

## **CHICHESTER DISTRICT COUNCIL**

### **HOLIDAY CARAVAN SITES – CONDITIONS OF LICENCE**

#### **1. Period of Use.**

Holiday caravans shall not be occupied other than as specified in the schedule to the licence.

#### **2. Site Boundaries.**

The boundaries of the site shall be clearly marked by a hedge or fence (see Note 2). In addition, the site owner shall provide the local authority with a plan of the site layout upon application for a licence, transfer of a licence, or when requested to do so by the licensing authority. A 3 metre wide area shall be kept clear within the inside of all boundaries (see Note 3).

#### **3. Type of Caravan.**

No caravan shall be stationed on site unless it is of a proprietary type complying with British Standard 3632:1989, or National Caravan Council Code of Practice 101 dated 1<sup>st</sup> January 1994, or subsequent modifications thereof (see Note 5).

#### **4. Separation and Spacing between Caravans.**

Subject to the following variations, the minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties shall be not less than 5 metres between caravans or any other dwelling and not less than 3.5 metres at the corners. Caravans with a plywood or similar skin shall be not less than 6 metres from any other caravan or dwelling at any point. Where there is a mixture of aluminium and plywood caravans, the separation distance shall be not less than 6 metres from any other caravan or dwelling at any point. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan. No caravan shall be less than 2 metres from a road.

4.1 Porches may protrude 1 metre into the separation space and shall be of the open type. Enclosed porches shall be considered as part of the caravan and as such shall not intrude into the separation space between caravans.

4.2 Where awnings are used, the distance between any part of the awning and an 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.

- 4.3 Eaves, drainpipes, and bay windows, may extend into the separation space, provided the total distance between the extremities of two adjacent caravans is not less than 4.5 metres.
- 4.4 Where there are ramps for the disabled, verandahs, and stairs extending from the caravan, there shall be a 3.5 metre clear space between them (4.5 metres if mixture of types of caravans) and such items shall not face each other in any space. Where they are enclosed, they shall be considered as part of the caravan and, as such, shall not intrude into the separation space.
- 4.5 A garage, a shed, or a covered storage space, may be permitted between caravans only if it is of non-combustible construction (including non-combustible roof) (see Note 1). A 1 metre wide space shall be maintained around each caravan so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the caravan on either side. Car ports and covered walkways shall not be erected within the separation space. For cars and boats between caravans, see Condition 14.

## **5. Roads, Gateways, and Footpaths.**

Roads and footpaths shall be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc. is available from the fire authorities). On sites where motor vehicles are permitted, roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. On sites where motor vehicles are prohibited, suitable access to within 50 metres of any caravan for emergency vehicles shall be provided. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing shall be connected to a carriageway by a footpath with a hard surface. Roads shall 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 shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths shall not be less than 0.75 metres wide. Roads shall have no overhead cable less than 4.5 metres above the ground. They shall be suitably lit taking into account the needs and characteristics of a particular site. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.

## **6. Hard-standings.**

Every caravan shall stand on a hard-standing of suitable material, which shall extend over the whole area occupied by the caravan placed upon it, and shall project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.

## **7. Fire Fighting Appliances.**

### **7.1 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 easily accessible and clearly and conspicuously marked "FIRE POINT".

### **7.2 Fire Fighting Equipment.**

- (a) Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point. At such fire points there shall be a reel that complies with British Standard 5306, Part 1, with a hose not less than 30 metres long, having a means of connection to a water standpipe (preferable a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked "HOSE REEL".
- (b) Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing. Hydrants shall conform to British Standard 750. Access to hydrants and other water supplies shall not be obstructed or obscured.
- (c) Where standpipes with hose reels are not provided, each fire point shall be provided with either water extinguishers (2x9 litres) or a water filled tank of at least 500 litre capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump. Fire extinguishers and pumps shall be housed in a weatherproof structure. All fire extinguishers shall be inspected and tested annually by a competent person.

### **7.3 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. Advice must be sought of the fire authority with regard to an appropriate alarm system.

#### **7.4 Maintenance of Fire Fighting Equipment.**

- (a) All alarms and fire fighting equipment shall be installed, tested, and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority. A log book shall be kept to record all tests and any remedial action.
- (b) All equipment susceptible to damage by frost shall be suitably protected.

#### **7.5 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 include the following:

“On discovering a fire –

- (a) Ensure the caravan or site building involved is evacuated;
- (b) Raise the alarm;
- (c) Call the fire brigade (the nearest telephone is sited .....);
- (d) Attack the fire using the fire fighting equipment provided , if safe to do so.

It is in the interests 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.”

#### **7.6 Fire Hazards.**

Long grass and vegetation shall 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 shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of combustible materials or rubbish.

