a manner and of such materials that they are easily cleansed. All facilities should be maintained in a clean and sanitary condition.

- iii. 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 Council. Foul drainage systems should be maintained in good order and clean condition.
- iv. The site should have provision for the adequate disposal of surface and ground water, to prevent discharge of surface and groundwater to the public foul sewer and the pooling of water above ground during normal rainfall conditions.

K : Refuse Storage and Disposal

- i. Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids. A plastic bag system may be provided as an alternative but must be protected against attack by animals and birds. Wherever possible recycling facilities shall be provided.
- ii. Where communal refuse bins are provided, these should be of similar construction and housed within a properly constructed bin store.
- iii. Arrangements should be made for bins to be emptied regularly and the contents disposed of in accordance with all current legislation and regulation.

L : Parking

- i. Suitably surfaced parking spaces shall be provided to meet the requirements of residents and visitors.
- ii. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed.

- iii. Plastic or wooden boats should not be parked between units.

M: Recreational spaces

- i. Space equivalent to about one-tenth of the total area should be allocated for children's games and/or other recreational purposes.

These may be omitted where the Council agrees that suitable alternative, publicly provided recreational facilities are readily accessible.

N: Trees and Bushes etc.

Long grass and vegetation shall be cut at frequent and regular intervals when necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any cuttings shall be removed from the vicinity of caravans.

No fences or barriers of any description whatsoever are to be erected between caravans.

O: Notices

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

Notice and a plan should be displayed on the site setting out the action to be taken in the event of an emergency. They shall show where the police, fire service, ambulance and local doctors can be contacted, and the location of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or their accredited representative.

Notice should be displayed on site detailing the evacuation plans/points in the event of extreme weather conditions.

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

A copy of the site licence with its conditions should be displayed prominently on the site or the front page of the licence and details of where the full licence conditions can be viewed.

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.

P: General

The only structures which may be stationed or erected or placed on the land and used for human habitation are those that satisfy the definitions of a caravan within the Act.

No tent, vehicle or other structure whatsoever, save structures required to comply with the conditions of the site licence, shall be stationed or erected on the site except without the consent of the Council and without prejudice to the generality of the foregoing, no railway vehicles, tramcars, omnibus bodies, aeroplane fuselages or similar structures, whether on wheels or not and howsoever adapted, shall be stationed or erected on the land. The granting of such consent by the Council will not relieve the applicant from also obtaining Planning Permission or Building Regulations approval as may be required from the appropriate authority.

All caravans stationed on the site shall be maintained in a good state of decorative, structural and mechanical repair and be kept in a clean condition.

All services, appliances, facilities, amenities, other buildings 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, sanitary condition and free from accumulations at all times.

The Licence holder shall take all reasonable steps to prevent disorderly conduct on the site and to prevent noise or other nuisance likely to disturb the neighbourhood.

Q: Register [may be deleted if a licence holder objects and proposes a suitable alternative unless the condition is included in the previous licence or there is evidence that the site is not being occupied for holiday use only]

Maintain a register of all persons (but not including the children of guardians and parents) occupying the site, overnight including:
When they arrived and departed;
Their permanent home address;
Their vehicle registrations (if applicable)

Adults occupying the site shall be required to provide two proofs of their permanent home address, which is to be recorded by the site operator. The records are to be open for inspection by an authorised officer at all reasonable times.

Proof of permanent home address shall include:

A current Council Tax bill

A driving licence

NHS card

Utility Bill

Home Insurance Documents

R: Have a written emergency plan to deal with fires, floods and gales. All Caravans are to be securely anchored to the ground during high winds.

S: Site Specific Conditions

[Local conditions relating to the individual site to be inserted here]

Rother District Council

Permanent Residential Units

(Based on Model Standards 2008 for Caravan Sites in England)

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 feature.
- (ii) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
- (iii) (a) 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.
- (b) 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.
- (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) 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.

- (c) 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.
 - (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
 - (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
 - (f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
 - (g) 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.

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.
- (ii) New roads shall be constructed and laid of suitable bitumen macadam 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.

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.

- (ii) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

5. Lighting

Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn 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.
- (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) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- (ii) 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.

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) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and

maintained in accordance with the provisions of the current relevant statutory requirements.

- (iii) Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- (iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

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) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- (iv) 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) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- (ii) All refuse disposal shall be in accordance with all current legislation and regulations.

13. Communal Vehicular Parking

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

14. Communal Recreation Space

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.

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.
- (v) All notices shall be suitably protected from the weather and from direct sunlight.

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

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.

Fire Points

- (ii) 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".

Fire Fighting Equipment

- (iii) 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.

Fire Warning

- (vii) A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

Maintenance and Testing of Fire Fighting Equipment

- (viii) All alarm and firefighting 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.

Fire Notices

- (xi) 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).”

19: General

The only structures which may be stationed or erected or placed on the land and used for human habitation are those that satisfy the definitions of a caravan within the Act.

No tent, vehicle or other structure whatsoever, save structures required to comply with the conditions of the site licence, shall be stationed or erected on the site except without the consent of the Council and without prejudice to the generality of the foregoing, no railway vehicles, tramcars, omnibus bodies, aeroplane fuselages or similar structures, whether on wheels or not and howsoever adapted, shall be stationed or erected on the land. The granting of such consent by the Council will not relieve the applicant from also obtaining Planning Permission or Building Regulations approval as may be required from the appropriate authority.

All caravans stationed on the site shall be maintained in a good state of decorative, structural and mechanical repair and be kept in a clean condition.

All services, appliances, facilities, amenities, other buildings 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, sanitary, tidy condition and free from accumulations at all times.

The Licence holder shall take all reasonable steps to prevent disorderly conduct on the site and to prevent noise or other nuisance likely to disturb the neighbourhood.

20: All Caravans are to be securely anchored to the ground during high winds.

21: Site Specific Conditions

[Local conditions relating to the individual site to be inserted here]

