

STANDARD CONDITIONS FOR RESIDENTIAL PARK HOME SITES

**Endorsed by The Devon Group of
Chief Environmental Health Officers**

**Site licence conditions referred to in Caravan Site Licence
for land situated at
shown on the attached plan**

Licence issued :-

Condition No	Detail	For completion by
1.	RESTRICTIONS ON THE USE OF SITE	
1.1	Onlycaravans are permitted on site	At any one time
2.	THE BOUNDARIES AND PLAN OF THE SITE	
2.1	The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.	At all times
2.2	No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.	At all times
2.3	<p>a) 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.</p> <p>b) 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.</p>	<p>Upon application for a new or transfer of a site licence.</p> <p>Within two months of a demand from the licensing authority</p>

3	DENSITY, SPACING AND PARKING BETWEEN CARAVANS	
3.1	<ul style="list-style-type: none"> <li data-bbox="331 293 1126 488">(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. <li data-bbox="331 528 1114 622">(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. <li data-bbox="331 663 1123 824">(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. <li data-bbox="331 864 1129 2067">(iv) In any case mentioned in subparagraph (i) or (iii): <ul style="list-style-type: none"> <li data-bbox="427 931 1110 1160">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. <li data-bbox="427 1200 1117 1429">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. <li data-bbox="427 1469 1129 1675">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. <li data-bbox="427 1715 1117 1809">d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction. <li data-bbox="427 1850 1085 1944">e) Windows in structures within the separation distance shall not face towards the caravan on either side. <li data-bbox="427 1984 1123 2067">f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high. 	At all times

	g) 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.	
3.2	The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.	At any time
4	ROADS, GATEWAYS AND OVERHEAD CABLES	
4.1	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.	At all times
4.2	New roads shall be constructed and laid of suitable bitumen macadam or concrete with a suitable compacted base.	At all times
4.3	All roads shall have adequate surface water/storm drainage.	At all times
4.4	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.	At all times
4.5	One-way systems shall be clearly signposted.	At all times
4.6	Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.	As required
4.7	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.	At all times
4.8	Roads shall be maintained in a good condition.	At all times
4.9	Cable overhangs must meet the statutory requirements.	At all times
5	FOOTPATHS AND PAVEMENTS	
5.1	Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.	At all times
5.2	Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.	At all times
6	LIGHTING	
6.1	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.	At all times

7	BASES	
7.1	Every unit must stand on a concrete base or hard-standing.	At all times
7.2	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. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.	At all times
8	MAINTENANCE OF COMMON AREAS, INCLUDING GRASS, VEGETATION AND TREES	
8.1	Every part of the site to which the public have access shall be kept in a clean and tidy condition.	At all times
8.2	Every road, communal footpath and pavement on the site shall be maintained in good condition; good repair and clear of rubbish.	At all times
8.3	Grass and vegetation shall be cut and removed at frequent and regular intervals.	At all times
8.4	Trees within the site shall (subject to the necessary consents) be maintained.	At all times
8.5	Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.	At all times
9	SUPPLY & STORAGE OF GAS ETC	
9.1	Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.	At all times
9.2	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.	At all times
10	ELECTRICAL INSTALLATIONS	
10.1	On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.	At all times
10.2	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.	At all times

10.3	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.	At any time
10.4	Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.	At any time
11	WATER SUPPLY	
11.1	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.	At all times
11.2	All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.	At all times
11.3	All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.	At all times
11.4	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.	At all times
12	DRAINAGE AND SANITATION	
12.1	Surface water drainage shall be provided where appropriate to avoid standing pools of water.	
12.2	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.	At all times
12.3	All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.	At all times
12.4	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.	At all times
13	DOMESTIC REFUSE STORAGE & DISPOSAL	
13.1	Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.	At all times

13.2	All refuse disposal shall be in accordance with all current legislation and regulations.	At all times
14	COMMUNAL VEHICULAR PARKING	
14.1	Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.	
15	COMMUNAL RECREATION SPACE	
15.1	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.	
16	NOTICES AND INFORMATION	
16.1	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, a copy of the site licence or the front page of the said 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).	At all times
16.2	A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to the site	Within one month of the date of issue of the licence.
16.3	A copy of the site licence conditions must be available for inspection in a prominent position on the park.	Within one month of the date of issue of the licence.
16.4	In addition at the prominent place the following information shall also be available for inspection at the prominent place: <ul style="list-style-type: none"> ➤ A copy of the most recent periodic electrical inspection report. ➤ A copy of the site owner's certificate of public liability insurance. ➤ A copy of the local flood warning system and evacuation procedures, if appropriate. ➤ A copy of the fire risk assessment made for the site 	Within one month of the date of issue of the licence.
16.5	All notices shall be suitably protected from the weather and from direct sunlight.	At all times

17	FLOODING	
17.1	The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.	Within one month of the date of issue of the licence.
17.2	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.	
18	FIRE PRECAUTIONS	
18.1	Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005. The site owner shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.	Within one month of the date of issue of the licence.
18.2	Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those sites solely occupied by family groups) (i) The standards in this paragraph only apply if the site is not subject to the Regulatory Reform (Fire Safety) Order 2005. Fire Points (ii) These shall be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT". Fire Fighting Equipment (iii) Where water standpipes are provided: a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle. b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having a 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 shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.	Within one month of the date of issue of the licence.

