

SOUTH STAFFORDSHIRE DISTRICT COUNCIL
LICENCE FOR THE USE OF LAND AS SITE FOR CARAVANS
CARAVAN SITES & CONTROL OF DEVELOPMENT ACT, 1960, Section 3

No. of Licence CS-66

WHEREAS application has been made to us, the South Staffordshire District Council

by **MRS H.A. HARTLEY**

of **BROOKSIDE PARK CARAVAN SITE, LAWN LANE, COVEN**

for a Licence to authorise the use of a site for caravans of certain land in his occupation hereinafter described and situated in the Parish of Brewood in the South Staffordshire District that is to say

BROOKSIDE PARK CARAVAN SITE, LAWN LANE, COVEN

Now we the said Council, in pursuance of the powers conferred upon us by Section 3 of the Caravan Sites and Control of Development Act 1960 **DO HEREBY LICENSE** the said

MRS H.A. HARTLEY

To use, or permit to be used the land hereinbefore described as a site for caravans, subject to the following conditions namely:-

- (1) The total number of caravans so stationed at any one time not to exceed Seventeen (17)
- (2) The site to be laid out as per plan reference No. 955/2 dated November 1987 as attached.
- (3) Compliance with attached Schedule of Conditions for Permanent Residential Caravan Sites – reference F/C5 – CS/66/2001

GIVEN under the authority of the Council this **18th Day of February 1981**
AS AMENDED 31st January 2002


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Head of Environmental Health (Commercial) Services

Note: An appeal may be made by the Licensee to a Magistrates' Court for the area within 28 days of the date of the issue of the licence against any condition imposed by the licence, other than a requirement to display the licence.

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

BROOKSIDE PARK CARAVAN SITE, LAWN LANE, COVEN – CS-66

SITE LICENCE CONDITIONS

1. **NUMBER AND SITING OF CARAVANS**

- (a) At no time during the validity of this Site Licence shall the number of caravans exceed 17 residential caravans.
- (b) The caravans shall only be sited on the approved positions shown on the plan attached to this Site Licence.
- (c) Applications for revision of site licence must be made to the Council, in writing and with suitable scale plans, in respect of proposals for any alterations. No alterations to site layout, including any increase in the number of units permitted, or, replacement of existing units with units of a larger size, shall be made until a revised site licence has been issued by the Council.

2. **SITE BOUNDARIES**

The boundaries of the site must be clearly marked, for example by fences or hedges. In addition, the site owner must give the local authority three copies of a plan of its layout. Caravans must not be sited within 3 metres of the boundary.

3. **SPACE BETWEEN CARAVANS**

(a) **Spacing**

Subject to the following variations, every caravan shall be not less than 6 metres from any other caravan which is occupied separately and not less than 2 metres from a road. The point of measurement for porches, awnings etc is the exterior cladding of the caravan.

(b) **Porches**

Porches may protrude 1 metre into the 6 metres and must be of the open type.

(Fully closed-in porches are considered to be part of the mobile home and may not protrude into the 6 metre space)

(c) Awnings

Where awnings are used, the distance between any part of the awning and an adjoining caravan must be not less than 3 metres. They must not be of the type which incorporates sleeping accommodation and they must not face each other or touch.

(It is unusual to have an awning on a residential unit. An awning, by definition, is made of canvas.)

(d) Eaves, Drainpipes and Bay Windows

Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of two adjacent units is not less than 5.25 metres.

(e) Ramps, Verandahs and Stairs

Where there are ramps for the disabled, verandahs and stairs extending from the unit, there must be 4.5 metres clear space between them and two such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, must not intrude into the 6 metre space.

(f) Garage, Shed or Covered Storage

A garage, shed or covered storage space shall be permitted between units only if it is of a robust and non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as to provide means of escape in case of fire. Windows in such structures must not face towards the units on either side. Car ports and covered walkways must in no circumstances be allowed within the 6 metres space. For cars and boats between units, see Condition 19.

(The word "robust" has been added on the advice of the county fire officer to ensure a reasonable degree of fire resistance. Non-combustible would include sheds constructed from metal, brick, block, pre-cast concrete. Metal roofs are acceptable.

Wooden sheds may be placed on sides of the unit to which they belong providing that no other unit is within 6 metres of that side. There is no restriction as to how close a wooden shed is to the unit it serves).

