

EAST LINDSEY DISTRICT COUNCIL
CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
STANDARD LICENCE CONDITIONS FOR RESIDENTIAL PARKS

1. (a) The term "Park Home" for the purposes of the site licence conditions is to have the same meaning as the term "caravan" and "park" is to have the same meaning as "caravan site".
- (b) The standard licence conditions were revised in 1.1.92. All new parks must comply with the conditions before occupation. Existing parks must comply with the conditions within 3 years unless otherwise stated below (except condition 15(a) to 15(b)viii which must be complied with forthwith).
- (c) All parks are expected to comply with any current British Standard and Code of Practice issued by the Institute of Environmental Health. The following site licence conditions apply, subject to any variation which may be introduced in a new British Standard or new Institute of Environmental Health Code of Practice, which subject to the normal consultation process Parks will be expected to comply with these within the time agreed.

2. **Park and Watercourse Boundaries**

- (a) The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, the park owner should give the Local Authority a plan of its layout. A 3 metre wide area shall be kept clear within the inside of all boundaries except that covered storage as specified in Condition 7 vii may be within this space.
- (b) The Licensee shall provide, erect and maintain to the satisfaction of the Council, where required in the interests of safety. a fence or fences at least 1 metre high between the site and any dyke, drain or water course running through or adjacent to the site.
- (c) The requirements of the Drainage Boards and Anglian Water Authority in respect of the provision of fencing in the locations referred to must always be complied with.

3. **Type of Park Home**

- (a) Each new or replacement park home shall comply with the current British Standard Specification for Mobile Homes in existence at that time (e.g. B.S. 3632 : 1989).

Where an existing park home does not comply with a relevant British Standard Specification for Mobile Homes, it must be replaced with a unit complying with the current British Standard Specification when either: -

- i) the park home is let or assigned to another person.

- ii) the park home falls into disrepair.
- iii) the existing occupier(s) vacates the park home

and in any event no later than the 1st January, 1995.

All Park Operators are to inform the Director of Community and Housing Services, in writing, of the existence and location of each park home which does not comply with a relevant British Standard Specification for Mobile Homes and also when a new or replacement unit is brought to the standing.

- (b) No park home shall be stationed on the site which is not at all times:
 - i) In good and proper repair and
 - ii) In a good state of external decoration and
 - iii) Weatherproof.
- (c) Every new or replacement park home shall stand on a hard-standing kept in a satisfactory condition of suitable concrete of a thickness not less than 75 mm and trowelled to a smooth, impervious finish, which shall extend over the whole area occupied by the park home placed upon it and shall project not less than 0.75 metres outwards from any entrance to the park home. Alternatively pressed concrete paving slabs of a thickness not less than 50 mm, properly laid on a suitable blinding base can be used in place of the concrete hard-standing.

4. **Number of Park Homes**

- (a) The density of park homes on the park must be consistent with safety standards and health and safety requirements. The gross density should not exceed 50 park homes to the hectare calculated on the basis of the usable area, i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of park homes.
- (b) The total number of park homes stationed on the park at any one time shall not exceed that number which can be physically stationed whilst complying with all the site licence conditions and, in particular, those covering recreational space, distances between park homes, distances from boundaries and internal roads.
- (c) The park operator shall keep a register detailing park home movements which is to be available for examination by Officers of the Local Authority.

5. **Recreational Space**

- (a) An area equivalent to not less than one tenth of the gross area of the park shall be allocated for childrens games and/or other open air recreational or amenity purposes and free access granted thereto.

This area is to be in accordance with the approved map.

- (b) The recreational space is not required where:
- i. No children under the age of 16 live on the park, or
 - ii. Where sufficient space is available around each park home in excess of the minimum standard, or
 - iii. Where suitable alteration publicly provided recreational facilities are freely available within 200 metres of a park entrance, and without crossing a public road.

6. **Condition of Park Homes**

The Licensee shall take all reasonable steps to ensure that: -

- (a) No park home shall be stationed on the park for letting purposes which is not in all respects clean and suitable for occupation and in particular, that the walls, floors and ceilings are clean and that beds and bedding, cooking apparatus and other utensils and fittings are in a clean condition and fit for use.
- (b) No park home shall be stationed on the park for letting purposes which is not equipped with proper beds, cooking apparatus and other fittings and utensils on a scale sufficient to provide for the reasonable needs of the number of persons occupying the park home.
- (c) No park home shall be used for sleeping purposes at any time by a greater number of persons than the number for whom it is designed and constructed and for whom proper beds and bunks are provided.
- (d) No vehicle, other than a park home stationed on the park, in accordance with these conditions, shall at any time, be used on the park as an alternative or additional sleeping accommodation.

