

# Boston Borough Council



## Caravan Site Licence Conditions

### Static Holiday Sites

- A Site Use**
- B Site Boundaries**
- C Density**
- D Type of Caravan**
- E Use of Caravans**
- F Space between Caravans**
- G Roads, Vehicle Gateways and Footpaths**
- H Hard Standing**
- I Water Supply**
- J Storage Space**
- K Refuse Disposal**
- L Electrical Installations**
- M Drainage, Sanitation and Washing Facilities**
- N Fire Precautions**
- O Gas Installations and Equipment**
- P Notices**
- Q Recreation Space**
- R Parking**
- S General**

## CARAVAN SITE LICENCE CONDITIONS

Revised: October 2004

### A. SITE USE

The site shall be used exclusively for holiday caravans and may be used for this purpose between \_\_\_\_\_ and \_\_\_\_\_ in any year.

No caravan shall be occupied by the same person(s) for more than two months in any three month period.

A register of caravan occupancy (lead occupant) shall be maintained by the site owner. The register shall be made available for inspection by the Local Authority at all reasonable times.

### B. SITE BOUNDARIES

The boundaries of the site shall be clearly marked and the site owner shall provide the local authority with a plan showing the site layout. No change to the layout shall take place without approval in writing from the Council, following the submission of an amended site plan by the licensee. No caravan shall be sited nearer than 3 metres to the site boundary.

### C. DENSITY

The gross density shall not exceed 60 caravans to the hectare, calculated on the basis of the usable area (ie excluding roads, lakes, communal areas and other areas unsuitable for the siting of caravans).

The maximum number of caravans allowed on the site at any one time shall not exceed \_\_\_\_\_. The caravans shall be sited to the satisfaction of the Council, in accordance with the site layout plan.

### D. TYPE OF CARAVAN

Each caravan sited, whether newly introduced or as a replacement for an existing caravan, after the commencement date of these conditions shall be constructed in accordance with BS 3632 1998 "Specification for Mobile Homes", (or as subsequently revised).

### E. USE OF CARAVANS

All caravans stationed on the site shall be used solely for temporary residential purposes, other than with prior written agreement of the Council.

No caravan shall be used for sleeping purposes, at any time, by a greater number of persons than the number for whom it is originally designed and for whom proper beds or bunks are provided.

No vehicle (other than a caravan stationed on the site in accordance with these conditions) shall at any time be used on the site to provide alternative or additional sleeping accommodation.

#### **F. SPACE BETWEEN CARAVANS**

The minimum distance between caravans, which are separately occupied, shall be 6 metres, measured from the exterior cladding of the caravan. For caravans with aluminium exteriors this 6 metre spacing may be reduced to 5 metres. No caravan shall be less than 2 metres from a road.

Some intrusions into the 6 (or 5) metre space are permissible:

- porches by up to one metre if they are of 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, drain pipes and bay windows may extend into the 6 (or 5) metre space provided the total distance between the extremities of 2 adjacent units is not less than 4.5 metres;
- ramps for the disabled, verandas and stairs provided they still leave a clear space of 4.5 metres (3.5 metres in the case of aluminium clad caravans with 5 metre spacing). Verandas and stairs must not be enclosed or opposite a similar structure to the next caravan. Where there are two disabled persons' ramps provided to separate caravans opposite and facing one another, they may leave a lesser clear space than 4.5 metres as long as the ramps are non-combustible.
- a garage, shed or covered storage space if of non-combustible materials (including non-combustible roofs) and there is sufficient space around them for means of escape in case of fire. Windows in these structures shall not face towards neighbouring units on either side. Carports and covered walkways are not permissible even if non-combustible.
- plastic or wooden boats shall not be parked between units.

#### **G. ROADS, VEHICLE GATEWAYS, and FOOTPATHS**

The licensee shall provide and maintain an access road from the highway to the site. The road shall be constructed of concrete, tarmac or other similar material approved by the Council.

Roads, footpaths and vehicle gateways shall be provided as indicated below.

##### **Roads shall:**

- be provided of suitable materials eg. concrete, tarmac or similar;
- be provided so that no caravan standing is more than 50 metres from a road;
- be designed to give adequate access for emergency vehicles;

- be not less than 3.7 metres wide if a two-way system or 3 metres wide if a clearly marked one-way system;
- be suitably lit at night as necessary;
- have no overhead cables less than 4.5 metres above the ground;
- be kept clear for emergency vehicles at all times.

**Vehicle Gateways shall:**

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

**Footpaths shall:**

- be provided – unless a documented risk assessment has been carried out by the site operator, which that the site is not difficult or dangerous to negotiate in wet weather. Where required the footpaths should be laid 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.
- be suitably lit at night as necessary.

There shall be adequate surface water drainage for roads, footpaths, paving and for the site generally.