No structures other than those required for compliance with licence conditions shall be erected on site without approval of the Local Authority.

4. **DENSITY**

The density must be consistent with safety standards and health and safety requirements. The gross density must not exceed 50 caravans to the hectare, calculated on the basis of the usable area (i.e. excluding lakes and other areas unsuitable for the siting of caravans) rather than the total site area.

5. **ROADS, GATEWAYS AND FOOTPATHS**

Roads must be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles, etc. is available from the fire authority). Roads of suitable material must be provided so that no caravan is more than 50 metres from a road. Each standing must be connected to a carriageway by a footpath with a hard surface. Roads must not be less than 3.7 metres wide or, if they form part of a clearly marked one-way traffic system, 3 metres wide. Gateways must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths must not be less than 0.75 metres wide. Roads must have no overhead cables less than 4.5 metres above the ground. Roads and footpaths shall be suitably lit. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.

6. **HARD STANDINGS**

Every caravan shall stand on a concrete hard-standing which shall extend over the whole area occupied by the caravan placed upon it, and shall project at least one metre outwards from its entrance or entrances to enable occupants to enter and leave safely.

The following temporary exemptions apply to the requirements for a concrete slab.

(Properly bedded slabs. Gravel bases acceptable with existing vans providing jacks on concrete slab. Full concrete base on change of unit must be specified.)

Bricking up from the slab to the underside of unit is allowable providing the space is not used for storage).

7. **FIRE FIGHTING APPLIANCES**

(a) **Fire Points**

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

(b) Fire Fighting Equipment

(i) Hose Reels

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 must also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 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 control nozzle. Hoses must be housed in a box painted red and marked "HOSE REEL".

(ii) Hydrants

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 British Standard 750. Access to hydrants and other water supplies must not be obstructed or obscured.

(iii) Extinguishers

Where standpipes are not provided each fire point must be provided with 2 x 9 litre water type extinguishers.

(It is recommended that each individual caravan is provided with a dry powder fire extinguisher and fire blanket. A suitable smoke detector is also recommended).

(iv) Frost damage

All equipment susceptible to damage by frost must be suitably protected.

(Purpose made insulated boxes may be used. a minimum standard is 50 mm of polystyrene insulation in wooden boxes with lagging to pipes. It is recommended that trace heating for pipes should be provided, or, alternatively, a small electrical heater inside the box).

(v) Beaters

Beaters shall be provided, where appropriate and maintained to the satisfaction of the licensing authority.

8. FIRE WARNING

A means of raising the alarm in the event of a fire must be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a

striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

9. **MAINTENANCE**

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

10. **FIRE NOTICES**

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 shall include the following:-

- (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 interests 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.

11. **FIRE HAZARDS**

Long grass and vegetation must 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 the above areas. The space beneath and between caravans must not be used for the storage of combustible materials.

12. **TELEPHONES**

An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone must include the address of the site.

(Phone may be behind "break glass" or an available extension to a warden's phone)

13. STORAGE OF LIQUIFIED PETROLEUM GAS (LPG)

(a) General

For any installation of LPG, a certificate must be obtained from the installer stating that it complies with the provisions of the relevant guidance. No LPG tank of any size may be installed without the benefit of current planning permission and approval of the Licensing Authority.

(b) Bulk Storage

LPG storage supplied from tanks must comply with Code of Practice 1 "Bulk LPG storage at fixed installations Part 1: Design, installation and operation of vessels located above ground", or, where LPG is supplied from cylinders, with Code of Practice 7 "Storage of full and empty LPG cylinders and cartridges".

Where there are metered supplies from a common LPG storage tank, then the system must comply with Code of Practice 25 "LPG central storage and distribution systems for multiple consumers". In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1998 and the Pipe-Lines Act, 1962 may also be applicable.

Where LPG tanks are installed, "Bulk LPG storage at fixed installations" – lays down where the tank must be sited and details of construction and pipework associated with it. Without exception, advice from the licensing authority must be sought before any such tank is installed.

(c) Cylinders

Exposed gas bottles or cylinders shall not be within the 6 metre separation boundary of an adjoining unit, unless they are kept in a suitable enclosure approved by the Licensing Authority.