7. **Positioning of Park Homes, Provision of Porches and Covered Storage Space**

Subject to the following variation, every park home must be not less than 6 metres from any other park home 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 park home.

- i. Porches may protrude 1 metre into the 6 metres and must be of the open type.
- ii. Enclosed porches, in existence at the time these licence conditions are adopted, within the 6 m space between Park Homes may remain subject to the approval, in writing, of the Director of Community and Housing Services.
- iii. Where awnings are used, the distance between any part of the awning and an adjoining park home should not be less than 3 metres. They should not be of a type which incorporates sleeping accommodation and they should not face each other or touch.
- iv. 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.
- v. Where there are ramps for the disabled, verandas and stairs extending from a 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 should not intrude into the 6 metre space.
- vi. All enclosed porches or similar extensions to be constructed must have prior approval of both the Site Operator and the Director of the Licensing Department. Such porches may have a maximum floor area of 1.8 metres x 1.21 metres and may not reduce the distance between the extremity of the porch and the adjoining unit to less than 6 metres. The porch must be constructed to a standard giving a half hour fire resistance both to the internal and external faces. The Local Authority reserve the right to require the removal of any unauthorised porch.
- vii. The Licensee shall ensure that covered storage space is provided with suitable floors in accordance with the site plan as aforesaid so that each park home has a separate area with floor space of at least 2.23 sq. m. Each independent area must be capable of being securely locked by the occupants of the Park Home to which it has been allocated. (see 7 viii re. non-combustible construction).
- viii. Where a garage, shed, or covered storage space is between units it must be of non-combustible construction (including non-combustible roof) and sufficient space must be maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures must not face towards or be within 6 metres of any park home. Car ports and covered walkways must in no circumstances, be allowed within the 6 metre space. Existing timber sheds within the 6 metre spacing are to be replaced with a non-combustible shed when the existing timber shed falls into disrepair, or when the existing park home is removed and a new unit brought to the standing, or at the time of an assignment,

whichever is the earlier, subject to being replaced by 1st January 1995. For cars and boats between units, see condition 8 below.

8. **Roads, Footpaths, Gateways and Parking Areas**

- (a) Roads and footpaths must be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc. is available from Fire Authorities).
- (b) Roads of suitable material must be provided so that no caravan standing is more than 50 metres from a road.
- (c) Each standing must be connected to a carriageway by a footpath with a hard surface.
- (d) Roads must not be less than 3.7 metres wide, or if they form part of a clearly marked 1 way traffic system, 3 metres wide.
- (e) Gateways must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- (f) Footpaths must not be less than 0.75 metres wide to new and replacement units. Footpaths of 0.6 metres are permitted to existing units.
- (g) Roads must have no overhead cable less than 4.5 metres above the ground.
- (h) Roads and footpaths must be suitably lit.
- (i) Emergency vehicle routes within the site must be kept clear of obstruction at all times.
- (j) One car only may be parked between adjoining park homes provided that the door to the park home is not obstructed.
- (k) Suitably hard surfaced parking spaces must be provided where necessary to meet the reasonable requirements of the occupants and their visitors.
- (l) Plastic or wooden boats must not be parked between the units.

9. **Tree Planting**

Trees and shrubs shall be planted in accordance with the approved plan and particulars approved by the Council, such trees and shrubs to be maintained in a proper manner, the Licensee carrying out from time to time such replanting as may be necessary. The Licensee shall also fence such planted areas, until the trees and shrubs have become strong and well established.

10. **Prevention of Unauthorised Uses, Parking and Structures**

The licensee shall take all reasonable steps to ensure that the park is used only for park homes in accordance with the approved site plan and that no vehicle, stall or structure other than park homes, buildings and structures erected in accordance with the site plan approved by the Council, or porch erected in accordance with Condition 7(v), or placed or erected on any part of the site, and that no goods or chattels other than bottled gas cylinders, refuse bins, and litter bins are placed or stored around any park home. Nothing other than the 'A' frame shall be stored underneath the park home. This condition shall not preclude the parking of a car adjacent to a park home in accordance with Condition 8 above.

