

GUILDFORD BOROUGH COUNCIL

STANDARD CONDITIONS ATTACHED TO RECREATIONAL PARKS

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960 (AS AMENDED)

CONDITIONS ATTACHED TO SITE LICENCE NO:

In these conditions the 'Head of Community Care Services' shall mean the Head of Community Care Services of Guildford Borough Council whose address is Community Care Services, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey GU2 5BB. Telephone (01483) 444307.

1.0 **CLASS OF USE**

1.1 Caravans stationed on the park shall be for recreational use only

2.0 **NUMBER AND TYPE OF CARAVANS**

2.1 Not more than XX caravans to be stationed or kept on the park at any one time.

2.2 Not more than one caravan shall be stationed or kept on any one pitch or hardstanding.

2.3 All caravans stationed or kept on site to comply with the definition of caravan contained in Caravan Sites and Control of Development Act 1960 Section 29(1) (as amended).

2.4 All caravans stationed or kept on site to be maintained in a good state of repair.

3.0 **SITE LAYOUT**

3.1 The site owner shall provide the Director of Housing and Health Services with a scale plan of the layout of the site within 28 days from the date of any written request and at any time when significant alterations to the site layout are undertaken or proposed. The plan shall be to a reasonable scale and shall indicate the area of the site and shall show the position of:

- a) All caravans including their enclosure boundaries and all garages, sheds, covered stores, car ports, covered walkways and car parking spaces associated with them.
- b) All site buildings and other permanent structures.
- c) All roads and paths and their associated lighting.
- d) All fire points and fire hydrants.
- e) All public telephones.
- f) All electrical distribution points.
- g) All compounds for the storage of liquefied petroleum gas.
- h) All cesspools, septic tanks and connections to the public sewerage system.

- i) All drainage runs and inspection chambers.
- j) All communal refuse stores.
- k) Recreation space.

3.2 The layout of the park shall not be varied without the prior written consent of the Director of Housing and Health Services.

4.0 **BOUNDARIES**

4.1 The boundaries of the park shall be clearly marked by a suitable permanent fence, hedge or wall which shall be properly maintained at all times.

4.2 No caravan, store, building, car parking space or other construction shall be situated within 3 metres of the park boundary without the prior written consent of the Director of Housing and Health Services.

5.0 **DENSITY AND SITING OF CARAVANS**

5.1 The density of caravans shall be consistent with safety standards and health and amenity requirements. The gross density shall not exceed 60 caravans to the hectare, calculated on the basis of the useable area (excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than total park area.

5.2 Subject to the variations detailed below (see 5.3) every caravan shall be not less than 6 metres from any other caravan which is occupied separately.

5.3 Caravans made of aluminium or other materials with similar fire performance properties should not be less than 5 metres, 3.5 metres at the corners from any other caravan that is occupied separately.

5.4 Where there is a mixture of caravans made of aluminium and those with a lower fire performance standard (e.g. plywood) then the 6 metre standard will apply.

5.5 Where there is a mixture of recreational and residential caravans the 6 metre standard will apply.

5.6 The point of measurement for porches etc. is the exterior cladding of the caravans.

5.7 Eaves, drainpipes and bay windows may extend into the 6 metre space provided that the total distance between the extremities of two adjacent units shall not be less than 5.25 metres. Where 5 metres is the required space between units the total distance shall not be less than 4.5 metres.

5.8 Where there are ramps for wheelchair users, verandas or stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items shall not face each other in any space. If such items are enclosed, they shall be considered as part of the unit and, as such, shall not extend into the 6 metre space. Where 5 metres is the required space between units the shall be 3.5 metres clear space.

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

6.0 **HARD STANDINGS**

- 6.1 Unless specified in writing by the Head of Community Care Services caravans are not required to stand on a concrete hard standing. Where hardstandings are required they shall extend over the whole area occupied by the caravan placed upon it and project not less than 1 metre outwards from the entrance or entrances to the caravan to enable occupants to enter and leave safely.
- 6.2 All new hardstandings and all existing hardstandings when replaced to be constructed in accordance with Appendix I to these conditions, or by some other suitable method approved in writing by the Head of Community Care Services.