**H. HARD STANDINGS**

Every caravan shall have a hard standing of suitable material (eg. concrete, tarmac etc) extending over the whole base area of the caravan and a hard surface projecting at least one metre from the entrance or entrances of the caravans. Hard standings are not required if the caravans are removed during the winter and/or a risk assessment carried out by the site operator and approved by the local authority, shows that the ground is firm and safe in poor weather conditions.

**I. WATER SUPPLY**

There shall be an adequate, constant and wholesome supply of water in accordance with appropriate Water Bylaws and statutory quality standards. The supply shall either be piped to each caravan or to stand-pipes/water taps sited not more than 30 metres from each caravan. Each stand-pipe/tap shall be marked “**Drinking Water Only**” and shall be provided with a trapped gully connected to a soakaway. The water supply shall be maintained at an adequate flow rate and pressure even when the system is placed under maximum demand.

**J. STORAGE SPACE**

Where covered storage space is provided for any standing, the structure shall be separate from the caravan, capable of being locked and, if sited less than 6 metres from any caravan, shall be non-combustible (including a non-combustible roof).

## **K. REFUSE DISPOSAL**

Every caravan shall have suitable refuse bins\* which may be issued by the Council. The refuse bins shall be presented, in the appropriate location, for emptying on collection days specified by the Council.

Any other scheme of refuse collection/disposal must be approved, in writing, by the Council in advance of the implementation of the scheme. This includes the establishment of common collection points etc where accessibility for refuse freighters may be an issue.

\*Boston Borough Council operates a twin bin collection scheme with each bin being collected on alternate weeks. One bin (blue) is for recyclable waste only whilst the other bin (green) is for other domestic refuse. Full details of bin entitlement, collection days and acceptable waste materials can be obtained from Boston Borough Councils Contract Services Section by telephoning Boston 366007.

## **L. ELECTRICAL INSTALLATIONS**

Sites shall have an electricity supply sufficient to meet all reasonable demands of the caravans. 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 British Standard 7671:1992: "The Requirements 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.

Supplies to sites 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 within one month of the inspection. The cost of the inspection and report shall be borne by the licensee. Electricians engaged in the inspection, testing and maintenance of electrical installations, and in the provision of Periodic Inspection and Test Reports shall be Approved Contractors of the National Inspection Council for Electrical Installation Contracting (NICEIC).

- Fixed buildings (excluding licensed premises) every 3 years.
- Licensed premises (liquor and entertainment) every 12 months.
- Electrical distribution up to and including connection units on holiday home or mobile home parks (i.e. statics) every 3 years (12 months if cables are Overhead).
- Hire fleet caravan holiday homes (park owned) every 3 years
- Hire fleet caravan holiday homes (owner/occupier but sub-let to park) – operator to ensure the owner provided the park operator with a current, satisfactory electrical safety certificate every 3 years.
- Street lighting every 3 years (or every 12 months if cables are overhead).
- Fire alarms and emergency lighting systems every 12 months with a documented quarterly check (not a certificate to BS7671) to ensure they are in working order.

- Park operators must carry out documented checks (not a certificate to BS7671) that all residual current devices, where provided, are working properly every 3 months.

*Note:* Portable electrical equipment in buildings or caravans under the control of the licensee should be examined (not necessarily by a qualified electrician) in accordance with the Health and Safety Executive Guidance L~ Maintaining Portable and Transportable Electrical Equipment” Ref: HS(G) 107 ISBN 071760715 1.

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 first installed, it shall be rectified. Any major alterations and extensions to an installation shall comply with BS 7671:1992.

All electrical installations shall be maintained to prevent danger as far as is practicable.

#### **M. DRAINAGE SANITATION AND WASHING FACILITIES**

For caravans without their own water supply and water closet, conveniently located communal toilet blocks with adequate water supplies shall be provided, on at least the following scale:

Men:	1 w.c. and 1 urinal per 15 caravans
Women:	2 w.c.'s per 15 caravans

1 wash-hand basin for each w.c. or group of w.c.'s.

1 shower or bath (with hot and cold water) for each sex per 20 caravans.

Foul drainage shall be discharged to a public sewer, private sewer or sewage treatment works or to a septic tank or cesspool approved by the Council.

Septic tanks and cesspools must be emptied as often as necessary to prevent the contents overflowing.

Drainage connections must, when not in use, be capable of being capped off sufficient to be made air-tight.

The site shall be provided with adequate means of surface water drainage, both to roads and other common areas and also to individual plots.

All drainage systems shall be designed and constructed in accordance with the Building Regulations in force at the time and shall be maintained in good condition at all times.

## N. FIRE PRECAUTIONS

There shall be a fire point housed in a weatherproof structure within 30 metres of every caravan standing and site building, clearly and conspicuously marked "FIRE POINT" and comprising:

1. Fire Fighting Equipment: Where there is sufficient water pressure to project a jet of water approximately 5 metres, a hose reel complying with BS 5306: Part 1 1977 (1988) and a hose not less than 30 metres long terminating in a small hand control nozzle. The hose reel shall be mounted in a box coloured red and marked "HOSE REEL".

