

Borough Council of
**King's Lynn &
West Norfolk**



Housing Standards

Caravan Site Licence Conditions Multi-Occupancy Sites

Relevant Protected Sites (Commercially Operated Sites)

Commented [GJH1]: New title and clarification with regards applicable sites

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Commented [GJH2]: New contents page and sections

Introduction

A multi-occupancy site is where the people in each caravan form separate households. A single occupancy site is where the people in each caravan are normally related to each other. This usually applies to smaller sites occupied by one extended family group such as gypsy & traveller sites*.

Where family sites are operated on commercial terms, for example where caravans are let for residential purposes to non-related households, then the multi-occupancy site licence conditions will apply. This is because the single-family site conditions have been created for those occupying their own caravans on their own caravan site.

These conditions shall apply to the land shown on the plan attached to the most recent site licence in connection with the stationing of caravans on that land for the purposes of human habitation.

The Licensing Authority is the Borough Council of King's Lynn & West Norfolk.

Commented [GJH3]: New Introduction to clarify

1. Number of caravans

At no time shall the number of caravans onsite, as defined by Section 29 of the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968 exceed [state number]

2. Boundaries and plan of the site

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.

Note: This will generally be a fence, hedge or wall.

- (ii) No caravan or combustible structure should be positioned within 3 metres of the boundary of the site.

Note: This is to facilitate privacy and to also minimize the risk of fire spread from external sources. Tolerant may be acceptable where there is no development on the adjacent land.

Commented [GJH4]: New clarification note

- (iii) (a) 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 Licensing Authority.

- (b) The plan supplied must be of a scale no less than 1:500 and should clearly show all relevant structures, features and facilities on it and shall of a suitable quality, as so defined by the Licensing Authority.

3. Density, spacing and parking between caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must be spaced at a distance of no less than 6 metres (the 'separation distance') from any other caravan which is occupied as a separate residence.

Note: The 'separation distance' is envisaged as a 6m sterile strip between caravans in any direction for privacy and fire safety purposes.

Commented [GJH5]: New clarification note

- (ii) No caravan 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 caravan has been constructed with, or retrospectively fitted with cladding from Class

1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.**

(iv) In any case mentioned in subparagraph (i) or (iii):

- (a) A porch attached to the caravan 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 caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.

Note: Where a porch is installed it is important that such an installation is demountable and does not constitute a permanent structure.

Commented [GJH6]: New clarification note

- (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans 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.
- (c) Any structure including steps, ramps, etc (except a porch, garage or car port), 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 caravan.
- (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
- (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
- (f) Fences and hedges, where allowed and forming the boundary between adjacent caravan pitches should be a maximum of 1 metre high.

Commented [GJH7]: 'Pitches' added to clarify scope of condition for fire safety purposes

Note: This provision was originally detailed within the BRE Information Paper IP 15/91 September 1991 Fire Spread Between Caravans. The Licensing Authority believes that this is an important condition as caravans are often positioned in a linear fashion often with limited distance between the caravan and the pitch boundary. Should the boundary fence or hedge between pitches be greater than 1m then should the occupants escape to the rear of the pitch they may be trapped in a rear area in close proximity to a burning structure. Also, in order to escape they could be required to run towards the fire in order to escape past the burning structure. Fences and hedges at 1m will facilitate escape from the rear of pitches and it will increase the visibility of anyone trapped for those affecting a rescue.

Commented [GJH8]: Introduction of the word 'pitches' and important new note to clarify reasoning behind

- (g) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan. A motorhome of any size shall not be parked within the separation distance.

Notes: Motorhomes present a significant increase in fire load compared to a normal car. See single site conditions for reference to additional use of touring caravans as additional bedrooms and note that site licence conditions may be amended to reflect specific site circumstances.

Commented [GJH9]: New note for clarity

- (v) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and any relevant fire risk assessments.