7.0 **ROADS, GATEWAYS AND FOOTPATHS**

- 7.1 All roads and footpaths shall be designed so as to allow access for fire appliances and other emergency vehicles. In particular all roads shall be not less than 3.7 metres wide, unless they form part of a clearly marked one way traffic system when they may be 3 metres wide, with a height clearance of not less than 4.5 metres. Gateways shall be not less than 3.1 metres wide. Roads shall allow for vehicles with a turning circle of 17 metres diameter and a sweep circle of 25 metres diameter.
- 7.2 All roads and footpaths shall be constructed in accordance with Appendix II to these conditions, or by some other suitable method approved in writing by the Director of Housing and Health Services.
- 7.3 Every caravan standing shall be sited not less than 2 metres nor more than 50 metres from a road and shall be joined to the road by a footpath not less than 0.75 metres wide.
- 7.4 Emergency vehicle routes shall be kept clear from obstruction at all times.
- 7.5 Turning facilities shall be provided on any cul-de-sac road exceeding 20 metres in length and shall be sufficient for vehicles having a turning circle of 17 metres.
- 7.6 Suitable speed humps shall be constructed within 10 metres of the site entrance and at intervals of not more than 100 metres on all site roads. A clear sign, warning of speed humps, shall be placed at the site entrance.
- 7.7 All site roads and paths shall be provided with artificial lighting sufficient to allow safe movement around the site during the hours of darkness.
- 7.8 All roads and footpaths to be kept in good order and maintained in a safe condition.
- 7.9 Any variation from conditions 7.1 - 7.8 to be agreed in writing by the Head of Community Care Services.

8.0 **VEHICLE PARKING**

- 8.1 Car parking spaces shall be provided on site for at least one private car per caravan and shall be used only for the parking of private cars and light vans in a roadworthy condition.
- 8.2 Visitors parking shall be provided on site in addition to residents' parking in a ratio of not less than one further space for every five caravans.
- 8.3 All car parking areas shall be sufficiently levelled, consolidated and surfaced with suitable materials so as to provide reasonable passage for motor vehicles.

8.4 One car only may be parked in the 5 or 6 metre (as appropriate) separation between adjoining caravans, providing that the door to neither caravan is obstructed.

8.5 Vehicles shall be parked only on the parking places provided in accordance with the conditions of this licence.

9.0 **RECREATION SPACE**

9.1 Where children stay on the park, space equivalent to about one-tenth of total area shall be allocated for children's games and/or other recreational purposes.

10.0 **ADDITIONAL STRUCTURES**

10.1 No porch, extension or other structure attached to or contiguous with a caravan shall be erected, placed or kept on the site unless prior approval in writing is obtained from the Head of Community Care Services.

10.2 All free-standing new or replacement sheds, garages, covered storage spaces or other structures situated between units shall be of non-combustible material (including non - combustible roof) only and sufficient space shall be maintained around each caravan so as not to prejudice means of escape in case of fire. Windows in such structures should not face towards the units on either side. Prior approval to be obtained in writing from the Head of Community Care Services.

10.3 All applications for approval under 10.1 and 10.2 above must first be approved by, and be made via, the site licensee.

10.4 Car ports and covered walkways are not permitted between caravans.

10.5 All new or replacement porches must be of the open type and be constructed of suitable and sound materials so as to harmonise with the caravan to which it is attached and must not adversely affect the amenity of the site. The porch shall not extend more than 1 metre into any separation space.

10.6 See also condition 12.0. Vegetation and Fire Hazards.

11.0 **FIRE POINTS**

11.1 Fire points to be established and maintained such that no caravan or site building is more than 30 metres distant.

11.2 Fire points to be housed in an easily accessible weather-proof structure clearly and conspicuously marked "FIRE POINT".

11.3 An effective means of raising the alarm must be provided at each point by way of manually operated rotating bells, other manually operated sounders or an electrically operated alarm bells or sirens. The alarm sound to be loud enough to be heard clearly inside all caravans within a 30 metre radius.

11.4 A clear and conspicuous notice preferably on rigid plastic must be provided and maintained at each fire point indicating the action to be taken in case of fire and the location of the nearest telephone. The following wording or similar is necessary:

"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 interest 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".

11.5 Where the water pressure and flow is sufficient to project a jet of water 5 metres at 30 litres a minute from the hose nozzle:

EITHER a mains water supply must be provided at each fire point with a flexible hose complying with BS 5306 Pt 1 at least 30m long connected directly to it by a screw thread connection and terminating in a small hand control nozzle. (All housed in a suitable box painted red and marked "HOSE REEL")

OR a fire hydrant complying with BS 750 connected to the mains water supply must be provided within 100m of every caravan.

- 11.6 Where standpipes are not provided or the water pressure and flow is insufficient or water supply has failed each fire point to be provided with two 9 litre water extinguishers conforming to British Standards EN 3 Parts 1-6, BS 5306: Part 3 and BS 7863.
- 11.7 All fire alarm and fire fighting equipment must be installed, tested and maintained in working order by a competent person. A log book must be kept on site of all tests and remedial action. The equipment and log book must be available for inspection for, or on behalf of, the Director of Housing and Health Services.
- 11.8 All equipment and pipework susceptible to frost damage or freezing must be suitably protected. All water extinguishers shall contain anti freeze as recommended by the manufacturers.

