

# CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

## Selwood Park

### *General Conditions*

1. It shall be the responsibility of the Licensee to provide the Licensing Authority upon request, within 54 days, a 1:500 scale site plan, in order to enable the authority to identify the number and positions of mobile homes. The plan shall also include site buildings, roads, fire points, emergency telephones, compounds for the storage of LPG and the position of the site boundary. 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.
2. No mobile home shall be stationed on the site unless it is of a proprietary or similar type and all new residential units or replacements of existing units brought onto the site shall comply with relevant British Standard.
3. No mobile home stationed on the site shall be used for sleeping accommodation by a greater number of persons at any one time than the number it can reasonably be regarded as being the number it has been designed to accommodate having regard to the relevant British Standard.
4. No tents or other structures shall be erected or retained on the site without the consent in writing of the Licensing Authority and of the Licensee.
5. The site shall be maintained in a clean and tidy condition at all times.
6. No apparatus or equipment shall be so operated at any time in such a manner as to cause nuisance by noise.

### *Site Boundaries*

7. The site boundaries shall be clearly marked, for example by either fencing or hedges. It is recommended that a 3 metre-wide area should be kept clear within the boundary of the site. Any major renovations to the existing layout should comply with this requirement.

### *Spacing Between Mobile Homes*

8.
  - (i) Except in the case mentioned in sub paragraph (iii) every mobile home must where practicable be spaced at a distance of no less than 6 metres from any other caravan which is occupied as a separate residence.
  - (ii) No mobile home 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 mobile home 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 mobile home may be reduced to a minimum of 5.25 metres.
  - (iv) In any case mentioned in subparagraph (i) or (iii):
  - (v) A porch attached to the mobile home 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 mobile home. Where a porch is installed all exit doors must be fitted with a lock that can be opened from the inside without the use of a key.
  - (vi) All existing porches not compliant with (v) above will be subject to a fire risk assessment and the necessary remedial works carried out.
  - (vii) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing mobile home 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.

- (viii) Any structure including steps, ramps, etc (except a garage), 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 mobile home.
  - (ix) A garage may only be permitted within the separation distance if it is of non-combustible construction.
  - (x) Windows in structures within the separation distance shall not face towards the mobile home on either side.
  - (xi) Private cars may be parked within the separation distance provided that they do not obstruct entrances to mobile home or access around them and they are a minimum of 3 metres from an adjacent mobile home.
9. The gross density shall not exceed 20 mobile homes to the acre (Equivalent to 50 to the hectare).

### ***Roads, Gateways and Overhead Cables***

10.

- (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 macadam 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.

### ***Footpaths and Pavements***

11.

- (i) Every mobile home shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- (ii) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

### ***Lighting***

12. 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.

### ***Bases***

13.

- (i) Every new mobile home must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the mobile home, 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 sitting, taking into account local conditions.

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

14.

- (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 the necessary consents) be maintained.
- (v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

### ***Supply & Storage of Gas***

15.

- (i) Gas (including natural gas) and oil installations, and the storage of supplies within the control of the site owner, 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.

### ***Electrical Installations***

16.

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the mobile homes 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 up to and including the electrical meter to the unit.
- (iii) The installation shall be inspected periodically under the IEE Wiring Regulations, every year or such longer period as recommended by a competent person (not exceeding 3 years) and a report and certificate provided to the Licensing Authority. When the installation is inspected it shall be judged against current regulations. If an inspection reveals that the installation no longer complies with the regulations existent at the time it was first installed, any deficiency should be rectified. Any major alterations and extensions to the installation and all parts of the existing installation affected by them should comply with the latest version of the IEE Wiring Regulations.
- (iv) 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.
- (v) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

### ***Water Supply***

17.

- (i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the mobile home situated on them and should comply with the minimum water pressure requirement for the Bournemouth and West Hants region.
- (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 conform with current legislation and British or European Standards.
- (iv) 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 and Sanitation***

18.

- (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.

### ***Domestic Refuse Storage & Disposal***

19.

- (i) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- (ii) All refuse disposal shall be in accordance with all current legislation and regulations.
- (iii) Where possible communal recycling bins for refuse must be provided.

### ***Communal Vehicular Parking***

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

### ***Communal Recreation Space***

21. 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.

### ***Notices and Information***

22.

- (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/or manager and emergency contact details.
- (ii) A copy of the site licence and details of where the full licence and other information required to be available can be viewed and between which times (if not displayed on the notice board).
- (iii) A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.
- (iv) In addition at the prominent place the following information shall also be available for inspection at the prominent place:
  - (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.
- (v) All notices shall be suitably protected from the weather and from direct sunlight and be legible at all times.

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

23. Any site with communal facilities such as, laundry, toilet blocks function rooms or where units are rented out, the site owner shall carry out and make available the latest version of the fire risk assessment required 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.

### ***Fire safety measures***

24.

#### ***Fire Points***

- (i) These shall be located so that no mobile home 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.
- (iv) Where hydrants are provided, hydrants shall conform to the current British or European Standard.
- (v) Access to hydrants and other water supplies shall not be obstructed or obscured.
- (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.

#### *Fire Warning*

- (vii) 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*

- (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.
- (ix) A record shall be kept of all testing and remedial action taken.
- (x) All equipment susceptible to damage by frost shall be suitably protected.

#### *Fire Notices*

- (xi) 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 Discovery of a Fire:*

- i) Ensure mobile home involved is evacuated
- ii) Raise the alarm
- iii) Call the Fire Brigade

#### *Management*

- 25. No variation in the use of land for either residential or holiday caravans contrary to conditions contained in the Site Licence will be permitted. Any change of use must receive written consent of the Licensing Authority and be subject to a new licence being granted.

#### *Information*

Before any new building or any alteration or addition to existing site buildings or mobile homes are carried out, the local Planning Authority should be consulted to ascertain if Planning consent is required.

## *Holidaying/Touring Caravan Sites*

The foregoing standards shall apply subject to the following modifications:-

1. The gross density shall not exceed 25 caravans to the acre (60 to the hectare).
2. The distance between touring vans shall be not less than 6 meters (19ft 8ins).
3. Water supply and drainage connection to individual caravan standings, paved footpaths, and the provision of storage space may be dispensed with.
4. Hard standings may be dispensed with if the caravans are removed during the winter.
5. Communal toilet blocks shall be provided on at least the following scales:-  
  
Men:- 1 water closet, 1 urinal and 1 wash hand basin per 15 caravans.  
1 shower (with hot and cold water) per 20 caravans.  
  
Women:- 2 water closets and 1 wash hand basin per 15 caravans.  
1 shower (with hot and cold water) per caravans.
6. Toilet blocks and the approaches there to shall be illuminated during the hours of darkness.
7. Toilet blocks shall be maintained in a clean, sanitary condition and a good state of repair and decoration.
8. Laundry facilities shall be provided in a separate room, on a scale of not less than one deep sink (with hot and cold water) per 30 caravans.
9. Properly designed disposal points for chemical closets shall be provided, with adequate water supply for cleaning containers etc.
10. Static holiday caravan means any caravan which is stationed on a site for holiday purposes and which remains on site in excess of 28 consecutive days.
11. No touring caravan shall be permitted to remain on the site for a period of more than 28 consecutive days between the months of April and October.
12. There shall be a close period of not less than 28days in every twelve month period this shall be agreed with the licensing officer.
13. Car parking in accordance with Regulation 22 shall be provided for static holiday vans but paved parking spaces and provisions relating to parking within 3 metres (10ft) of any caravan shall not apply to touring vans.