#### **8. Telephones.**

An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

## **9. Storage of Liquefied Petroleum Gas (LPG).**

- 9.1 LPG supplied from tanks shall comply with Guidance Booklet HSG 34 "The Storage of LPG at Fixed Installations" or, where LPG is supplied from cylinders, with Guidance Note CS4 "The Keeping of LPG in Cylinders and Similar Containers" as appropriate.
- 9.2 Where there are metered supplies from a common LPG storage tank, the Guidance Note GS11 "The Storage and Use of LPG at Metered Estates" provides further guidance. In case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipelines Act 1962 may also be applicable.
- 9.3 Portable gas bottles and cylinders placed outside caravans shall be provided with a firm, clean standing, and be suitably secured in an upright position to prevent damage. Such bottles and cylinders shall not be placed within 3 metres of any combustible material, other than the caravan which they serve, or any drain, and shall be kept well ventilated at all times.
- 9.4 LPG installations shall conform to British Standard 5482, "Code of Practice for Domestic Butane and Propane Gas Burning Installations, Part 2: 1977 Installations in Caravans and Non-Permanent Dwellings".
- 9.5 For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.
- 9.6 In cases where the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

## **10. Electrical Installations.**

- 10.1 Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- 10.2 Such electrical installations, other than Electricity Board 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 the provisions of the Institution of Electrical Engineers' (IEE) Regulations 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.

- 10.3 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 (ECA), a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC), or a qualified person acting on behalf of one of the above.
- 10.4 The installation shall be inspected by a contractor registered by NICEIC under IEE Wiring Regulations every year, or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current regulations.
- 10.5 The licensee shall, within one month of such an inspection, obtain an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.
- 10.6 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 IEE Wiring Regulations.
- 10.7 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, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

## **11. Water Supply.**

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

## **12. Drainage, Sanitation, and Washing Facilities.**

- 12.1 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.

- 12.2 Where caravans are not connected to the foul drainage system, properly designed disposal points for the contents of chemical closets shall be provided. Such points shall have an adequate supply of water for cleaning the containers.
- 12.3 For caravans without their own water supply and water closets, hereinafter called unserviced caravans, communal toilet blocks shall be provided, with adequate supplies of water, on a least the following scales:

Men: 1 w.c. and 1 urinal per 15 unserviced caravans  
1 wash hand basin per 15 unserviced caravans.

Women: 2 w.c.'s per 15 unserviced caravans  
1 wash hand basin per 15 unserviced caravans.

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

Laundry facilities shall be provided on a scale of no fewer than one deep sink with hot and cold water per 30 unserviced caravans.

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

### **13. Refuse Disposal.**

Suitable provision shall be made for the hygienic storage, collection and disposal of refuse from caravans. Where communal refuse bins are provided, these shall be of non-combustible construction with close fitting lids.

### **14. Parking.**

One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors. Touring caravans and plastic or wooden boats shall not be parked between caravans.

### **15. Recreation Space.**

A space equivalent to about one tenth of the total area shall be allocated for childrens' games and/or other recreational purposes. The space shall be of such dimension as to facilitate ball games (see Note 4).

**16. Notices.**

- 16.1 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
- 16.2 A copy of the site licence shall be displayed prominently on the site. The conditions shall be made available by the licensee upon request.
- 16.3 Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They shall show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.

**17. Maintenance of Caravans.**

- 17.1 Every caravan shall be kept weatherproof, in good repair and decoration, and in all respects fit for human habitation. The licensee shall ensure that proper arrangements are made with tenants for the thorough cleansing of caravans upon change of occupier.
- 17.2 The land shall be maintained in a tidy, orderly state and shall be kept free from refuse and litter. The licensee shall ensure that no detriment to the amenities of the land or the neighbourhood result from the use of the land as a caravan site.

**18. Storage of Caravans.**

Where caravans are held on site for sale or storage in the course of business, they shall not occupy areas of the site set aside for car parking, or recreational purposes. The number of caravans permitted on the site for habitable purposes shall not exceed the number for which the site is licensed.

**19. Unauthorised Structures.**

No structures, other than those which comply with these conditions, shall be placed on site without the prior approval of the licensing authority.

**20. Other Buildings.**

Communal buildings shall be provided with adequate artificial lighting.

## Notes.

These conditions shall have immediate effect on all caravan sites licensed by the Chichester District Council, subject to the following notes 1 – 5 (inclusive) which also form part of the licence conditions:

1. The implementation of these conditions shall not require the removal of existing combustible sheds from sites until 17<sup>th</sup> June 1995. However, it is strongly recommended that combustible sheds be removed from sites prior to this date where they come within the separation space between caravans.
2. It is recommended that hedges and fences should not exceed one metre in height where site boundaries come within the separation space between caravans.
3. Condition No. 2 requiring a 3 metre clear area to be maintained within the inside of all boundaries shall only apply to sites first licensed on or after 17<sup>th</sup> June 1992.
4. Where current site licence conditions permit less than 10% of total area to be dedicated to recreational purposes, this shall be deemed to comply with Condition No.15.
5. The requirement for caravans to comply with British Standard 3632:1989 or National Caravan Council Code of Practice 101 dated 1<sup>st</sup> January 1994, shall apply to sites first licensed on or after 17<sup>th</sup> June 1992, or where a caravan is replaced on any existing site.

**Schedule.**

The land described in the schedule hereto, shall not be used as a site for more than.....caravan(s) in accordance with the terms and conditions of Licence No.....issued on..... which is subject to these conditions.

**Descripton of Land.**

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