12.0 **VEGETATION AND FIRE HAZARDS**

- 12.1 Trees, shrubs, hedges and grassed areas shall be provided on the site and maintained as necessary to preserve visual amenity on the park.
- 12.2 Grass and vegetation shall be managed to prevent it becoming a fire hazard to caravans, buildings or other park installation.
- 12.3 Prunings and cuttings must be removed to a position where they do not constitute a fire hazard.
- 12.4 The space beneath and between caravans must not be used for the storage of combustible materials.
- 12.5 Boundary vegetation and, in particular hedges, must not be within 1 metre of any unit.
- 12.6 Boundary hedges between units must not be more than 2 metres wide.
- 12.7 Every unit must have at least one exit with a clear route leading direct to the adjacent roadway. The route must be at least 2 metres wide from the exit door to the end of the unit.

(Exemptions to 12.1 - 12.7 will be considered on their merits having regard to fire safety and practicability. Specific exemptions will be given in writing by the Head of Community Care Services after consideration of a specific written application for exemption from the licensee).

12.8 Touring caravans, plastic or wooden boats shall not be parked directly between caravans.

12.9 No combustible materials or items which may act as a fire bridge may be stored between adjoining caravans or obstruct caravan doors or escape routes.

12.10 Bonfires shall not be permitted on the park.

13.0 **TELEPHONES**

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

13.2 This requirement may be relaxed at the discretion of the Head Of Community Care Services where all of the caravans on the park are fitted with their own telephones.

14.0 **STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)**

14.1 LPG storage in tanks or cylinders shall comply with the appropriate LP Gas Association Code of Practice.

14.2 Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining park home.

14.3 LPG installations shall conform to the appropriate edition of British Standard 5482, "Code of Practice for domestic butane and propane gas burning installations, Part 2: Installations in Caravans and non-permanent "dwellings".

14.4 LPG installations to conform to the appropriate edition of the Gas Safety (Installation and Use) Regulations and associated code of practice.

15.0 **ELECTRICAL INSTALLATIONS**

15.1 The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on it. A supply of electricity to be provided to each caravan.

15.2 A means of isolating the electricity supply to each pitch must be supplied.

15.3 Any electrical installations, which are not Electricity supplier 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 (as amended) Statutory Instrument 1988 No 1057.

15.4 The electrical installation shall be inspected within 3 months of the issue of the site licence and thereafter not less than once in every 12 months (in the case of underground installations 3 years) by a competent person such as

A professionally qualified electrical engineer

A member of the Electrical Contractors' Association

A certificate holder of the National Inspection Council for Electrical Installation

Contracting, or

A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).

Such person shall within one month of such an inspection issue an inspection certificate in the form prescribed in the IEE Wiring Regulations, which shall be retained by the site operator and displayed with the site licence. A copy of the report shall be submitted to the Director of Housing and Health Services.

- 15.5 When an installation is inspected it should be judged against current regulations. 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 by a competent person (as lifted above). 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.
- 15.6 If there are overhead electric lines on the park, suitable warning notices shall be displayed at the entrance to the site and on supports for the line.

16.0 **WATER SUPPLY**

- 16.1 The site shall be provided with an adequate water supply in accordance with Water Byelaws and statutory quality standard.
- 16.2 All reasonably practicable steps shall be taken to protect water supply pipes from the risk of frost or damage however caused.
- 16.3 New supplies and alterations to existing supplies shall comply with the current edition of British Standard 6700.

17.0 **DRAINAGE, SANITATION AND WASHING FACILITIES**

- 17.1 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 which complies with current Building Regulations.
- 17.2 Where a caravan has its own connection to the foul drainage system the connection shall be capable of being made air-tight when not in use.
- 17.3 The site 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, road and footpaths.
- 17.4 For caravans without their own water supply and water closets communal toilet blocks should be provided, with adequate supplies of water, to the following minimum scales:
- | | |
|-------|---|
| Men | 1 WC & 1 urinal per 15 caravans |
| Women | 2 WC's per 15 caravans |
| | 1 wash hand basin for every WC or group of WC's |
| | 1 shower or bath (with hot and cold water) for each sex per 20 caravans |
- Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.

- 17.5 Properly designed disposal points for the contents of chemical closets should be provided with an adequate water supply for cleaning the containers.