No part of the park shall be used for the keeping of poultry or pigs or the grazing of animals.

11. **Water Supply**

- (a) No water shall be used on the park other than water supplied from the public mains or from a private source approved by the Council. All piped water supplies on parks other than those from private sources must be provided in accordance with the requirements of the Anglian Water Authority, and private supplies to be installed and maintained to the satisfaction of the Director of the Licensing Department.
- (b) Each park home shall be provided with an individual piped water supply.

12. **Drainage, Sanitation and Washing Facilities**

- (a) Each Park Home shall be provided with a water supply, water closet, bath and/or shower, wash hand basin and sink. Each appliance and fitment to be supplied in a suitable and satisfactory manner with hot and cold water and a water closet supplied with cold water via a flushing system.
- (b) Satisfactory provision should 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 approved by the Local Authority.
- (c) Every park and every hardstanding shall be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, park homes roads and footpaths.

13. **Materials and Construction of Drains and Private Sewers**

- (a) Any drain or private sewer shall:-

- i. be of sufficient strength having regard to the manner in which it is bedded or supported and the maximum loads and forces to which it may be subjected and (where necessary) protected against injury; and
- ii. (together with its joints and fittings) to be constructed of materials of sufficient durability having regard to the matter passing through it and (if below ground) the nature of the ground and subsoil water through which it passes; and
- iii. have all joints formed in such a manner: -
 - a) As is appropriate to the materials of which such drain or sewer is made; and
 - b) That the joints remain watertight under all working conditions, including any differential movement as between the pipe and the ground or any structure through or under which it passes; and
 - c) That the joints do not form any obstruction in the interior of such drain or private sewer; and
 - d) Be laid in a straight line between points where changes of direction or gradient occur.
 - e) Be so designed and constructed of such size, and (unless the contents are pumped) laid at such a gradient as to ensure that it is self cleansing and efficiently carries away the maximum volume of matter which may be discharged into it;
 - f) Be adequately ventilated.
- iv. The internal diameter of any drain or private sewer shall, at any point be not less than that of the outlet of any appliance, pipe or drain, the discharge from which passes through it at that point;

Provided that the internal diameter shall not be less than 4" (102mm) in the case of any drain or private sewer which is intended for the conveyance of soiled water, or water contaminated with trade effluent, or not less than 3" (75mm) in any other case.
- v. Where any drain or private sewer passes through a building, that part which is within the building shall –
 - a) Be adequately supported throughout its length without restricting thermal movement, any fitting

giving such support being securely attached to the building;

- b) Be so placed as to be reasonably accessible throughout its length for maintenance and repair.
- c) Any drain or private sewer shall, after the work of laying drain or private sewer has been carried out (including necessary work of haunching or surrounding the drain or private sewer with concrete and backfilling the trench) be capable of withstanding a suitable test for water tightness.

(b) **Means of Access to Drain and Private Sewers**

- (1) Any drain or private sewer shall have such means of access as may be necessary for inspection and cleansing, and without prejudice to the generality of the foregoing –
 - i. There shall be an inspection chamber
 - a) At each point where there is such a change of direction or gradient as would prevent any part of the drain or private sewer being readily cleansed without such a chamber;
 - b) On a drain, within 40 feet (12,200 metres) from a junction between that drain and another drain, a private sewer or a public sewer, unless there is an inspection chamber situated at the junction;
 - c) On a private sewer within 40 feet (12,200 metres) from a junction between that sewer and another private sewer or a public sewer, unless there is an inspection chamber situated at that junction;
 - d) At its highest point of a private sewer unless there is a rodding eye at that point;
 - e) No part of a drain or private sewer shall be at a distance of more than 150 feet (45.720 metres) (measured along the line of the drain or private sewer) from an inspection chamber situated on the same drain or private sewer;
- (2) Subject to the requirements of paragraph 3 of this regulation, any such inspection chamber shall –
 - a) Be so designed and constructed of brickwork, concrete or other not less suitable and durable material as to:-

