



## **Holiday Caravan, Touring Caravan & Moveable Dwelling Site**

### **Licensing Procedures & Conditions**

**DRAFT**

Table of Contents	Paragraph	Page
Table of Contents	-	1
Definitions	-	2
The Purpose of Licensing / Introduction	-	3
<b>All Sites</b>		
• General	1.0	4
• Notices	2.0	4-5
• Site Supervision and Maintenance	3.0	5
• Density & Space	4.0	5
• Fire Safety	5.0	6
• Gas & Electrical Installations	6.0	7
• Water Supply and Amenities	7.0	7-8
<b>Static Caravan Sites</b>		
• General	8.0	9
• Density & Space between Caravans	9.0	9-10
• Roads, gateways, and footpaths	10.0	10
• Fire Safety within the unit	11.0	11
• Water Supply and Amenities	12.0	11
• Recreation Space	13.0	11
<b>Touring Caravan Sites</b>		
• Density & Space between Units	14.0	12
• Water Supply & Amenities	15.0	12
<b>Moveable Dwellings</b>		
• Density & Space between units	16.0	13
• Water Supply & Amenities	17.0	13
<b>Holiday Caravan Layouts</b>	Annex A	14

## Definitions

- “*Caravan*” As defined in the Caravan Sites and Control of Development Act 1960, is any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted. Can also include any site offering holiday accommodation in the form of camping pods, glamping pods, shepherd huts or other such similar structures. Does not include any railway rolling stock which is for the time being on rails forming part of a railway system or any tent.
- “*Tent*” Means a portable shelter and is commonly, but not exclusively, made of canvas stretched over a supporting framework.
- “*Twin-Unit Caravan*” is a structure which consists of not more than two sections, assembled together on site and when assembled is physically capable of being moved from one place to another.
- “*Moveable Dwelling*” means any tent, any van or other conveyance (other than a caravan) whether on wheels or not, and any shed or similar structure, being a tent, conveyance or structure, which is used either regularly or at seasons only, or intermittently, for human habitation but does not include a structure to which building regulations apply.
- “*Unit*” refers to any caravan, moveable dwelling, tent, twin-unit caravan or other such similar structure.
- “*Pitch*” refers to the ground space upon which a unit can be positioned.
- “*Static Caravan Site*” is a site which must be occupied for the purpose of holidays only in static caravans.
- “*Touring Caravan Site*” is a site where caravans are not permanently placed on the site throughout the year or the holiday season.
- “*Moveable Dwelling Site*” is a site where tents are either regularly used or during seasons only, intermittently, for human habitation.
- “*Authorised Officer*” is an officer of the Borough Council of King’s Lynn & West Norfolk, authorised in writing.
- “*Borough Council*” means the Borough Council of King’s Lynn & West Norfolk.
- “*Site*” means licensed caravan or campsite.

## The Purpose of Licensing

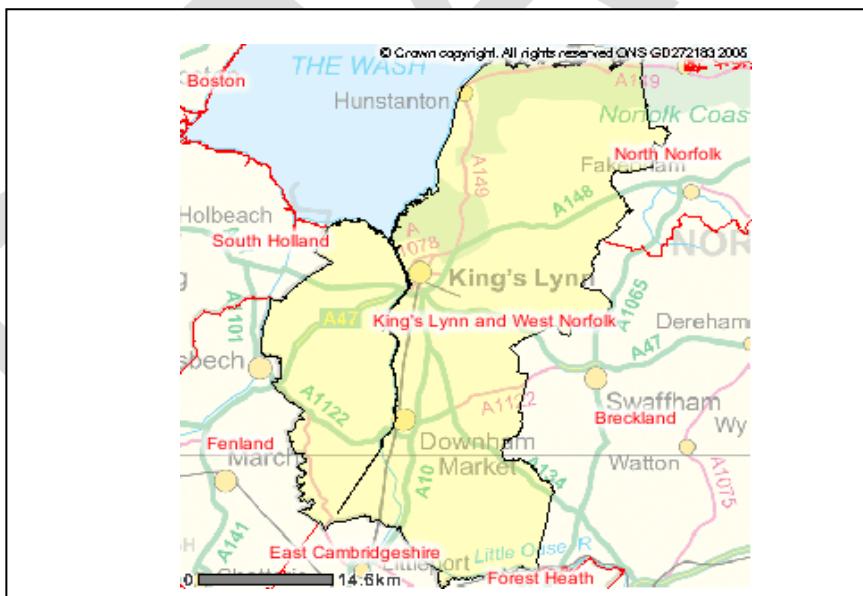
To run a holiday caravan or camping site you may need a licence from the Borough Council, and in most cases planning permission is also required. You do not need a licence to run a caravan site if one of the exemptions contained within Schedule 1 of The Caravan Sites and Control of Development Act 1960 applies.

