



## **TORBAY COUNCIL**

### **STANDARD CONDITIONS FOR STATIC HOLIDAY CARAVAN SITES**

**Site Licence Conditions referred to in Caravan Site Licence No  
for land situated at  
shown hatched red on the attached drawing No**

#### **1.0 Site Boundaries**

1.1 The boundaries of the site should be clearly marked, for example by fences or hedges. In addition, the site owner shall give the local authority a plan of its layout. A 3-metre wide area shall be kept clear within the inside of all boundaries. (This provision may be phased in on existing sites but regard must be had to fire hazards etc. from use of adjoining land)

#### **2.0 Density and space between caravans**

2.1 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 units, 3.5 metres at the corners. (See specimen layout at Appendix 1). For those with a mixture of holiday caravans of aluminium and plywood, the separation distance shall be 6 metres; and where there is a mixture of permanent residential homes and holiday caravans, the separation distance shall again be 6 metres. The point of measurement for porches, awnings etc is the exterior cladding of the caravan.

2.2 Porches may protrude 1 m into the separation distance and shall be of the open type.

2.3 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 should not face or be within 3 metres of each other.

2.4 Eaves, drainpipes and bay windows may extend into the separation distance provided that the total distance between the extremities of 2 adjacent units is not less than 4.5 metres.

2.5 Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 3.5 m clear space between them (4.5 m if mixture of caravans) and such items shall not face each other in any space. If they are enclosed, they are to be considered as part of the unit and, as such, shall not intrude into the separation distance.

2.6 A garage, a shed or a covered storage space is permitted within 6 metres of any other unit 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 5 or 6 metre space.

- 2.7 Every caravan shall be not less than 2 metres from a road (this condition may be relaxed where the road is securely fenced and it is not practicable to relocate the caravan or road).
- 2.8 The density should be consistent with safety standards and health and amenity requirements. The gross density shall not exceed 60 caravans to the hectare, calculated on the basis of the useable area (ie excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area. Not more than \*\* caravans may be stationed on the said land at any one time (provided all other licence requirements are satisfied)
- 2.9 No tents shall be stationed on the said land.

### **3.0 Roads, gateways and footpaths**

- 3.1 Roads and footpaths shall be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc is available from fire authorities). Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. Roads shall not be less than 3.7 metres wide, or, if they form part of clearly-marked one way traffic system, 3metres wide or if adequate passing bays are agreed in writing with the licensing authority the roads may be 3 metres wide. Gateways should 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 the site. Emergency vehicle routes within the site should be kept clear of obstruction at all times.

### **4.0 Hard standings**

- 4.1 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 should project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.
- 4.2 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.

### **5.0 Fire fighting**

#### Fire Points

- 5.1 These shall be established so that no caravan or site building is more than 30 metres from a fire point. They should be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

### Fire Fighting Equipment

- 5.2 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. There shall also be a reel that complies with Relevant National Standards, with a hose not less than 30 metres long, permanently connected to 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".
- 5.3 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 Relevant National Standards. Access to hydrants and other water supplies shall not be obstructed or obscured.
- 5.4 Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

### Fire Warning

- 5.5 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, eg metal triangle with a striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

### Maintenance

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

### Fire Notices

- 5.8 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 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 telephone is sited.....
- iv. attack the fire using the fire fighting equipment provided, if safe to do so.

It is in the interest 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."

### Fire Hazards

- 5.9 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.

### Telephones

- 5.10 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.

### Numbering,

- 5.11 Each caravan stationed on the said land must be numbered in a legible and conspicuous manner.

## **6.0 Storage of liquefied petroleum gas (LPG)**

- 6.1 If LPG is supplied from tanks or cylinders, the installation shall comply with current National Standards.
- 6.2 Copies of LPG guidance booklets, notes and regulations must be displayed with the site licence if these apply to the site.
- 6.3 Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.
- 6.4 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.

## **7.0 Electrical installations**

- 7.1 Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- 7.2 Where there is an electrical installation other than supply company works and circuits. It should be installed to the requirements of the Institution of Electrical Engineers Regulations for Electrical Installation (the IEE wiring regulations) for the time being in force and, where appropriate to the standard acceptable for overhead lines. Any installation should be maintained in such a way as to prevent danger as far as reasonably practicable and should be periodically inspected and tested by a competent person in accordance with the IEE wiring regulations, every year unless that person certifies that a longer period is satisfactory (not exceeding 3 years). Such a person should within one month of such an inspection issue an inspection certificate in the form prescribed in the IEE wiring regulation which should be retained by the site operator and displayed with the site licence. The cost of the inspection and

report should be met by the site operator.

7.3 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 should comply with the latest version of the IEE Wiring Regulations.

7.4 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 should be drawn to the danger of masts of yachts or dinghies contact the line.

## **8.0 Water supply**

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

## **9.0 Drainage, sanitation and washing facilities**

9.1 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.

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

9.3 For caravans without their own water supply and water closets, communal toilet blocks shall 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

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

9.4 No caravan may be stationed within 15 metres of a sewage pumping installation, septic tank, cesspool, or sewage treatment works without the express written consent of the Licencing Authority.

## **10.0 Refuse Disposal**

10.1 Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags. The bins shall be emptied regularly. Where communal refuse bins are also provided these shall be of similar construction and housed within a properly constructed bin store.

## **11.0 Parking**

- 11.1 Suitably surfaced parking spaces shall be provided to meet the requirements of the occupants and their visitors. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Plastic or wooden boats shall not be parked between units.

## **12.0 Recreation space**

- 12.1 Where children stay on the site, space equivalent to about one-tenth of the total area shall be allocated for children's games and/or other recreational purposes. This provision is necessary because of the limited space available round the caravans. If suitable alternative publicly provided recreational facilities are readily accessible the licensing authority will consider omitting the condition.

## **13.0 Notices**

- 13.1 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
- 13.2 A copy of the site licence with its conditions shall be displayed prominently on the site.
- 13.3 Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They must 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.
- 13.4 All notices shall 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.  
(see also 5.8, 5.10, 6.2, 7.4 and 7.6)

## **14.0 Management**

- 14.1 All buildings, roads and carriageways shall be maintained in good order and repair and in a clean and wholesome condition to the satisfaction of the licensing authority.
- 14.2 All caravans stationed on the site shall be maintained in good repair and in a sound and watertight condition to the satisfaction of the licensing authority.
- 14.3 The site operator shall be responsible for maintaining the site in a tidy and orderly condition, free from litter, rubbish and rank growth. He shall also use his best endeavours to ensure that no rubbish or litter is thrown or deposited on the site or onto or into land or natural watercourses adjoining the land.

- 14.4 The site operator shall be responsible for ensuring that the grass is kept reasonably short during the whole of the period that any of the caravans are occupied.
- 14.5 The site operator shall ensure that farm animals are not allowed on the site during the whole of the period that any of the caravans are occupied.
- 14.6 A caretaker/manager is to be resident on site.
- 14.7 The site operator shall ensure through his site rules that no caravan stationed on the said land shall be used for sleeping accommodation by a greater number of persons at any one time than the number which it can reasonably be regarded as having been designed to accommodate.
- 14.8 The said land shall not be used as a caravan site during the period 14<sup>th</sup> January to 1<sup>st</sup> March in any year.