

Amber Valley Borough Council	(Appendix A) Holiday Static & Touring Caravans	Housing
Issue Final Date: March 2010 Review Date: March 2013	Issued by: D. Arkle Authorised by: Full Council	Page 1 of 8



AMBER VALLEY BOROUGH COUNCIL
CARAVANS SITES AND CONTROL OF DEVELOPMENT
ACT 1960

Conditions attached to Site Licence for Holiday Static & Touring Caravans

Licence reference: Issued to:

The occupier of

PERMITTED NUMBER OF CARAVANS

The Total Number of caravans stationed on the site at any one time shall not exceed

xxxxxxxxxxxxxxxxxxxxxx

For the purposes of calculation twin unit caravans shall be counted as two caravans.

LAYOUT OF SITE

- (1) The area to be occupied by caravans, the position of toilet blocks, the drainage, water points, fire points, recreation space, roads and car parking spaces shall conform to the details shown on the plan accompanying the application for this Licence.
- (2) No deviations from the plan shall be made without the previous consent of the Licensing Authority.
- (3) Applications for alterations or additions to the existing site layout shall be made to the Council's Department of Environmental Health accompanied by a map to a scale of not less than 1/500 showing the proposals.

DENSITY AND SPACE BETWEEN CARAVANS

- (4) The minimum distance between caravans shall be 6 metres but reducing to 5 metres and 3.5 metres at the corners if caravans are made of aluminium or other materials with similar fire performance properties. Where there is a mixture of materials or a mixture of permanent residential and holiday caravans the minimum distance shall be 6 metres. In each case, caravans shall not be less than 2 metres from a road.

Some intrusion into the 5 or 6 metre space is permitted as follows:-

Amber Valley Borough Council	(Appendix A) Holiday Static & Touring Caravans	Housing
Issue Final Date: March 2010 Review Date: March 2013	Issued by: D. Arkle Authorised by: Full Council	Page 2 of 8

- porches by up to one metre if they are the open type;
- an awning may intrude provided there is a clear space of 3 metres, the awning is not opposite another awning and it is not used for sleeping accommodation;
- eaves downpipes and bay windows provided the distance between the extremities of the two adjacent units is not less than 4.5 metres;
- ramps for the disabled, verandahs and stairs provided there is a clear space of 3.5m, they are not opposite other ramps, verandahs or stairs and they are not enclosed;
- garages, sheds or covered storage spaces if non combustible material and there is sufficient space around them for means of escape in the event of fire. Windows in these structures shall not face towards the unit on either side. Car ports and covered walkways are not permissible even if non combustible;
- vehicles may be parked between units provided the door to the caravan is not obstructed and there is a clear space of 3 metres from an adjoining unit. Plastic and wooden boats may be parked between units, subject to a satisfactory risk assessment by the site operator.

ROADS, FOOTPATHS AND GATEWAYS

(5) Roads shall:

- be provided of suitable material and maintained in a serviceable and clean condition.
- be provided so that no caravan standing is more than 50 metres from a road.
- be designed to give adequate access to emergency vehicles.
- be not less than 3.7 metres wide or 3.0 metres wide if a one-way traffic system is in use.
- be suitably lit at night.
- have no overhead cables less than 4.5 metres above the ground.
- be kept clear for emergency vehicles at all times.

The vehicle gateways shall:

- be a minimum of 3.1 metres wide.
- have a minimum height clearance of 3.7 metres.
- be designed to give adequate access to emergency and other vehicles.

Footpaths shall:

- be provided between units and roads, roads and toilet blocks and other communal buildings.
- be not less than 0.75 metres wide and provided with a hard surface (existing paths may be not less than 0.6 metres wide).
- be suitably lit at night.

Amber Valley Borough Council	(Appendix A) Holiday Static & Touring Caravans	Housing
Issue Final Date: March 2010 Review Date: March 2013	Issued by: D. Arkle Authorised by: Full Council	Page 3 of 8

there shall be adequate surface water drainage for roads, footpaths, paving and the site in general.

