



Site Licence Conditions for Residential Caravans "Based on Model Standards 2008 for Caravan Sites in England"

A: Site boundaries

- i. The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- ii. No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
- iii. A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.
- iv. The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

B: Density

- i. The density of caravans on site shall be determined in accordance with relevant planning consents, health and safety standards and fire risk assessments.

C: Space between caravans

- i. Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- ii. No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
- iii. Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.

- iv. In any case mentioned in subparagraph (i) or (iii):
 - (a) A porch attached to the caravan may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.
 - (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
 - (c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
 - (d) A garage or car port will be permitted only if it is of non-combustible construction and there is sufficient space around them for means of escape in case of fire.
 - (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
 - (f) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.

D: Roads, gateways and footpaths

- i. 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.
- ii. New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.
- iii. All roads shall have adequate surface water/storm drainage.
- iv. New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.
- v. One-way systems shall be clearly signposted.

- vi. Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
- vii. 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.
- Viii Roads shall be maintained in a good condition.
- ix. Cable overhangs must meet the statutory requirements.
- x. Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

E: Hard-standing

- i. Every unit must stand on a concrete base or hard-standing of suitable material.
- ii. The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely.
- iii. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

F: Water supply

- i. 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.
- ii. All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- iii. All repairs and improvements to water supplies and installations shall be carried out to comply with current legislation and British or European Standards. 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.

G: Maintenance of common areas

- i. Every part of the site to which the public have access shall be kept in a clean and tidy condition

- ii. Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish;
- iii. Grass and vegetation shall be cut and removed at frequent and regular intervals;
- iv. Trees within the site shall (subject to necessary consents) be maintained;
- v. Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

H: Supply and storage of gas etc.

- i. Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice;
- ii. Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency;
- iii. Any relevant certificates shall be provided to Cornwall Council at their request.

I: Electrical Installations

- i. The site shall have an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- ii. 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.
- iii. Any work on electrical installations and appliances shall 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.
- iv. Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

J: Drainage, sanitation and washing facilities

- i. Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- ii. There shall be satisfactory provision for foul and waste water 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. All drainage and sanitation provision shall be in accordance with all current

legislation and British or European Standards.

- iv. Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

K: Refuse storage and disposal

- i. All refuse disposals shall be in accordance with all current legislation and regulations.

L: Parking

- i. Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

M: Storage space

- i. At least 5 cu metres of covered storage space with a minimum of 2.75 sq. metres of floor area shall be provided for each standing. The structure shall be separate from the caravan, capable of being locked and, if sited less than 3 metres from the caravan shall be non-combustible (including a non-combustible roof). If combustible it must be sited not less than 6m from another caravan.

N: Recreation spaces

- i. On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the local authority's opinion there are adequate recreational facilities within a close proximity to the site.

O: Notices and information

The following signs/notices must be displayed in a prominent place:-

- i. The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details.
- ii. A copy of the site licence and licence conditions, or the front page of the licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).

- iii. Adequate signing to aid the emergency services should be placed at appropriate locations on the site and where practicable include the location of the site emergency telephone.
- vi. In addition the following shall be available for inspection when requested at reasonable times:
 - a. A copy of the most recent periodic electrical inspection report.
 - b. A copy of the site owner's certificate of public liability insurance.
 - c. A copy of the local flood warning system and evacuation procedures, if appropriate.
 - d. A copy of the fire risk assessment made for the site.
- vii. All notices shall be suitably protected from the weather and from direct sunlight.

P: Flooding

- i. The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.
- ii. Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

Q: Ensure Compliance with the Regulatory Reform (Fire Safety) Order 2005

- i. Undertake a suitable and sufficient Fire Risk Assessment of the site and act on significant findings.
- ii. Make available the latest version of the fire risk assessment for inspection by residents and when requested, a copy of the risk assessment shall be made available to the local authority.
- iii. Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.