

CHICHESTER DISTRICT COUNCIL

SINGLE HOLIDAY CARAVAN SITES – CONDITIONS OF LICENCE

1. Period of Use.

Holiday caravans shall not be occupied other than as specified in the schedule to the licence.

2. Site Boundaries.

The boundaries of the site shall be clearly marked by a hedge or fence (see Note 2). In addition, the site owner shall provide the local authority with a plan of the site layout upon application for a licence, transfer of a licence, or when requested to do so by the licensing authority. A 3 metre wide area shall be kept clear within the inside of all boundaries (see Note 3).

3. Type of Caravan.

No caravan shall be stationed on site unless it is of a proprietary type complying with British Standard 3632:1989, or National Caravan Council Code of Practice 101 dated 1st January 1994, or subsequent modifications thereof (see Note 4).

4. Separation and Spacing between Caravans.

Subject to the following variations, the caravan stationed on the site shall be not less than 6 metres from any other caravan or dwelling at any point and not less than 2 metres from a road. The point of measurement for porches, awnings, etc. is the exterior cladding of the caravan.

4.1 Porches may protrude 1 metre into the separation space and shall be of the open type. Enclosed porches shall be considered as part of the caravan and as such shall not intrude into the separation space between caravans.

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

4.3 Eaves, drainpipes, and bay windows, may extend into the separation space, provided the total distance between the extremities of two adjacent caravans is not less than 4.5 metres.

- 4.4 Where there are ramps for the disabled, verandahs, and stairs extending from the caravan, there shall be a 3.5 metre clear space between them (4.5 metres if mixture of types of caravans) and such items shall not face each other in any space. Where they are enclosed, they shall be considered as part of the caravan and, as such, shall not intrude into the separation space.
- 4.5 A garage, a shed, or a covered storage space, may be permitted between caravans only if it is of non-combustible construction (including non-combustible roof) (see Note 1). A 1 metre wide space shall be maintained around each caravan so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the caravan on either side. Car ports and covered walkways shall not be erected within the separation space. For cars and boats between caravans, see Condition 13.

5. Roads, Gateways, and Footpaths.

Roads and footpaths shall be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc. is available from the fire authorities). Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. Roads shall not be less than 3.7 metres wide. Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths shall not be less than 0.75 metres wide. Roads shall have no overhead cable less than 4.5 metres above the ground. Roads and footpaths shall be suitably lit. Roads within caravan sites shall be kept clear of obstruction at all times to provide access for emergency vehicles.

6. Hard-standings.

The caravan shall stand on a hard-standing of suitable material, which shall extend over the whole area occupied by the caravan placed upon it, and shall project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.

7. Fire Precautions.

7.1 Fire Extinguisher.

A 1 kilogram dry powder fire extinguisher, complying with British Standard 5423, shall be attached to a bracket near the main exit door of the caravan. A fire blanket, complying with British Standard 6565, should be provided in the kitchen.

7.2 Fire Notice.

A clearly written and conspicuous notice shall be provided and maintained in the caravan to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice shall 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 telephone is sited);
- (d) Attack the fire using the fire fighting equipment provided , if safe to do so.

It is in the interests of all occupants to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.”

7.3 Fire Hazards.

Long grass and vegetation shall 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 caravans. The space beneath and between caravans and the boundary of the site shall not be used for the storage of combustible materials or rubbish.

8. Storage of Liquefied Petroleum Gas (LPG).

- 8.1 LPG supplied from tanks shall comply with Guidance Booklet HSG 34 “The Storage of LPG at Fixed Installations” or, where LPG is supplied from cylinders, with Guidance Note CS4 “ The Keeping of LPG in Cylinders and Similar Containers” as appropriate.
- 8.2 Where there are metered supplies from a common LPG storage tank, the Guidance Note GS11 “The Storage and Use of LPG at Metered Estates” provides further guidance. In case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipelines Act 1962 may also be applicable.

- 8.3 Portable gas bottles and cylinders placed outside caravans shall be provided with a firm, clean standing, and be suitably secured in an upright position to prevent damage. Such bottles and cylinders shall not be placed within 3 metres of any combustible material, other than the caravan which they serve, or any drain, and shall be kept well ventilated at all times.
- 8.4 LPG installations shall 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".
- 8.5 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.
- 8.6 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.

9. Electrical Installations.

- 9.1 The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravan situated on it.
- 9.2 Such electrical installations, other than 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 (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No 1057.
- 9.3 Work on electrical installations and appliances shall 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 (ECA), a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC), or a qualified person acting on behalf of one of the above.

- 9.4 The installation shall be inspected by a contractor registered by NICEIC 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 shall be judged against the current regulations.
- 9.5 The licensee shall, within one month of such an inspection, obtain an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall 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.
- 9.6 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 major 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.
- 9.7 If there are overhead electric lines on the site, suitable warning notices shall 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.

10. Water Supply.

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

11. Drainage, Sanitation, and Washing Facilities.

- 11.1 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.
- 11.2 The caravan shall have its own water supply and water closet. The caravan standing shall be provided with a connection to the foul drainage system: the connection shall be capable of being made air tight when not in use.

12. Refuse Disposal.

Suitable provision shall be made for the hygienic storage, collection and disposal of refuse from the caravan.

13. Parking.

One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking space shall be provided where necessary to meet the additional requirements of the occupants of the caravan and their visitors. Touring caravans and plastic or wooden boats shall not be parked between caravans.

14. Maintenance.

14.1 The caravan shall be kept weatherproof, in good repair and decoration, and in all respects fit for human habitation.

14.2 The land shall be maintained in a tidy, orderly state and shall be kept free from refuse and litter. The licensee shall ensure that no detriment to the amenities of the land or the neighbourhood result from the use of the land as a caravan site.

15. Storage of Caravans.

No caravan shall be placed or stored on the site other than the one permitted under licence.

16. Unauthorised Structures.

No structures, other than those which comply with these conditions, shall be placed on site without the prior approval of the licensing authority.

Notes.

These conditions shall have immediate effect on all caravan sites licensed by the Chichester District Council, subject to the following notes 1 – 4 (inclusive) which also form part of the licence conditions:

1. The implementation of these conditions shall not require the removal of existing combustible sheds from sites until 17th June 1995. However, it is strongly recommended that combustible sheds be removed from sites prior to this date where they come within the separation space between caravans.
2. It is recommended that hedges and fences should not exceed one metre in height where site boundaries come within the separation space between caravans.

3. Condition No. 2 requiring a 3 metre clear area to be maintained within the inside of all boundaries shall only apply to sites first licensed on or after 17th June 1992.
4. The requirement for caravans to comply with British Standard 3632:1989 or National Caravan Council Code of Practice 101 dated 1st January 1994, shall apply to sites first licensed on or after 17th June 1992, or where a caravan is replaced on any existing site.

Schedule.

The land described in the schedule hereto, shall not be used as a site for more than **one** caravan in accordance with the terms

and conditions of Licence No.....issued

on..... which is subject to these conditions.

Description of Land.

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