



## Conditions attached to Site Licence for Holiday Caravan Sites

No. SD/xxx

Licence Issued to: NAME  
ADDRESS  
ADDRESS  
ADDRESS  
POSTCODE

**Holiday Caravan Site – NAME, ADDRESS**

### PERMITTED NUMBER OF CARAVANS

The total number of caravans that may be stationed on the site at any one time during the period of this licence shall not exceed – **XX holiday caravans**

### Site Boundaries

1. The boundaries of the site must be clearly marked, for example by fences or hedges. In addition, the site owner must give the local authority a plan of its layout.
2. No caravan or combustible structure will be positioned within 3 metres of the boundary of the site.

### Density and Space between caravans

3. Subject to the following variations, the minimum spacing distance between caravans must not be less than 6 metres between units, 3.5 metres at corners. Where a caravan is fitted with cladding from Class 1 fire rated materials to its facing walls, this separation distance may be reduced to a minimum of 5.25 metres.
  - Porches may protrude 1 metre into the 6 metres (5.25 where spacing is reduced) 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 three metres. They must not be of the type which incorporates sleeping accommodation and must not face each other.
  - Eaves, drainpipes and bay windows may extend into the six metre space provided the total distance between the extremities of two adjacent units is not less than 5.5 metres (4.75 metres where spacing reduced).
  - Where there are ramps for the disabled, verandas and stairs extending from the unit, there must be 4.5 metre clear space between them (3.75 metre where spacing reduced) and 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 six metre space.
  - A shed or covered storage space can 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 must not face towards the unit on either side. Covered walkways will not in any circumstances be allowed within the 6 metre (or 5.25 metre) space. For cars and boats between units, see condition number 43.
4. The density must be consistent with safety standards and health and amenity requirements. The gross density must not exceed sixty caravans to the hectare, calculated on the basis of the usable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

### **Roads, Gateways and Footpaths**

5. Roads and footpaths must be designed to provide adequate access for fire appliances. Roads of suitable material must be provided so that no caravan standing is more than 50 metres from a road. Where the approach to the caravan is across ground that may be difficult or dangerous to negotiate in wet weather, each standing must be connected to a carriageway by a footpath with a hard surface. Roads should be not less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, 3 metres wide.
6. Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
7. Footpaths should not be less than 0.75 metres wide. Roads should have no overhead cables 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.

## **Hard standings**

8. Every caravan must stand on a concrete hard standing which must extend over the whole area occupied by the caravan placed upon it and project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

## **Maintenance of Common Areas, including Grass, Vegetation and Trees**

9. Every part of the site to which the public have access must be kept in a clean and tidy condition.
10. Every road, communal footpath and pavement on the site must be maintained in a good condition, good repair and clear of rubbish.
11. Grass and vegetation must be cut and removed at frequent and regular intervals.
12. Trees within the site must (subject to the necessary consents) be maintained.
13. Any cuttings, litter or waste must be removed from the immediate surrounds of a pitch.

## **Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005**

14. The site owner must be aware of and comply with their obligations under the Regulatory Reform (Fire Safety) Order 2005, in particular the requirement to carry out a fire risk assessment.

## **Fire Points**

15. No caravan or site building will be more than 30 metres than 30 metres from a Fire Point. Equipment provided at a Fire Point must be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

## **Fire Fighting Equipment**

16. Where water standpipes are provided:
  - (a) The water supply must be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
  - (b) There must be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle.

(c) Hoses must be housed in a red box and marked "HOSE REEL". Access to the fire point must not be obstructed or obscured.

17. Where hydrants are provided, hydrants shall conform to the current British or European Standard.
18. Access to hydrants and other water supplies shall not be obstructed or obscured.
19. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point must be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard.

### **Fire Warning**

20. A suitable means of raising the alarm in the event of a fire must be provided at each fire point.

### **Maintenance**

21. All alarm and firefighting equipment must be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.
22. A record must be kept of all testing and remedial action taken.
23. All equipment susceptible to damage by frost must be suitably protected.

### **Fire Notices**

24. A clearly written and conspicuous notice must be provided and maintained at each fire point to indicate the action to be taken in case of fire. This notice should include the following:

"On discovering a fire:

- I. Ensure the caravan or site building involved is evacuated.
- II. Raise the alarm.
- III. Call the fire brigade (the nearest phone is sited at .....)."

## **Fire Hazards**

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

## **Liquefied Petroleum Gas**

26. Arrangements for the storage of Liquefied Petroleum Gas (LPG) on the site must be in accordance with the current national Code of Practice and regulations.
27. Exposed gas bottles or cylinders must not be within the separation boundary of an adjoining unit.

## **Electrical Installations**

28. On the site there must be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
29. The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
30. Any work on electrical installations and appliances must be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
31. Any work on the electrical network within the site must be done by a competent person fully conversant with the appropriate statutory requirements.

## **Water Supply**

32. All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
33. All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
34. All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
35. Work on water supplies and installations shall be carried out only by persons

who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

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

36. Satisfactory provision must be made for foul drainage, either by connection to a public sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the Local Authority.
37. Properly designed disposal points for the contents of chemical closets must be provided with an adequate supply of water for cleaning the containers.
38. For caravans without their own water supply and water closets, communal toilet blocks must 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 of WCs
  - 1 Shower or bath (with hot and cold water) for each sex per 20 caravans
39. Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.

### **Refuse Disposal**

40. Every caravan standing must have an adequate number of suitable non-combustible refuse bins with close-fitting or plastic bags. Arrangements must be made for the bins to be emptied regularly.
41. Where communal refuse bins are also provided these must be of similar construction and housed within a properly constructed bin store.
42. All refuse disposal must be in accordance with all current legislation and regulations.

### **Parking**

43. One car only 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 the occupants and their visitors. Plastic or wooden boats must not be parked between units.

## **Recreation Space**

44. Where children stay on the site, space equivalent to about one-tenth of the total area should be allocated for children's games and/or other recreational purposes, unless in the Local Authorities opinion there are adequate recreational facilities within a close proximity to the site.

## **Notices**

44. A suitable sign indicating the name of the site must be displayed at the site entrance.
45. A copy of the site licence with its conditions must be displayed prominently on the site.
46. Notices must be displayed prominently on the site indicating the action to be taken in the event of an emergency and show where the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone. Where practicable a telephone should be provided on the site and the full address of the site should be displayed near the telephone. The notices must also give the name and location/telephone number of the site licence holder or his/her accredited representative.
47. At sites subject to flood risk, warning notices must be displayed giving advice about the operation of the flood warning system.
48. At sites with overhead electric lines, warning notices must be displayed on the supports for the lines and at the site entrance. Where appropriate, these should warn against the danger of contact between the lines and the masts of yachts of dinghies.
49. All notices must 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.