The purpose of the licence is to protect the health, safety and welfare of occupants of the site, and to address issues such as fire safety, electrical safety, drainage, adequate amenities and a wholesome water supply.

Licence holders have a legal obligation to manage fire safety under the Regulatory Reform (Fire Safety) Order 2005. Conditions relative to fire safety are present to assist licence holders to fulfil their legal obligations.

## Introduction

The Borough Council of King's Lynn & West Norfolk is situated in the County of Norfolk. The Council area has a population of 151,800 (Norfolk Insight 2016). In terms of area, it is also the largest, covering 1428.76 square kilometres (551 square miles). The Borough area is mainly rural with urban areas of King's Lynn, Downham Market and Hunstanton. These areas are shown on the following map:



## **ALL SITES**

### **1.0 General**

- 1.1 The licence holder is responsible for ensuring observance of these conditions and the general good conduct of the site and its occupants.
- 1.2 The planning permission granted for the site shall stipulate the number of units permitted at any one time and must not be exceeded.
- 1.3 The licence holder shall provide a to scale plan of the site showing site boundaries and relevant facilities upon application and at the reasonable request of an authorised officer.
- 1.4 If the licence holder wishes to make any changes to the licensed site including but not limited to layout, facilities or mode of operation, they must make prior application in writing to the Borough Council and await approval before any changes are made.
- 1.5 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.
- 1.6 A site licence may be transferred to another owner of a site. Please notify the Borough Council if you intend to give up your right of occupation in respect of the land in question.
- 1.7 After consideration of a detailed fire risk assessment, distances referenced in these conditions may be varied with prior written agreement from Norfolk Fire & Rescue & The Borough Council.

### **2.0 Notices / Signage**

- 2.1 The name of the site must be displayed on a sign in a prominent position at the entrance(s) to the site together with the name, address and telephone number of the licence holder, manager and emergency contact. There must also be a site plan clearly showing all roads and each pitch on the site.
- 2.2 The following documents must also be displayed in a prominent position at the site and suitably protected from the weather:
  - A copy of the current site licence.
  - A copy of the local flood warning system and evacuation procedures, if appropriate.
  - A copy of the fire risk assessment made for the site.
  - Local emergency contact details such as police, doctors etc.

Sites with less than three units are exempt from the requirement of public display of the documents listed at 2.2 above.

2.3 The following documents must be made available for viewing upon request:

- A copy of the most recent Electrical Condition Installation Report.
- A copy of the site owner's certificate of public liability insurance.
- The associated site licence conditions & plan.

2.4 Signage must be displayed in a legible condition at each pitch for identification purposes.

### **3.0 Site Supervision and Maintenance**

3.1 The Licence holder must take all reasonable steps to prevent disorderly conduct on the site and to prevent noise or other nuisance.

3.2 The boundaries of the site must be clearly marked, for example by fences or hedges.

3.3 A 3-metre-wide area must be kept clear within the inside of all site boundaries.

3.4 All parts of the site must be kept in a clean and well-maintained condition, free from foul water and unwanted materials, so as not to harbour refuse or vermin. Associated buildings on the site are to be structurally maintained and kept in proper decorative and sanitary condition. All appliances and drainage must also be maintained in proper working order.

3.5 Trees within the site shall be maintained (subject to the necessary consents).

3.6 Any site considered to be in a location regarded as high risk of flooding must be registered with the "gov.uk" flood warning service or relevant scheme and have a prepared flood evacuation plan.

3.7 There must be adequate pest control provision maintained on the whole site.

### **4.0 Density & Space**

4.1 A private car may be parked within the separation space between units providing it does not obstruct the entrance or access around them.