- (i) Sustain the loads which may be imposed upon it;
 - (ii) Exclude sub-soil water;
 - (iii) Be watertight.
- b) Be of such size and form as to permit ready access to the drain or private sewer for inspection, cleansing and rodding.
 - c) Have a removable and non-ventilating cover of adequate strength, constructed of suitable and durable material.
 - d) Where the depth of the inspection chamber so requires, have such step irons, ladder or other fitting as will provide safe access to the level of the drain or private sewer.
 - e) Where the part of the drainage system within the inspection chamber is constructed of open channels, be provided with bench having a smooth impervious finish and so formed as to guard the flow of water towards the pipe into which the main channel discharges and to provide a safe foothold.
- (3) Any inspection chamber within a building other than an inspection chamber giving access to part of the drain or private sewer which is constructed with inspection fittings having water-tight covers shall be:-
- (i) So constructed, in conjunction with its frame and cover, as to be watertight when subjected to the maximum internal pressure which could be caused by a blockage of a drainage system at any point below the inspection chamber;
 - (ii) Fitted with a removable and non-ventilating cover of adequate strength, constructed of suitable and durable material which is:-
 - a) Fitted in a frame with an air-tight seal;
 - b) Secured to the frame by removable bolts made of corrosion resistant material.
1. **Junctions** Any connection between -
- (i) A branch drain and any other drain;
 - (ii) A drain and a private sewer or public sewer;
 - (iii) A private sewer and a public sewer shall be

so made that a tributary drain or sewer discharges its contents into the other drain or sewer obliquely in the direction of flow in that other drain or sewer.

2. Any connection between a drain and a public sewer, or between a private sewer and a public sewer, shall be so made that connections will remain watertight and otherwise satisfactory under all working conditions.

3. **Giving of Notices** Before the installation of or alteration to, any drainage system, the Park Operator shall give notice and deposit plans and written particulars to the Director of the Licensing Department.

4. **Examination of Drains and Sewers**

Notifications of: -

(a) Commencement

(b) Completion of the laying of the drains shall be given in writing to the Director of the Licensing Department and on completion any drains shall be capable of withstanding a suitable test for watertightness.

5. **Maintenance of Cesspools and Septic Tanks**

The Licensee shall ensure that all cesspools, septic tanks and other containers are emptied regularly, disposal arrangements therefrom to be approved by the Council.

(i) The Licensee shall ensure that all cesspools, septic tanks and other containers are emptied regularly, disposal arrangements therefore to be approved by the Council.

(ii) Waste water from each park home and sanitary block shall be discharged direct into a drain provided in accordance with Condition 12 hereof and not deposited onto any open land drain. The Licensee shall take all reasonable steps to ensure that a notice containing a copy of this condition is

permanently displayed in each park home, or include a copy of the condition in their tenancy conditions relating to the park.

- (iii) If required by the Council the Licensee shall provide a surface water drainage system in accordance with a site plan approved by the Council in the case of new parks and by agreement with the Park Operator in the case of existing parks.

14. **Refuse Disposal**

- (a) Approved refuse containers provided with close fitting lids, or refuse sacks, mounted on suitable stands with close fitting lids, with a capacity of at least 0.09 cu. m. in locations suitable to occupiers and accessible to refuse collection vehicles shall be provided in the proportion of at least 1 per unit per park home on the site, and an adequate number of such refuse containers shall be provided for trade refuse for use at all shops, clubs, recreation rooms, restaurants and other buildings on the park. Alternative schemes may be appropriate for certain parks, which would be subject to the approval of the Director of the Licensing Department.
- (b) The Licensee shall ensure that refuse containers must at all times be securely covered.
- (c) The Licensee shall also provide in, or near, all buildings on the site and in all recreation spaces and other open spaces, an adequate number of litter receptacles and shall ensure that such receptacles are regularly emptied.
- (d) Refuse must be disposed of in a suitable and satisfactory manner and storage areas must be kept in a clean and hygienic condition so as to not to create a nuisance, and be properly secure.
- (e) The Licensee shall take all reasonable steps to ensure that refuse and litter is not disposed of in any way other than by deposit in the containers provided.

15. **Fire Prevention and Fire Fighting on Parks**

- (a) **Fire Points** Fire points shall be established so that no park home 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) 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 must be situated at each fire point. There must also be a reel that complies with B.S.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 controlled nozzle. Hoses should be housed in a box or similarly protected, painted red and marked "HOSE REEL".

