

Static Holiday Caravan Sites (for sites licensed for more than three caravans)

These conditions were approved by full council of the Borough Council of King's Lynn and 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

These conditions 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 railway vehicle, tramcar, omnibus body, aeroplane fuselage, packing case or similar structure, whether on wheels or not, and howsoever adapted, shall be stationed or erected on the site, and no shed or shelter, other than properly designed canvas awnings, shall be erected beside any caravan.
- (iv) Roads and footpaths shall be designed to provide adequate access for fire appliances. Roads of suitable material should be provided so that no caravan is more than 50 metres from a road. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing should be connected to a carriageway by a footpath with a hard surface. Roads should not be less than 3.7 metres wide, or, if they form part of a clearly marked one-way traffic system, 3 metres wide. Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths should not be less than 0.75 metres wide. Roads should have no overhead cable less than 4.5 metres above the ground. Roads and footpaths should be suitably lit. Emergency vehicle routes within the site should be kept clear of obstruction at all times.
- (v) 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.
- (vi) 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.
- (vii) Where children are on the site, space equivalent to approximately 10% of the total area must be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily available.
- (viii) A suitable sign must be prominently displayed at the site entrance indicating the name of the site.
- (ix) A copy of the site licence, together with relevant licence conditions, must be displayed prominently on the site.

(x) All notices should 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.

(xi) Each caravan standing is to be numbered for identification purposes and such number shall be maintained in a legible condition.

(xii) 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.

(xiii) A register shall be kept by the operator showing use of each caravan retained on site. To demonstrate that the caravan is not their main residence, site operators must obtain proof of main residence by way of one of the following:

- A current Council Tax bill; or
- A driving licence (if held) showing the same address; or
- A current NHS card showing doctors details.

Where site visitors intend to remain on site in excess of 28-days they will be required to produce additional evidence as follows:

- A copy of the insurance cover showing that the caravan is insured for holiday use only;
- Details of any persons remaining at their main place of residence.

(xiv) Any site occupied between 1st November and 20th March in the following calendar year shall ensure that a full time site warden is present and that all caravans are suitably insulated to meet BS EN 3632 standards. Sites will also be subject to the following conditions:

- (a) A public telephone for emergency purposes must be available on site at all times.
- (b) A hard surface footpath, connected to a carriageway, must be provided to all caravans.
- (c) Mains services i.e. electricity, water and sewage disposal must be provided to caravans and be protected against frost damage.
- (d) Site roads should be hard surfaced and provided with artificial lighting from dusk to dawn.
- (e) Notices and a plan must be displayed on the site, including the details of risk assessments carried out in accordance with the Regulatory Reform (Fire Safety)

Order 2005, any risk of flooding and the appropriate flood warning system and contact details of a local doctor. A written copy of these must be produced upon reasonable request by an authorised officer of the Borough Council.

(f) 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.

(g) A regular weekly refuse collection and disposal service must be maintained.

- (h) A register of all persons on the site after 6.00pm must be maintained by the site operator and must be open for inspection by an authorised officer.
- (i) All caravan occupiers must provide a Council tax reference number as proof of residential status at a permanent address other than the caravan site.
- (xv) 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.
- (xvi) 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.
- (xvii) 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.
- (xviii) The Licensee shall ensure that grass, hedges, trees and ditches are kept in a satisfactory safe condition. Toilet blocks, disposal points, fire points, standpipes and electrical or other equipment shall be maintained in a satisfactory condition. The site shall be kept clear of litter. All roads shall be adequately maintained and shall be cleaned as often as is necessary to ensure healthy conditions on the site. Adequate drainage for surfaces of roads, carriageways, car parking spaces and the site in general shall be provided.
- (xix) Flood risk - any site considered to be in a location regarded as high risk of flooding must be registered with Flood Watch Direct or any subsequent scheme.
- (xx) 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.

(iii) The density shall be consistent with safety standards and health and safety requirements. The gross density shall not exceed 60 caravans to the hectare, calculated on the basis of the useable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area

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.

(ii) Hard surface car parking must be available within 45 metres of all caravans.

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 as far as is compatible with the said Order.

(i) Fire Points. Fire points should be located throughout the site; as a guide within 50 metres of any caravan. Unless a person is trained in fire fighting there should be NO encouragement to any person to act in any manner to fight a fire. Fire points should be clearly visible, appropriately signed 'fire points' and the following advice should be followed at all times and details should appear in writing at each fire point in clear black letters:-Do not take personal risks or attempt to tackle the fire

Raise the alarm by activation of the alarm mechanism provided in the location of but not in close vicinity to the fire effected area.

Ensure the fire and rescue service is called

The nearest public telephone is sited at

The address and post code of this site is

Meet the fire and rescue service on their arrival in order to give access, directions and report if any persons are missing or trapped.

(ii) Each Fire Point must consist of red hi-viz waterproof housing bearing a fixed weatherproof action instruction notice on the outside and a smaller usable waterproof notice on the inside attached to the warning device. The fire action instruction must read (in clear black letters) 'Do not take personal risks'. They must also contain inside:

A portable air warning horn or other similar warning device which must be securely attached to the housing.

A fully working hand held torch.

(iii) Suitable advice on action in the case of fire shall be placed on the inside of each main access door to each caravan. A conspicuous information leaflet should be left in each caravan at the commencement of each new occupation. All privately owned caravans must have a leaflet at the beginning of each new season.

(iv) 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. A weekly check of this equipment must be carried out to ensure it is in good working order condition and those checks must be recorded in a suitable log.

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

(vi) At least one smoke detector and a fire blanket MUST be fitted inside all caravans for use in case of an emergency. The provision of a fire extinguisher is optional.

(vii) An immediately assessable telephone should be available on the site for calling the emergency services. Notices giving details of the site address and post code must be on display.

(viii) All alarm and fire fighting equipment should be installed, tested and maintained in working order by a competent person and be available for inspection by or on behalf of the Borough Council of King's Lynn & West Norfolk. A log book must be kept to record all tests and any remedial action.

(ix) All alarm and fire fighting equipment susceptible to damage by frost should be suitably protected.

(x) 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.

(xi) A Fire Risk Assessment MUST be carried out and reviewed at least once a year. A written copy of that assessment must be available for inspection by an authorised officer.

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.

(vii) If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

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) Properly designed disposal points for the contents of chemical closets should be provided with an adequate supply of water for cleaning the containers.

(iv) For caravans without their own water supply and water closets, communal toilet blocks should be provided, with adequate supplies of water, on at least the following scales:

- Men: 1 WC and 1 urinal per 15 caravans Women: 2 WCs per 15 caravans
- 1 wash basin for each WC or group WCs
- 1 shower or bath (with hot and cold water) for each sex per 20 caravans

(v) Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath on a 24 hour basis.

(vi) Laundry Facilities are to be provided in a separate room and to be fitted with one deep sink with hot and cold running water per 100 caravans.

(vii) There shall be provided one or more properly designed point(s) for chemical closets contents, fitted with a flushing cistern and an adequate supply of water for cleaning containers. Such disposal points shall be connected to a sealed cesspool (independent of any public sewerage system) and shall be provided at a rate of one to each toilet block on the site, this condition may be dispensed with when the use of chemical closets is specifically prohibited or where all units on site are independently connected to a sewerage system.

(viii) 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.