4.2 Suitably surfaced parking spaces should be provided within a separate area of the site where necessary to meet the additional requirements of occupants and their visitors.

## **5.0 Fire Safety**

- 5.1 The Licence holder must carry out a fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. A copy of the fire risk assessment must be displayed in a prominent position at the site in accordance with condition 2.2.
- 5.2 Each Fire Point should be clearly marked “Fire Point” and signs to assist locating the position of the nearest fire point are required near each pitch.
- 5.3 Fire points must contain:
  - A Fire Action Notice:
    - Do not take personal risks or attempt to tackle the fire
    - Raise the alarm
    - Call 999 and provide the location and site details
    - Someone must meet the service at the site entrance to provide further instructions.
  - A means of sounding the alarm with a distinct clear sound (not sounding like a car alarm)
  - A means of providing light via either a torch or fixed Emergency Lighting.
  - Initial Fire Fighting equipment:
  - Dependent on water pressure and where water standpipes are provided, a hose, which is no less than 30 metres long and can project a 5-metre stream of water should be available. If not possible due to low water pressure, then appropriate portable firefighting equipment must be provided.
- 5.4 Each fire point must be inspected weekly to ensure that it is still present and in good working condition.
- 5.5 All alarm and firefighting equipment must be installed, tested, and maintained in working order by a competent person. A logbook must be kept recording all tests and remedial action.
- 5.6 Where there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, must be provided at each fire point.
- 5.7 Long grass and vegetation must be cut regularly to prevent it becoming a fire hazard to units, buildings, or other installations on the site. Any such cuttings should be removed from the vicinity of units. The space beneath and between units must not be used for the storage of combustible materials.

## **6.0 Gas & Electrical Installations**

- 6.1 Gas safety guidance is provided by the Health and Safety Executive. The Borough Council will require evidence that the site owner has referred to and complied with this guidance.
- 6.2 Sites must have an adequate electricity supply sufficient to meet all demands of the units and amenities on the site.
- 6.3 Electrical installations and circuits (other than Electricity Supplier works) must be installed, tested, and maintained by suitably qualified persons in accordance with the provisions of current British Regulations.
- 6.4 Where there are overhead electric lines on the site, warning notices must be displayed at the entrance to the site and at other appropriate areas, raising awareness to the danger of any potential contact.

## **7.0 Water Supply & Amenities**

- 7.1 All sites must be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.
- 7.2 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. Where units on site are not connected to a foul drainage system, wastewater disposal points shall be provided so that each pitch is not more than 90 metres away.
- 7.3 The disposal point shall consist of a trapped gully connected to the foul drainage system over which is situated a tap connected to an adequate and wholesome water supply to allow for effective cleansing of the area and shall have a sign saying, "NOT FOR DRINKING".
- 7.4 The gully must be surrounded by a concrete apron not less than 0.75 metres square and sloped towards the gully. Around the perimeter of the apron must be a concrete plinth 8cm in height. A notice shall be fixed to the disposal point stating that it is to be used for "Disposal of wastewater only" and a sign saying, "NOT FOR DRINKING".
- 7.5 Where laundry facilities are provided, they must be in a separate room and fitted with one deep sink with hot and cold running water per 100 units.
- 7.6 There must be 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 which must have a sign saying, "NOT FOR DRINKING". Such disposal points must be connected to a sealed cesspool (independent of any public sewerage system) and must be provided at a rate of one to each toilet block on the site. Note, this is not required where the use of chemical

closets is specifically prohibited or where all units on site are independently connected to a sewerage system.

- 7.7 A sufficiently effective ground water drainage system must be provided to prevent any flooding problems occurring.
- 7.8 For detached toilet buildings over 30 meters square, disabled access facilities are required under building regulations. These do not affect the site-specific ratios.
- 7.9 Toilet blocks must be constructed in such a manner and of such materials that they are easy to clean. Walls and floors must be constructed to ensure adequate privacy and all sanitary facilities must be provided free of charge. All toilet blocks must be maintained in a clean and sanitary condition.
- 7.10 All toilet blocks must be provided with a satisfactory form of artificial lighting during the hours of darkness.
- 7.11 All sanitary fittings shall be made to discharge into the drainage system.
- 7.12 Each site with over 3 units must supply an adequate number of communal waste bins made of sturdy construction. Arrangements must be made for the communal bins to be emptied regularly and for the recycling of waste materials.

