



Caravan Site Licence Conditions for Permanent Residential Caravans

Site boundaries

1. The boundaries of the site shall be clearly marked by a man made or natural feature.
2. A plan of the site shall be supplied to the local authority on application for a licence, or when there is a material change to the boundaries or layout, or if requested by the authority. The plan must clearly illustrate the layout of the site including all relevant structures, features and facilities on it.
3. Where the site boundary is adjacent to dwellings, no caravan or combustible structure shall be positioned within 3 metres of a dwelling.

Density

4. The gross density shall not exceed 60 caravans to the hectare calculated on the usable area (i.e. excluding lakes, roads, communal services, and other unsuitable areas).

Space between caravans

5. The minimum distance between caravans shall be 5 meters and 3.5 meters at the corners, measured from the exterior cladding of the caravan.
6. Some intrusions into the 5 metre space are permissible:-
 - a. A porch attached to the caravan may protrude one meter into the separation distance but must not exceed 1 meter in depth and should be of open construction.
 - b. Eaves, drainpipes and bay windows may extend into the 5 meter space provided the total distance between the extremities of 2 adjacent units is not less than 4.5 meters.
 - c. Where awnings are used, the distance between any part of the awning and an adjacent caravan should not be less than 3 metres. They should not be of the type which incorporates sleeping accommodation and they should not face each other or touch

- d. Any structure including ramps, steps, etc (except a garage or car port) which extends more than 1 meter into the separation distance shall be of non-combustible construction. There shall be a 3.5 meter clear distance between any such structure and any adjacent caravan and any such structure should not face each other in any space.
- e. A shed or a covered storage space should 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 should not face towards the unit on either side.

Access, roads, gateways and footpaths

- 6. 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 road or footpath with a hard surface.
- 7. Roads shall be provided of suitable materials so that no pitch is more than 50 metres from a road.
- 8. Where roads, footpaths and paving are provided, there shall be adequate surface water drainage.

Where provided, roads shall:

- 9. Provide adequate access for emergency vehicles and be kept clear of obstructions at all times.
- 10. New two way roads shall not be less than 3.7 metres wide or 3 metres wide for a one way system.
- 11. One-way systems shall be clearly signposted.
- 12. Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
- 13. Cable overhangs must meet the statutory requirements.
- 14. Be maintained in good condition.
- 15. Be suitably lit at night as necessary, taking into the account the needs and characteristics of the particular site.

Where provided, vehicle gateways shall:

16. Be a minimum of 3.1 metres wide
17. Have a minimum height clearance of 4 metres.

Where provided footpaths shall:

18. Where practicable, be not less than 0.75 metres wide and have a hard surface.
19. Be suitably lit at night as necessary.

Hard-standing

20. Where possible, every static caravan should stand on a hard standing of suitable material, which should 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.
21. Hard standings may be dispensed with if the caravans are situated on ground which is firm and safe in poor weather conditions.
22. New hard-standings must be constructed to the industry guidance, current at the time taking into account local conditions.

Water supply

23. 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.
24. All sources of water supply must be protected against contamination and frost damage and must be able to meet peak demand at all times.
25. Where the water supply is obtained from any source other than a public water main, a covered storage tank situated on or off the site and capable of holding one days estimated total water demand must be provided and maintained.
26. All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards. 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 in accordance with current relevant legislation and British or European Standards.

Drainage

29. 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;
30. All drainage and sanitation provision shall be in accordance with all current legislation and British or European standards;
31. 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;
32. Surface water drainage shall be provided where appropriate to avoid standing pools of water.

Maintenance of common areas

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

Supply, and storage of gas, etc.

38. Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice;
39. 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;
40. Any relevant certificates shall be provided to Durham County Council at their request.

Electrical Installations

41. 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.
42. 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.
43. 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.
44. Any relevant certificates shall be provided to Durham County Council at their request.

Refuse storage and disposal

45. All refuse disposal shall be in accordance with all current legislation and regulations.

Parking

46. Adequate parking arrangements shall be made.
47. Parked vehicles must not obstruct a carriageway, footpath or a door to a caravan.

Recreation spaces

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

Notices and information

53. The following signs/notices must be displayed in a conspicuous place:
 - a. The name of the site in a prominent position at the entrances to the site.
 - b. The current name, address and telephone number of the licence holder and manager and emergency contact details.

- c. A plan and notice setting out action to be taken in an emergency and showing where the police, fire brigade, ambulance and local doctors can be contacted.
- d. Where an emergency telephone is provided a notice showing its location and the grid reference of the site.
- e. A copy of the site licence and licence conditions, or the front page of the licence and details of where the full licence conditions can be viewed and between which times, unless provided to residents as a separate document.
- f. If the site has overhead electric lines, warning notices must be displayed on the supports and at the site entrance. Where appropriate, these must warn against the danger of contact between the lines and the masts of yachts or dinghies.
- g. All notices shall be suitably protected from the weather and from direct sunlight.

54. In addition the following shall be available for inspection in a prominent place:

- a. A copy of the site owner's certificate of public liability insurance.

Flooding

55. The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.

56. 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 of water that might be expected, the availability of a warning service and on what appropriate measures to take.

57. Where the site has been categorised as high risk for flooding, a flood risk assessment shall be undertaken.

Compliance with the Regulatory Reform (Fire Safety) Order 2005 where this applies *See guidance notes*

58. 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 site users and when requested, a copy of the risk assessment shall be made available to the local authority.

Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (for example; single unit sites not operating as a business)

59. The standards in paragraphs 60 to 68 only apply if the site is **not** subject to the Regulatory Reform (Fire Safety) Order 2005.

Fire Points

60. 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

61. 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.
62. Where hydrants are provided, hydrants shall conform to the current British or European Standard.
63. Access to hydrants and other water supplies shall not be obstructed or obscured.
64. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water or foam extinguishers (2 x 9 litres) which comply with the current British or European Standard.

Fire Warning

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

Maintenance and Testing of Fire Fighting Equipment

66. 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.
67. A record shall be kept of all testing and remedial action taken.
68. All equipment susceptible to damage by frost shall be suitably protected.

Fire Notices

69. 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:

- a. Ensure the caravan or site building involved is evacuated.
 - b. Raise the alarm.
 - c. Call the fire brigade (the nearest phone is sited at).”
70. It is in the interest of site occupiers to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.
 71. The space beneath and between caravans should not be used for the storage of combustible materials.

General

72. Where there is no mobile phone reception available there shall be a telephone on site available at all times for contacting the emergency services.