4. Roads, gateways and overhead cables

- (i) Roads shall be designed to afford adequate access for emergency vehicles, shall be constructed to accommodate all necessary loadings and shall be well maintained and kept clear of obstruction at all times.
- (ii) New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.
- (iii) All roads shall have adequate surface water drainage and should be free from standing water.
- (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.

5. Footpaths and pavements

- (i) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- (ii) Communal footpaths and pavements shall not be less than 0.9 metres wide, should be level and sealed to facilitate safe passage.

6. Lighting

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.

7. Bases

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

8. Maintenance of common areas (including grass, vegetation and trees)

- (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 and shall not present a fire risk.
- (v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

Commented [GJH10]: Modified condition to clarify for fire safety purposes

9. Supply & storage of gas etc.

- (i) Gas (including natural gas) and oil installations, and the storage of supplies 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.
- (iii) Gas cylinders connected to a caravan should be sited on a sound level base, and the bottle should be secured to the caravan by way of a chain or strap to prevent movement or it falling over.
- (iv) Gas cylinders should be clearly visible and should not be stored in locked cabinets or housings.
Note: This is to ensure that the fire services can rapidly locate all gas bottles and ensure that measures are taken to either remove or protect the cylinders in-situ.
- (v) Any caravan let for residential purposes shall be fitted with a carbon monoxide detector. It shall be of a type which gives an audible warning and be installed in accordance with the manufacturer's instructions. The detector shall be subject to an annual inspection and/or in accordance with the manufacturer's instructions.

Commented [GJH11]: Due to lack of specific standards or guidance for caravan sites a new condition for clarity

Commented [GJH12]: New condition & New clarification note

10. Electrical installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans 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.
- (iii) 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.
- (iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.
- (v) Any electrical installations, appliances and associated installations to caravans which are let shall be inspected and tested in accordance with The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

Commented [GJH13]: New condition to reflect Electrical Safety Regs

11. Water supply

- (i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- (ii) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or applicable European Standards.
- (iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or applicable 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 applicable European Standards.

12. Drainage and sanitation

- (i) Surface water drainage shall be provided in order to avoid standing pools of water, especially on footpaths and roadways.
- (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. Any such installation should be constructed so as to meet the needs of all caravans which it serves and it should be adequately cleaned and maintained.
- (iii) All drainage and sanitation provision shall be in accordance with all current legislation and British or applicable European Standards extant at the time of installation.
- (iv) Work on drains and sewers shall be carried out only by persons who are suitably qualified in the particular type of work being undertaken and in accordance with current legislation and British or applicable European standards.

13. Domestic refuse storage & disposal

- (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) No refuse shall be allowed to accumulate at any point on the site outside of the designated refuse points, including the caravan surrounds. In this condition refuse includes derelict vehicles, discarded household items or other such **waste**.

Commented [GJH14]: Modified condition for clarity

14. Communal Vehicular Parking

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors. There should be adequate parking so as to prevent ad-hoc parking that may hinder the access and movement of emergency **vehicles**.

Commented [GJH15]: Modified condition including reference to ad-hoc parking

15. Communal Recreation Space

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 close proximity to the site.

16. Notices and Information

- (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 manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).
- (ii) A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.

- (iii) A copy of the current site licence shall be available for inspection in a prominent place on the site.
- (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.
 - (d) A copy of any relevant fire risk assessment.
- (v) All notices shall be suitably protected from the weather and from direct sunlight.

17. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the flood risk information pages on the Borough Council's website.
- (ii) The site owner shall establish the likelihood of flooding, the depths and velocities that might be expected and any site considered to be in a location regarded as high risk of flooding shall be registered with the Environment Agency Floodline service.
- (iii) Where the site is at a lower risk it is recommended that the site owner/Licensee is registered with the Environment Agency Floodline service.

18. Regulatory Reform (Fire Safety) Order 2005 (or as may be amended)

Where the Regulatory Reform (Fire Safety) Order 2005 (or as it may be subsequently amended) applies, the site owner shall make available the latest version of any fire risk assessment carried out for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the Licensing Authority.