## STATIC CARAVAN SITES

### 8.0 General

8.1 To ensure licensed holiday caravan sites are not used for unauthorised permanent residential occupation the following requirements apply:

- The caravans must be occupied for holiday purposes only;
- The caravans shall not be occupied as a person's sole, or main residence;
- A register must be kept by the licence holder containing details of the ownership of each caravan on site, including the owner's main residential address. To demonstrate that the caravan is not used as a main residence, licence holders must obtain proof from the owners by way of the following:
  - A current Council Tax bill;
  - A driving licence (if held) showing the main residential address;
  - A current NHS card showing doctors details at main residential address.

8.2 The licence holder must maintain an up-to-date register of the names and home addresses of all owners/occupiers of every caravan on the site. The register must be made available for inspection by the Borough Council upon request.

8.3 All caravans stationed on the site shall be kept weatherproof, in a good state of structural and mechanical repair and in all respects fit for human habitation.

### 9.0 Density & Space between Caravans

9.1 Caravans must have a separation distance of 6 metres between units, this may be reduced to five metres where adjacent caravans are constructed of aluminium or other materials with similar fire performance properties. Where there is a mixture of permanent residential homes and holiday caravans the separation distance must be 6 metres.

9.2 Subject to the following variations, the minimum spacing distance between corner and corner of units must be not less than 3.5 metres, as displayed in Annex A.

9.3 In conjunction with conditions 9.1 and 9.2 above:

- porches may protrude 1 metre into the separation space between units and must be of the open type.
- where awnings are used the distance between any part of the awning and an adjoining caravan must not be less than 3 metres. They must not be of the type which incorporates sleeping accommodation and they must not face each other or touch.
- eaves, drainpipes, and bay windows may extend into the separation space provided the total distance between the extremities of 2 adjacent units is not less than 5.5 metres. This may be reduced to 4.5 metres

where adjacent caravans are constructed of aluminium or materials with similar fire performance properties.

- where there are ramps for the disabled, verandas, decks or stairs extending from the unit into the separation space, there must 4.5metres clear space between them and the adjacent caravan. This may be reduced to 3.5 metres for caravans constructed of aluminium or materials with similar fire performance properties. Such items must 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, must not intrude into the separation space.
- where covered storage space is provided for any standing, the structure shall be separate from the caravan and, if sited less than 6 metres from any caravan, shall be non-combustible (including a non-combustible roof) and sufficient space maintained around each unit so as not to prejudice means of escape in case of fire.

9.4 All Units must be situated within 30 metres of a fire point.

## **10.0 Roads, gateways, and footpaths**

- 10.1 Roads shall be designed to provide adequate access for emergency vehicles, made of suitable material and positioned so that no caravan standing is more than 50 metres from a road.
- 10.2 Roads shall not be less than 3.7 metres wide, unless suitable passing places have been provided, or if they form part of a clearly marked one-way traffic system which is 3 metres wide.
- 10.3 Roads should have no overhead cable less than 4.5 metres above the ground.
- 10.4 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.
- 10.5 Communal footways shall not be less than 0.75 metres wide and must be constructed of suitable material.
- 10.6 Every caravan shall stand on a hard standing of suitable material which extends over the whole area of the caravan placed upon it. There must be sufficient hard standing provided also for the safe egress and exit from the unit. Hard standings are not required where caravans are removed during the winter, or if they are situated on ground which is firm and safe in poor weather conditions.
- 10.7 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 communal footpath with a hard surface.

10.8 All roads and footpaths must be adequately lit between dusk and dawn to allow the safe movement of pedestrians during the hours of darkness.

## **11.0 Fire Safety within the unit**

11.1 Each caravan must be equipped with a working Smoke Detector, Carbon Monoxide Detector, Fire Blanket and where possible a Fire Extinguisher.

11.2 Fire Safety advice and information must be displayed in a prominent position inside the unit. i.e. with an Action Notice on the inside of the main entry/exit door.