(To allow LPG bottles or cylinders within the 6 metre separation boundary of an adjoining unit, enclosure in a brick or block ventilated cupboard with closing doors will be necessary).

(d) Installations in Caravans

LPG installations must conform to British Standard 5482: "Code of Practice for domestic Butane and propane gas burning installations, Part 2: 1977 Installations in Caravans and non-permanent dwellings".

Under no circumstances must LPG cylinders be kept or used inside caravans.

(e) Mains Gas Supply

For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

(f) The Supply of Gas

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.

14. OIL FIRED HEATING INSTALLATIONS

Oil fired heating installations must comply and be installed in accordance with BS 799 Oil Burning Equipment, and BS 5410 Code of Practice for Oil Burning Parts 1, 2 and 3. A certificate from an installer must be obtained to state that the installation is in accordance with the relevant British Standard.

15. ELECTRICAL INSTALLATION

(a) Electrical Supply

The Site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on it.

(b) Electrical Installations

Any electrical installations which are not Electricity Board works and circuits subject to regulations made by the Secretary of State under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947 shall be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical Installations for the time being in force and where appropriate, to the standard which would be acceptable for the purposes of the Electricity Supply Regulations 1988, Statutory Instrument 1988 No. 1057.

(c) Electrical Certification

Work on electrical installations and appliances must be carried out only by competent persons, such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' Association, a contractor approved by the National Inspection Council for Electrical Installations Contracting, or a qualified person acting on behalf of one of the above. The installations shall be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. Where an installation is inspected, it must be judged against the current regulations.

The inspector shall, within one month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which must be retained by the site operator and displayed, supplemented or replaced by subsequent certificates with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.

(d) Alterations and Deficiencies

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 alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.

(c) Overhead Cables

If there are overhead electrical lines on the site, suitable warning notices must be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

16. **WATER SUPPLY**

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

17. **DRAINAGE, SANITATION AND WASHING FACILITIES**

- (a) 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.
- (b) Each caravan shall have its own water supply and water closet which shall be provided internally. Each caravan standing shall be provided with a connection to the foul drainage system; the connection must be sealed off and made air-tight when the caravan is not in use.
- (c) Each caravan shall have its own sink, bath or shower and wash hand basin, with piped hot and cold water supplies and connected to the foul drainage system.
- (d) Every site and every hard standing shall be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.

18. **REFUSE DISPOSAL**

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

Refuse receptacles shall be so situated that the refuse operatives do not have to carry refuse more than 25 metres to the refuse vehicle.

19. **PARKING**

One car only may be parked between adjoining caravans on a suitably surfaced base, provided that the door to the caravan is not obstructed. A 3 metres clear space must be kept between the vehicle and any caravan not in the same ownership, and a 1 metre clear space between the car and the unit it serves. Suitably surfaced parking spaces must be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats must not be parked between units. A minimum of one car parking space per caravan must be provided.

(Space for additional parking should normally be on the ratio of one per caravan, making two spaces per caravan total. A lesser number may actually be surfaced depending on demand, but the total number shall not be below one per caravan).

20. **RECREATION SPACE**

Space equivalent to about one-tenth of the total area must be allocated for children's games and/or other recreational purposes, and must be kept tidy and well maintained.

(This provision will normally be necessary because of the limited space around the caravans, but may be omitted where there are suitable adjacent publically provided recreational facilities which are available. It is considered that as no control is exercisable over whether or not children are allowed on site all sites should normally have recreation space).

21. **PLANNING PERMISSION**

The use of the site is restricted to purposes for which current planning consent exists.

22. **NOTICES**

(a) **Site name**

A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.

(b) **Site Conditions**

A copy of the site licence with its conditions shall be displayed prominently on the site.

If it is not possible to display the full set of conditions attached to the licence, it would be acceptable to place a notice on the board, specifying where a copy can be seen. It would also be good practice to send a copy of the conditions to each resident on site.

(c) Action in an Emergency

Notices and a layout plan shall be displayed on the site setting out the action to be taken in the event of an emergency. These shall show where the Police, Fire Brigade, Ambulance and local doctors can be contacted and also the location of the nearest public telephone. The notices must 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.

(d) Protection

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.

23. GENERAL

Every caravan shall be in sound structural condition, wind and weatherproof, and be maintained in good repair.