USE AND OCCUPATION

- (6) This Licence shall not save as hereinafter set out authorise the use of the land for the standing of caravans except for holiday/touring purposes and during the period from **1st March** to **31st October** in each year.
- (7) Nothing in this Licence shall authorise the occupation of caravans during the period **1st November** to **28th February** in each year.
- (8) Unless caravans are removed during the period **1st November** to **28th February** in each year, every caravan shall stand on a hard standing of suitable material which shall extend over the full areas of the caravan placed upon it and should project not less than 1 metre outwards from the entrance or entrances of the caravan.

WATER SUPPLY

- (9) The site to be provided with a constant and adequate water supply of satisfactory bacteriological and chemical quality.
- (10) The supply shall either be piped to each caravan or to water stand-pipes situated not more than thirty metres from any standing.
- (11) Stand-pipes shall be provided with a concrete surround 1 metre square, suitably kerbed and drained to a fully connected to a soak away.

DRAINAGE , SANITATION AND WASHING FACILITIES

- (12) Satisfactory provision shall be made for foul drainage, either by connection to a properly constructed septic tank or cesspool, constructed in accordance with current Building Regulation requirements. No alterations/extensions shall be made to any drainage system (other than repairs) without the prior approval of the Council's Department of Environmental Health.
- (13) For caravans having their own water supply and water closet, each standing shall be provided with a connection to the foul drainage system. The connection shall be capable of being made airtight when not in use.
- (14) For caravans without their own water supply and W.C. there shall be erected communal blocks provided with adequate supplies of sufficient pressure.
 - (a) Facilities in these blocks shall be provided as follows:-
 - 1 caravan - 1 W.C.

Amber Valley Borough Council	(Appendix A) Holiday Static & Touring Caravans	Housing
Issue Final Date: March 2010 Review Date: March 2013	Issued by: D. Arkle Authorised by: Full Council	Page 4 of 8

2 to 7 caravans	- 1 W.C. for each sex	
8 to 15 caravans	- Men 1 W.C.'s and 1 urinal.	Women 2 W.C.'s.
16 to 22 caravans	- Men 2 W.C.'s and 2 urinals.	Women 3 W.C.'s.
23 to 30 caravans	- Men 2 W.C.'s and 2 urinals.	Women 4 W.C.'s.
31 to 45 caravans	- Men 3 W.C.'s and 3 urinals.	Women 6 W.C.'s.
46 to 60 caravans	- Men 4 W.C.'s and 4 urinals.	Women 8 W.C.'s.
61 to 80 caravans	- Men 5 W.C.'s and 5 urinals.	Women 10 W.C.'s.
81 to 100 caravans	- Men 6 W.C.'s and 6 urinals.	Women 12 W.C.'s.

For each 25 caravans over 100 - Men 1. W.C. and 1 urinal Women 2 W.C.'s.

(b) Where more than 1 W.C. is required the approaches shall be separate for each sex, screened and signposted.

(15) Properly designed disposal points for chemical closet contents shall be provided each fitted with a flushing cistern, and an adequate supply of water for cleansing the container, where any caravans are provided with chemical closets. The water supply shall be marked "Not Drinking Water"

(16) Wash basins with hot and cold water shall be provided for each group of W.C.'s on the following scale:-

1 caravan	- 1 wash basin
2 to 15 caravans	- 1 wash basin for each sex
16 to 30 caravans	- 2 wash basins for each sex
31 to 45 caravans	- 3 wash basins for each sex
46 to 60 caravans	- 4 wash basins for each sex
61 to 80 caravans	- 5 wash basins for each sex
81 to 100 caravans	- 6 wash basins for each sex

for each 25 caravans over 100 - 1 additional wash hand basin for each sex.

(17) 1 shower or bath with hot and cold water shall be provided for each sex per 30 caravans.