19. Fire Safety

Each and every condition of this site licence shall not apply to any fire safety matter to which requirements or prohibitions that are/or could be imposed by the Regulatory Reform (Fire Safety) Order 2005 (or any subsequent amendments apply).

Fire Points

- (i) These shall be located so that no caravan or site building is more than 30 metres from a fire point.
- (ii) Each fire point should consist of a red high visibility waterproof housing, be accessible and clearly and conspicuously marked 'FIRE POINT' and shall have affixed a weatherproof action instruction notice on the outside.
- (iii) Each Fire Point shall contain inside:
 - a) A portable air warning horn, warning bell, or other warning device which must be fully serviceable and available for use at all times.
 - b) A fully serviceable hand-held torch.

- (iv) The following advice should appear in writing at each fire point in clear distinct signage;
 - a) Raise the alarm by activation of the alarm mechanism provided
 - b) Ensure that the fire and rescue service is called.
 - c) The nearest public telephone is located at.....
 - d) The address and the postcode of this site is.....
 - e) Meet the fire and rescue service on their arrival in order to facilitate access, directions and to report should you be aware of any persons either missing or trapped.

Commented [GJH16]: No changes

Fire Fighting Equipment

- (v) 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.
- (vi) Where hydrants are provided, hydrants shall conform to the current British or applicable European Standard.
- (vii) Access to hydrants and other water supplies shall not be obstructed or obscured.
- (viii) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water mist extinguishers (2 x 9 litres) which comply with the current British or applicable European Standard. Extinguishers 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 occupants, the Licensing Authority or the Fire and Rescue Service.
- (ix) Any caravan let for residential purposes, in accordance and in compliance with planning permission, shall be provided with a fire blanket to use in an emergency.
- (x) All firefighting equipment, where provided, should be freely accessible, be in good working order and adequately protected from weathering and the effects of frost.
- (xi) 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. A record shall be kept of all testing and remedial action taken.
- (xii) No flammable materials or liquids shall be left stored on any part of the caravan standing. Space under any caravan shall not be used for the storage of any materials which contribute to a fire hazard.

Commented [GJH17]: Reference to water mist to reflect current technology and best practice

15. General

- i) The site shall be restricted to that for which planning permission is held.
- ii) Every caravan on site used for residential purposes must comply with BS3632.
- (iii) Any caravan let for residential purposes on site must be manufactured to comply with BS3632*** 2005 edition other than those occupied by the Licensee and members of their family.

Commented [GJH18]: Amended condition for clarity

Commented [GJH19]: Amended condition for clarity

* The definition of Gypsies, Roma & Travellers is as defined in Annex 1 of 'Planning Policy for Traveller Sites'.

** The Licensee may be required to provide supporting evidence of the fire rating or combustibility of materials and/or structures to the satisfaction of the Licensing Authority.

*** The Licensee will be required to provide all necessary supporting technical information, to the satisfaction of the Licensing Authority.

Notes in respect to the operation of the Caravan Sites and Control of Development Act 1960 (as amended);

Section 7

(1) Any person aggrieved by any condition (other than the condition referred to in subsection (3) of section five of this Act) subject to which a site licence has been issued to him in respect of any land may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; or in a case relating to land in England, to a residential property tribunal; and the court or tribunal, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister under subsection (6) of the said section 5) that the condition is unduly burdensome may vary or cancel the condition.

In a case where a residential property tribunal varies or cancels a condition under subsection (1), it may also attach a new condition to the licence in question.

In so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition is pending.

Section 8

Where the holder of a site licence is aggrieved by any alteration of the conditions attached thereto or by the refusal of the local authority of an application by him for the alteration of those conditions, he may, within twenty-eight days of the date on which written notification of the alteration or refusal is received by him, appeal to a magistrates' court or, in a case relating to land in England, to the tribunal; and the court or tribunal may, if they allow the appeal, give to the local authority such directions as may be necessary to give effect to their decision.