## **12.0 Water Supply and Amenities**

12.1 For caravans without their own water supply and water closets, communal toilet blocks must be provided, with adequate supplies of hot and cold 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 of WCs
- 1 shower or bath (with hot and cold water) for each sex per 20 caravans

12.2 Where there are 10 caravans or less the Borough Council may accept a lower standard of communal shared facilities of 1 WC, 1 wash basin (with hot & cold water) and 1 shower or bath (with hot & cold water).

12.3 Toilet blocks must be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.

## **13.0 Recreation Space**

13.1 Where children stay on site, space equivalent to about one-tenth of the total area of the site shall be allocated for children's games and/or other recreational purposes. This provision may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible within close proximity to the site.

## TOURING CARAVAN SITES

### 14.0 Density & Space between units

- 14.1 Every unit must be not less than 6 metres from any other unit in separate family occupation and not less than 3 metres is permitted between units in any circumstances. Where awnings are used, the minimum distance between any part of the awning and the nearest unit must be 3 metres.
- 14.2 Vehicles and other ancillary equipment are permitted within the 6 metres space between units in separate family occupation but, to restrict the spread of fire, there should always be 3 metres clear space within the 6 metres separation area.
- 14.3 No unit must be stationed within 3 metres of a carriageway.
- 14.4 Emergency vehicles must be able to secure access at all times to within 90 metres of any unit on the site.
- 14.5 All Pitches and Units must be within 90 metres of a fire point.

### 15.0 Water Supply & Amenities

- 15.1 There must be an adequate supply of drinking water on site and each pitch must be no further than 90 metres from a water tap. At each tap there must be a soak-away or gully.
- 15.2 For units without their own water supply and water closets, communal toilet blocks must be provided, with adequate supplies of hot and cold water, on at least the following scales:
  - Men: 1 WC and 1 urinal per 30 pitches
  - Women: 2 WCs per 30 pitches
  - 4 wash basins per 30 pitches (2 each for men and women)
  - 1 shower or bath (with hot and cold water) for each sex per 25 pitches
- 15.3 Where sites have under 10 pitches or over 120 pitches, the provisions in condition 15.2 above can be reduced by prior agreement of the Borough Council.
- 15.4 Where sites have between 10 and 30 pitches, provisions in condition 15.2 above can be reduced to at least 1 WC and 1 urinal for men and 2 WCs for women.
- 15.5 Showers are not obligatory on sites with less than 70 pitches.
- 15.6 Where the provision of WCs is not feasible or justified, entry to the site must be restricted to units with their own toilets or chemical closets.

## MOVEABLE DWELLING SITES

### 16.0 Density & Space between units

- 16.1 Each unit must be not less than 6 metres from any other unit in separate family occupation and not less than 3 metres is permitted between units in any circumstances. Where awnings are used, the minimum distance between any part of the awning and the nearest unit must be 3 metres.
- 16.2 Vehicles and other ancillary equipment are permitted within the 6 metres space between units in separate family occupation but, to restrict the spread of fire, there should always be 3 metres clear space within the 6 metres separation.
- 16.3 No unit must be stationed within 3 metres of a carriageway.
- 16.4 All Pitches and Units must be within 90 metres of a fire point.

### 17.0 Water Supply & Amenities

- 17.1 There must be an adequate supply of drinking water on site and each pitch must be no further than 30 metres from a water tap. At each tap there must be a soak-away or gully.
- 17.2 Toilet facilities must be provided, with adequate supplies of water, no more than 100 metres from a pitch, on at least the following scales:
  - Men: 1 WC and 1 urinal per 15 pitches
  - Women: 2 WCs per 15 pitches
  - 1 wash basin per 15 pitches (2 each for men and women)
  - 1 shower or bath (with hot and cold water) for each sex per 30 pitches
- 17.3 For sites with under 3 pitches, the Borough Council may accept a lower standard of communal shared facilities of 1 WC, 1 wash basin (with hot & cold water) and 1 shower or bath (with hot & cold water).
- 17.4 Showers are not obligatory on sites with less than 5 pitches.

Annex A to  
Holiday Caravan Sites & Moveable Dwelling Licensing Procedures Conditions

Dated: XXXXX

## Holiday Caravan Layouts