(18) Laundry facilities shall be provided in a separate room attached to the toilet block and to be fitted with 1 deep sink with hot and cold water per 30 caravans.

(19) Adequate artificial lighting shall be provided inside the toilet blocks.

REFUSE DISPOSAL

(20) Every caravan to have a refuse bin of approved design fitted with a close fitting lid, which is to be emptied regularly and kept clean at all times. Where refuse is kept in a specially constructed compound and not in standard bins awaiting collection it shall in all cases be contained in an approved paper or plastic sack securely tied when full to avoid spillage and a public health nuisance. Alternatively, where bins

Amber Valley Borough Council	(Appendix A) Holiday Static & Touring Caravans	Housing
Issue Final Date: March 2010 Review Date: March 2013	Issued by: D. Arkle Authorised by: Full Council	Page 5 of 8

are provided to each individual van, the site occupier shall be responsible for placing the bins on the day of collection at the side of the access roads.

CAR PARKING

- (21) There shall be adequate car parking for caravan occupiers and site visitors, safely located and allowing clear access for emergency vehicles. Parked vehicles must not obstruct a carriageway, footpath or door to any caravan.

MEDICAL AND FIRST AID SERVICES

- (22) A first aid box containing suitable and sufficient supplies of first aid material shall be provided and maintained in a conspicuous place under the control of the management. At times when caravans are in use, information giving the availability of local medical services must be exhibited either at the site office or in a conspicuous position or in each caravan. The information must be accurate and should be checked periodically with any person or services named in the said information.

FIRE PRECAUTIONS

- (23) Fire points - 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 which is easily accessible and clearly and conspicuously marked "FIRE POINT".
- (24) Fire Fighting Equipment - Where there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle; a hose reel complying with BS 5306:Part 1 1977 (1988) and hose not less than 30 metres in length having a means of connection to a water stand-pipe, (preferably a screw thread connection) and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked "HOSE REEL".
- (25) Where stand-pipes 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) complying with BS EN3, or a water tank of at least 500 litres capacity, fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.
- (26) Fire warning - a 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.
- (27) Maintenance - all alarm and fire fighting equipment shall be maintained in working order and available for inspection by or on behalf of the licensing authority.
- (28) All equipment susceptible to damage by frost shall be suitably protected.

Amber Valley Borough Council	(Appendix A) Holiday Static & Touring Caravans	Housing
Issue Final Date: March 2010 Review Date: March 2013	Issued by: D. Arkle Authorised by: Full Council	Page 6 of 8

(29) 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 indicate the following:-

“On discovering a fire

- (i) Ensure the caravan or site building is evacuated.**
- (ii) Raise the alarm.**
- (iii) Call the Fire Brigade (the nearest telephone is sited).**
- (iv) Attack the fire using the fire fighting equipment provided.**

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.”

- (30) Fire Hazards - Long grass and vegetation shall be cut at frequent intervals to prevent it becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans.
- (31) Wherever there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, shall also be provided at each fire point.

LIQUEFIED PETROLEUM GAS

(32) Provision shall be made for the storage of liquefied petroleum gas and regard shall be had to the relevant and applicable parts of the following (or successor guidance);

For LPG supplied from tanks:

LP Gas Association Code of Practice 1: Part 1; Design, Installation and Operation of Vessels Located Above Ground and Part 4; Buried/Mounded LPG Storage Vessels

For LPG supplied from cylinders:

LP Gas Association Code of Practice 7; 1999 ‘Storage of Full and Empty LPG Cylinders and Cartridges.

For metered LPG supplies from tanks:

LP Gas Association Code of Practice 25: 1999 ‘LPG Central Storage and Distribution Systems for Multiple Consumers’

For installations in caravans:

British Standard 5482: Code of Practice for domestic butane and propane gas burning installations: Part 2: 1977: installations in caravans and non permanent dwellings. The Gas Safety (installation and Use) Regulations 1998

Amber Valley Borough Council	(Appendix A) Holiday Static & Touring Caravans	Housing
Issue Final Date: March 2010 Review Date: March 2013	Issued by: D. Arkle Authorised by: Full Council	Page 7 of 8

For mains gas to the site:

The Pipelines Safety Regulations 1996. The Gas Safety (Installation and Use) Regulations 1998.

