

Static Holiday Caravan Sites (for sites licensed for three caravans or less)

*These conditions were approved by full council of the Borough Council of King's Lynn & West Norfolk on **28th March 2013** and shall apply to the land shown on the plan attached to the most recent site licence application form*

1. General

- (i) The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, the site owner shall provide the local authority with a copy of the plan of its layout upon reasonable request. It is recommended that a 3 metre wide area should be kept clear within the inside of all boundaries.
- (ii) The use of land shall be restricted to the use of caravans as defined by Section 29 of the Caravan Sites and Control of Development Act, 1960 as amended by Section 13 of Caravans Sites Act 1968.
- (iii) No unit other than a caravan constructed to current appropriate British or European Standards, and no shed or shelter, other than properly designed awnings, shall be erected beside any caravan.
- (iv) Every caravan shall stand on a concrete hard standing which extends over the whole area of the caravan placed upon it, and should project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.
- (v) Hard standings may be dispensed with if the caravans are removed during the winter, or if they are situated on ground which is firm and safe in poor weather conditions. However, this condition cannot be dispensed with if the provision of hard standings is a condition of planning permission.
- (vi) Each caravan standing is to be numbered for identification purposes and such number shall be maintained in a legible condition.
- (vii) Information relating to the names and addresses of owners and agents of each caravan must be provided to an authorised officer of the Borough Council, upon reasonable request.
- (viii) Any site occupied between 1st November and 20th March in the following calendar year shall ensure that all caravans are suitably insulated to meet BS EN 3632 standards. Sites will also be subject to the following conditions:
 - (a) Mains services i.e. electricity, water and sewage disposal must be provided to caravans and be protected against frost damage.
 - (b) A complete slab/concrete surround must be provided to each caravan and an impervious membrane covered with gravel or a complete concrete base should be provided beneath each caravan.
 - (c) A regular weekly refuse collection and disposal service must be maintained.
 - (d) All caravan occupiers must provide a Council tax reference number as proof of residential status at a permanent address other than the caravan site upon reasonable request.
 - (ix) All caravans stationed on the site shall be maintained in a good state of decorative, structural and mechanical repair, to the satisfaction of the Licensing Authority.

- (x) The Licensee shall be responsible for ensuring that caravans are not occupied by a greater number of persons than the caravan is designed to accommodate.
- (xi) The Licensee shall take all reasonable steps to prevent disorderly conduct on the site and to prevent noise or other nuisance likely to disturb the neighbourhood.
- (xii) The Licensee shall ensure that grass, hedges, trees and ditches are kept in a satisfactory safe condition. Electrical or other equipment shall be maintained in a satisfactory condition and the site shall be kept clear of litter.
- (xiii) Flood risk - any site considered to be in a location regarded as high risk of flooding must be registered with Flood Watch Direct or subsequent scheme.
- (xiv) Every caravan standing should have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags. Arrangements should be made for the bins to be emptied regularly. Where communal bins are also provided these should be of similar construction and housed within a communal bin store.

2. Spacing

- (i) Subject to the following variations, the minimum spacing distance between caravans shall be not less than 5 metres between units, 3.5 metres at the corners as illustrated at Annex A. For those with a plywood or similar skin, or where there is a mixture aluminium and non -aluminium units, suitable distances must not be less than 6 metres. Where there is a mixture of permanent residential homes and holiday caravans, the separation distance shall not be less than 6 metres. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan.
 - (a) Porches may protrude 1 metre into the 5 metre space and shall be of the open type.
 - (b) Where awnings are used, the distance between any part of the awning and adjoining caravan shall not be less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they shall not face each other or touch.
 - (c) Eaves, drainpipes and bay windows may extend into the 5 metre space provided the total distance between the extremities of 2 adjacent units is not less than 4.5 metres.
 - (d) Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 3.5 metres clear space between them (these distances may be greater if mixture of caravans) and the nearest caravan. Any such items shall not face each other in any space. If they are enclosed, they will be considered as part of the unit and, as such, shall not intrude into the separation space.
 - (e) A garage, a shed or a covered storage space will be permitted between units only if it is of non-combustible construction (including non-combustible 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 shall not face towards the unit on either side. Car ports and covered walkways shall in no circumstances be allowed within the separation space.
- (ii) No caravan is to be stationed within 3 metres of a carriageway; this distance may be varied in exceptional circumstances. No caravan is to be stationed within 3 metres of the boundary of the site; this distance may be reduced to 1.5 metres when the caravans are constructed of non-combustible material

3. Vehicles & Parking

(i) Only one vehicle may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of occupants and their visitors. The operator shall record the registration number of any vehicle remaining on the site during an overnight period. Plastic or wooden boats should not be parked between units.

4. Fire Safety

Each and every condition of this site licence shall not apply to any fire safety matter to which requirements or prohibitions that are or could be imposed by the Regulatory Reform (Fire Safety) Order 2005, specifically in relation to the Caravan Site. Controls in relation to fire safety do apply in as much and so far as is compatible with the said Order.

(i) Suitable advice on action in the case of fire shall be placed on the inside of each main access door to each caravan where any caravan is subject to a formal letting agreement

(ii) Each caravan shall have a Smoke Detector and a Fire Blanket to use in the case of an emergency and provision of a Fire Extinguisher is optional

(iii) 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.

(iv) The maximum number of 47kg LPG cylinders permitted alongside any caravan is limited to two at any one time.

5. Gas & Electricity

(i) Gas safety guidance the latest guidance is provided by the Health and Safety Executive under Operational Circular OC 440/34 and is due for review on 28/08/2015. The Borough Council will require evidence that the site owner has referred to this guidance.

(ii) Sites shall be provided with an electricity supply sufficient to meet all reasonable demands of the caravans situated on them.

(iii) Electrical installations (other than Electricity Supplier works) and circuits shall be subject to regulations made by the Secretary of State under any Act of Parliament or suitable Regulation shall be installed, tested and maintained in accordance with the provisions of current British or European Standards.

(iv) Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations shall be inspected periodically by a similarly qualified person under current British or European Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case

(v) The inspector should, within 1 month of such an inspection, issue an inspection certificate in the form prescribed in the current Regulations which should be retained by the site operator and

displayed, supplemented or replaced by subsequent certificates, with a site licence. The cost of the inspection and report shall be met by the site operator or licence holder. The Borough Council shall, from time to time, require proof of these inspections.

(vi) 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 shall comply with the latest version of the current wiring regulations.

6. Water & Sewerage

(i) All sites shall be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards

(ii) 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 local authority

(iii) A sufficiently effective ground water drainage system must be provided to prevent any flooding problems occurring. Any new system must be approved by the local authority.

IMPORTANT ADDITIONAL INFORMATION

Section 7 (1) of the Caravans Sites and Control of Development Act 1960 states that any person aggrieved by any condition of this licence may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; and the court, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister of State) that the condition is unduly burdensome, may vary or cancel the condition.

Section 7 (2) of the Act states in so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition nor, thereafter, whilst an appeal against the condition is pending.