	<p>(iv) Where hydrants are provided, hydrants shall conform to the current British or European Standard.</p> <p>(v) Access to hydrants and other water supplies shall not be obstructed or obscured.</p> <p>(vi) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard.</p> <p>Fire Warning</p> <p>(vii) A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.</p> <p>Maintenance and Testing of Fire Fighting Equipment</p> <p>(viii) All alarm and fire fighting equipment shall 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.</p> <p>(ix) A record shall be kept of all testing and remedial action taken.</p> <p>(x) All equipment susceptible to damage by frost shall be suitably protected.</p> <p>Fire Notices</p> <p>(i) 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. This notice should include the following: “On discovering a fire:</p> <p>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).”</p>	
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Site plan to be attached

Contact details for enquiries concerning this licence

**Housing Standards
Pearl Assurance House
101-107 Union Street
Torquay
TQ1 3DW
01803 208717**

Site licence issued :-

NOTES IN RESPECT TO THE OPERATION OF THE CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960, AS FOLLOWS:-

APPEAL TO MAGISTRATES' COURT AGAINST CONDITIONS ATTACHED TO A SITE LICENCE

Section 7.

- 1) Any person aggrieved by any condition (other than the condition referred to in subsection (3) of section five of this Act) subject to which a site licence has been issued to him in respect of any land may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; and the court, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister under subsection (6) of the said section 5) that the condition is unduly burdensome may vary or cancel the condition.
- 2) In so far as the effect of a condition (in whatever words expressed subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection 16 to appeal against the condition is pending.

Section 8

Any person aggrieved by a condition being altered by a licensing authority or by a refusal of an authority to amend an existing condition may similarly appeal to a magistrates court for the alteration of that condition within 28 days of the amendment being notified.

PROVISIONS AS TO BREACHES OF CONDITION

Section 9.

- 1) if an occupier of land fails to comply with any condition for the time being attached to a site licence held by him in respect of the land, he shall be guilty of an offence and be liable to legal proceedings.
- 2) Where a person convicted under this section for failing to comply with a condition attached to a site licence has on two or more previous occasions been convicted thereunder for failing to comply with a condition attached to that licence, the court before whom he is convicted may, if an application in that behalf is made at the hearing by the local authority in whose area the land is situated, make an order for the revocation of the said site licence to come into force on such date as the court may specify in the order, being a date not earlier than the expiration of any period within which notice of appeal (whether by case stated or otherwise) may be given against the conviction; and if before the date is specified an appeal is so brought the order shall be of no effect pending the final determination of withdrawal of the appeal.

The person convicted or the local authority who issued the site licence may apply to the magistrates' court which has made such an order revoking a site licence for any order extending the period at the end of which the revocation is to come into force, and the magistrates' court may, if satisfied that adequate notice of the application has been given to the local authority or, as the case may be, the person convicted, make an order extending that period.

- 3) Where an occupier of land fails within the time specified in a condition attached to a site licence held by him to complete to the satisfaction of the local authority in whose area the land is situated any works required by the condition to be so complete, the local authority may carry

out those works, and may recover as a simple contract debt in any court of competent jurisdiction from that person any expenses reasonably incurred by them in that behalf.

REGISTER OF SITE LICENCE AND TRANSMISSION ON DEATH, ETC.

Section 10.

- 1) When the holder of a site licence in respect of any land ceases to be the occupier of the land, he may, with the consent of the local authority in whose area the land is situated, transfer the licence to the person who then becomes the occupier of the land.
- 2) Where a local authority give their consent to the transfer of a site licence, they shall endorse on the licence the name of the person to whom it is to be transferred and the date agreed between the parties to the transfer as the date on which that person is, for the purpose of this Part of this Act, to be treated as having become the holder of the licence.
- 3) If an application is made under subsection (1) of this section for consent to the transfer of a site licence to a person who is to become the occupier of the land, that person may apply for a site licence under section three of this Act as if he were the occupier of the land, and if the local authority at any time before issuing a site licence in compliance with that application give their consent to the transfer they need not proceed with the application for the site licence.
- 4) Where any person becomes, by operation of law, entitled to an estate or interest, the occupier of the land within the meaning of this Part of this Act he shall, for the purposes of this Part of this Act, be treated as having become the holder of the licence on the day on which he became the occupier of the land, and the local authority in whose area the land is situated shall, if an application in that behalf is made to them, endorse his name and the said date on the licence.