For mains gas to caravans:

Authorisation (if required) from OFGAS under the Gas Act 1986 as amended by the Gas Act 1995. The Gas Safety (Installation and Use) Regulations 1998.

ELECTRICAL INSTALLATIONS

- (33) Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.
- (34) Such electrical installation other than Electricity Board works and circuits subject to the regulation made by the Secretary of State under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947 should be installed, tested and maintained in accordance with BS 7671:1992: 'The Requirements for Electrical Installations' for the time being in force and where appropriate, to the standards which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No. 1057.
- (35) The installation shall be inspected in accordance with the frequency set out below and a certificate in the form required by BS 7671: 1992 shall be provided:
- Fixed buildings (excluding licensed premises) shall be inspected every 3 years.
 - Licensed premises shall be inspected every 12 months
 - Electrical distribution up to and including connection units on holiday static sites shall be inspected every 3 years.
 - Electrical distribution up to and including electrical hook up point on touring sites shall be inspected every 12 months.
 - Hire fleet caravan holiday homes (site owned) shall be inspected every 3 years.
 - Hire fleet caravan holiday homes (owner/occupier but sub let to site) site operator to ensure that the owner provides a current, satisfactory electrical safety certificate every 3 years.
 - Street lighting shall be inspected every 3 years (or 12 months if cables are overhead).
 - Fire alarms and emergency lighting systems shall be inspected every 12 months with a documented quarterly check (informal) to ensure they are in working order.
 - Site operators must check and document (Informal) that all residual current devices are working properly every 3 months.
- (36) Inspections or work on electrical supplies and installations shall be carried out by a competent person as required by BS 7671: 1992. If an installation does not comply with regulations applicable at the time it was installed, it shall be rectified. Any major alterations and extensions to an installation shall comply with BS 7671:1992.

Amber Valley Borough Council	(Appendix A) Holiday Static & Touring Caravans	Housing
Issue Final Date: March 2010 Review Date: March 2013	Issued by: D. Arkle Authorised by: Full Council	Page 8 of 8

It is recommended that inspections are carried out by one of the following:
 A professionally qualified electrical engineer
 A member of the Electrical Contractors' Association
 A member of the Electrical Contracts' Association of Scotland
 A certificate holder of the National Inspection Council for Electrical Installation Contracting, or
 A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).
 Such person shall within 1 month of such an inspection issue an inspection certificate 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.

NOTICES

(37) The following signs/ notices must be displayed in a conspicuous place:

- a sign at the site entrance indicating the name of the site;
- a copy of the site licence and licence conditions;
- a plan and notice setting out action to be taken in a emergency and stating where the police, fire brigade, ambulance and local doctors can be contacted;
- the name and location/ telephone number of the site licence holder or his/her accredited representative;
- if the site presents a risk of flooding, advice about the operation of the flood warning system;
- the location of the site emergency telephone;
- if the site has overhead electric lines, warning notices must be displayed on the supports for the lines and at the site entrance. Where appropriate, these must warn against the danger of contact between the lines and the masts of yacht or dinghies.

CLEANLINESS AND MAINTENANCE OF SITE

(38) The site occupier shall ensure at all times that:-

- (a) All toilet blocks, disposal points, fire points, stand-pipes and artificial lighting are maintained in a satisfactory condition.
- (b) The site is regularly cleansed of litter and that all grass, hedges, trees and ditches are kept in a reasonable condition.
- (c) All reasonable steps are taken by him to prevent disorderly conduct on the site and to prevent noise or other nuisance likely to disturb the neighbourhood.

TELEPHONES

(39) A telephone shall be available on the site for calling the police, fire brigade, ambulance or other services in an emergency