18.0 **REFUSE DISPOSAL**

18.1 Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close fitting lids. Where communal refuse bins are also provided there should be of similar construction and housed within a properly constructed, vermin proof bin store. Arrangements shall be made for the bins to be emptied on a weekly basis.

19.0 **MAINTENANCE**

19.1 The site and its equipment and facilities thereon shall be kept clean and tidy at all times.

19.2 All water services, drainage systems, fire fighting equipment and other facilities provided in compliance with the conditions of the licence shall be kept in a good state of repair and in full working order.

20.0 **MISCELLANEOUS**

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

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

20.3 Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They shall show where the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative.

20.4 All notices shall be suitably protected from the weather and displayed out of the direct rays of the sun, preferably in areas lit by artificial lighting.

20.6 Each caravan standing shall be identified by a number which shall be easily legible and displayed in such a manner as to be readily seen from the adjacent road or footpath.

HARDSTANDING CONSTRUCTION

This Appendix specifies a minimum acceptable standard for the construction of a hardstanding. Other forms of construction to an equivalent or better standard may be used subject to approval by the Head of Community Care Services in writing.

- a) Site mains services (water, sewage, electricity, gas, storm drain etc. where applicable) shall be laid to the base and properly terminated. Connections between the termination points and the inlet service points on the caravan must be properly made in a workmanlike manner and with suitable materials. Reference should be made to the Manufacturer's drawings of the floor plan showing the connection points.
- b) A good hard core base to a minimum depth of 150 mm is required. This must be well compacted before over-laying with 100 mm of concrete. The concrete mix should be in accordance with the current edition of BS 5328. The finished raft must be generally level in all directions with due allowance for surface drainage.
- c) The dimensions of the base raft shall not be less than the external dimensions of the floor area of the caravan and must project not less than 1 metre from its entrances unless other satisfactory provision is made to enable occupants to enter and leave safely.

ROAD AND FOOTPATH CONSTRUCTION

This Appendix specifies a minimum acceptable standard for the construction of new roads and footpaths. Other forms of construction to an equivalent or similar standard may be used subject to approval by the Head of Community Care Services in writing.

Roads

1. Site of road to be excavated below the level of any turf or vegetation and a sub base of 150 mm thickness type 1 MOT material should be laid thereon and thoroughly compacted. Where the natural soil provides a hard granular formation the sub base may be dispensed with but where the soil is soft or clay-ey the sub base shall be laid to such greater thickness than 150 mm as is necessary.
2. A retaining kerb to road edge to be formed. Size 250 x 125 pre-cast concrete half battered on 225 mm deep concrete footing with haunching in concrete both sides.
3. A base of 70 mm thickness dense bitumen macadam road base to the current edition of BS 4987 shall be laid on the sub base. (Alternative to base is 125 mm lean mix concrete).
4. A 40 mm thickness of base course macadam nominal size 20 mm to the current edition of BS 594 shall be laid on road base, consolidated by a roller weighing at least 8 tonnes or vibrating roller of an equal compactive capability.
5. A 25 mm thickness of wearing course macadam, nominal size 10 mm to the current edition of BS 594 shall be laid on base course, consolidated by a roller weighing at least 8 tonnes or vibrating roller of equal compactive capability.
6. Roads shall be laid to a crossfall of 1 in 36 and longitudinal falls of at least 1 in 200. Adequate provision shall be made for surface water drainage by means of 460 mm dia. c 920 mm road gullies (1 gully to every 160 square metres of road surface) discharging into surface water drains with all necessary manholes and made to connect to the Council's surface water sewer where practicable. If there is no suitable outfall other means of disposal shall be provided. If soakaways are provided for road drainage they shall be of permanent construction, capable of being cleansed and wherever practicable should be of such capacity as to store 12 mm of rain over the area discharging to each soakaway. The base of the soakaway should be carried down to a pervious stratum.

Footpaths

1. Precast concrete half battered kerbs 250 mm x 125 mm bedded and haunched on 150 mm of concrete class C20 where adjacent to a road otherwise precast concrete edging 150 mm x 50 mm bedded and haunched on 100 mm concrete class C20.
2. **Sub base**
MOT type 2 granular material laid and rolled to a consolidated thickness of 150 mm.

3. **Base**

20 mm nominal size bitumen macadam laid and rolled to a consolidated thickness of 55 mm.

4. **Wearing course**

6 mm nominal size bitumen macadam laid and rolled to a consolidated thickness of 12 mm.

5. Gradient across footpath from side to side 1 in 48.

6. Consolidation to be carried out with a vibrator roller to equivalent 6 tonnes to 10 tonnes.