- ii) Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within a 100 metres of every park home standing. Hydrants must conform to B.S. 750. Access to hydrants and other water supplies should not be obstructed or obscured.
- iii) 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, two buckets and one hand pump or bucket pump.
- iv) **Fire Warning** A means of raising the alarm in the event of a fire must be provided at each fire point. This must 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 must be sought on an appropriate system.
- v) **Maintenance** All alarm and fire fighting equipment must 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 must be kept to record all tests and any remedial action. (A competent person is a person who has attended a recognised course of training).
- vi) All equipment susceptible to damage by frost should be suitably protected.
- vii) **Fire Notices** A clearly written and conspicuous notice must 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 must include the following:

On discovering a fire

- (1) Ensure the park home or park building involved is evacuated.
- (2) Raise the alarm.

- (3) Call the fire brigade (the nearest telephone is sited)
- (4) Attack the fire using the fire fighting equipment provided, if safe to do so.

It is in the interest of all occupiers of this park to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.

- viii) **Fire Hazards** Long grass and vegetation shall be cut at frequent and regular intervals when necessary to prevent it becoming a fire hazard to park homes, buildings or other installations on the park. Any such cuttings should be removed from the vicinity of park homes. A space beneath and between park homes must not be used for the storage of combustible materials.
- ix) **Telephones** An immediately accessible telephone must be available on the park for calling the emergency services. Director of the Licensing Dept. to use his discretion where there are less than 3 Park Homes and a telephone sited within 100 metres of the site. A notice by the telephone must include the address of the park.

16. **Gas Storage and Installation**

- (a) Provision shall be made for the storage of liquified petroleum gas and regard shall be had to the Health and Safety Executive Code of Practice for the Keeping of Liquified Gas in Cylinders and Similar Containers.
- (b) Where a bulk storage tank for liquified petroleum gas is provided to supply one or more park homes or buildings, regard shall be had to the Health and Safety Executive Guidance Notices for the storage of liquified petroleum gas at fixed installations.
- (c) The Licensee shall display or bring to the attention of all park home owners and occupiers the relevant paragraphs to B.S.5482, Part 2, Code of Practice for Domestic Butane and Propane Gas Burning Installations in Caravans. Under Appendix A of that Code of Practice relating to the safe use of liquified petroleum gas in caravans, copies of which are attached to this Licence.

17. **Notices**

- (a) A suitable sign shall be prominently displayed at the park entrance indicating the name of the park.
- (b) A copy of the Site Licence with its Conditions should be displayed prominently on the park.
- (c) Notices and a plan should be displayed on the park setting out the action to be taken in the event of an emergency. They should show

where the police, fire brigade, ambulance and local doctors can be contacted, and location of the nearest public telephone. The notices should also give the name and location and telephone number of the park operator and his/her accredited representative. At parks subject to flood risks, warning notices should be displayed giving advice about the operation of the flood warning system.

- (d) All notices should 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.

18. **Maintenance**

- (a) The Licensee shall at all times maintain the whole park including any buildings thereon in a clean and tidy condition and in particular shall keep the grass properly and regularly cut. He shall also at all times keep all buildings, roads, car parks, waterpipes, drains, refuse containers, litter bins, fire points and equipment and all structures or things used on or in connection with the park (whether specifically referred to in these conditions or not) in proper repair and working order.
- (b) Any buildings, structures, roads, footpaths or other works to be erected or constructed in accordance with the approved Site Plan in pursuance of the granting of this Site Licence shall only be erected or constructed in accordance with annotated plans submitted to and approved by the Council. Such plans are referred to in the Conditions as the "Approved Plans".

19. **Electrical Installations**

- (a) Parks shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands on the park.
- (b) Such electrical installations, other than Electricity Board works and circuits subject to regulations made by the Secretary of State for Energy under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947, must 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, Statutory Instrument 1988, No. 1057.
- (c) 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 Contractor's Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. Installations must be inspected periodically:

under IEE Wiring regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it must be judged against the current regulations.

The inspector must within one month of such an inspection issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which should be retained by the Site Operator and displayed, supplemented or replaced by subsequent certificates, with the Site Licence. The cost of the inspection report must be met by the Site Operator or Licence Holder.

- (d) If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies must 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.
- (e) If there are overhead electric lines on the park, suitable warning notices must be displayed at the entrance of the site and on supports for the lines. Where appropriate, particular attention should be drawn to the danger of masts of yachts, dinghies contacting the line as well as fishing rods.