Alternatively, fire hydrants to BS 750 1984 may be provided within 100 metres of every caravan standing. Access to fire hydrants and other water supplies must not be obstructed or obscured.

Where there is insufficient water pressure for hose reels, or hydrants, (or where the Fire Authority agree to retaining existing fire points) fire points shall have two 9-litre water extinguishers OR two 9-litre AFFF (Aqueous Film Forming Foam) extinguishers complying with BS EN3 (or an extinguishing capacity of 13A rating). Alternatively, a water tank of at least 500 litres fitted with a hinged cover shall be supplied, together with two buckets. All equipment subject to the effects of frost shall be suitably protected as far as is reasonably practicable.

2. Alarm Sounder: Either a metal triangle with striker, a gong or hand operated siren. The prior approval of the Fire Authority should be sought in respect of any alternative system.
3. Notice: A clearly written and conspicuous notice, protected from the weather and to include the following:

On discovering a fire:

- (i) Ensure that the caravan or site building is evacuated;
- (ii) Raise the alarm;
- (iii) Call the Fire Brigade - the nearest telephone is sited at.....
- (iv) Attack the fire using the fire fighting equipment, if it is safe to do so.

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

Long grass and vegetation must be cut at frequent intervals to prevent it becoming a fire hazard. If cuttings are removed they shall not be deposited within 6 metres of any unit, whether or not occupied.

Grass cutting operations must be carried out in a manner, which poses no risk to the health or safety of persons on the site. A documented risk assessment of such operations must be carried out by the site operator, the significant findings of which must be made available to authorised officers of the Local Authority.

The space beneath and between caravans shall not be used for the storage of combustible materials.

All alarm and fire fighting equipment must be installed, tested and maintained by a competent person. A logbook shall be kept to record tests, remedial action and dates.

## O. GAS INSTALLATIONS AND EQUIPMENT

All Gas Installations and Equipment must comply with the Gas Safety (Installation and Use) Regulations 1998 and applicable parts of the following (or successor guidance);

1. *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.
2. *For LPG supplied from cylinders:*  
LP Gas Association Code of Practice 7:1999 'Storage of Full and Empty LPG Cylinders and Cartridges'.
3. *For metered LPG supplied from tanks:*  
LP Gas Association Code of Practice 25:1999 'LPG Central Storage and Distribution Systems for Multiple Consumers'.
4. *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.
5. *For mains gas to the site.*  
The Pipelines Safety Regulations 1996.
6. *For mains gas to caravans*  
Authorisation (if required) from OFGAS under the Gas Act 1986 as amended by the Gas Act 1995.
7. A copy of all current safety check certificates required by gas safety legislation in respect of appliances **provided on the site either by the site operator or in sub-let caravans** shall be kept available for inspection by authorised officers of the Local Authority.
8. Unless otherwise approved by the Local Authority every gas appliance **provided on the site either by the site operator or in sub-let caravans** shall be provided with an effective flame failure device.



## **P. NOTICES**

The following signs/notices must be displayed in a conspicuous place and protected from the effects of the weather, including bleaching by sunlight:

- 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 an emergency and stating where the police, fire brigade, ambulance and local doctors can be contacted; (the plan and notice shall be displayed in a location provided with adequate artificial lighting to enable the notice to be read during hours of darkness)
- the name and location/telephone number of the site licence holder or his/her accredited representative;
- if the site has 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 boats or any other equipment likely to be used by persons on the site, which could make contact with the overhead lines.

## **Q. RECREATION SPACE**

One-tenth of the total site area shall be allocated for children's games and/or other recreational purposes except where children do not stay on the site. The suitability of any alternative public open space will require the agreement of the Council.

Any recreational areas shall be adequately maintained.

## **R. PARKING**

No vehicles other than cars or light vans, belonging to site residents or visitors, shall be stationed on the site.

There shall be adequate car parking for unit occupiers and site visitors.

Only one car may be parked between adjoining caravans provided that the door to the caravan is not obstructed.

Parked vehicles must not obstruct a carriageway.

## **S. GENERAL**

The caravans, services, buildings and structures on the site and the site itself shall be:-

1. maintained in good repair
2. clean
3. safe
4. in a sanitary condition
5. in a tidy condition
6. free from accumulations at all times.

There shall be a public telephone on the site, available at all times and a notice shall be conspicuously displayed listing the telephone numbers of police, fire service, ambulance and local doctors. Other site specific arrangements will be considered on submission of a written proposal by the site owner.

The erection of any combustible building, store shed or other structure on the site is prohibited without the prior consent of the Council.

The site operator shall adhere to any planning conditions relating to the caravan site.

The site operator shall ensure compliance with all relevant Health and Safety at Work legislation.

**END**