

Boston Borough Council



Caravan Site Licence Conditions

Touring Sites

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A. SITE USE

The site shall be used exclusively for touring caravans and tents and may be used for this purpose between _____ and _____ in any year.

B. SITE BOUNDARIES

The site owner shall provide the local authority with an up to date layout of the site, which includes the boundaries.

No caravan or tent shall be sited nearer than 3 metres to the boundary.

C. DENSITY

The site density shall not exceed 75 units per hectare (30 units per acre) calculated on the usable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the sitting of caravans). This condition shall also apply to sites with a mixture of touring caravans and tents.

The maximum number of caravans and tents allowed on the site at any one time shall not exceed _____. The caravans and tents shall be sited to the satisfaction of the Council, in accordance with the site layout plan.

D. SPACE BETWEEN CARAVANS

Every unit shall be not less than 6 metres from any other unit in separate family occupation. Vehicles, a single tent not exceeding 4.6 square metres used in the same family occupation and other ancillary equipment are permitted within the 6 metre space provided the door to the caravan is not obstructed and there is a clear space of 3 metres from the adjoining caravan. The awning of one caravan may face the awning of another caravan so long as there is a clear space of 3 metres. Caravans must be not less than 2 metres from a road, if roads are provided.

Tented camping near to touring caravans:

Where operators wish to allow groups of tents on pitches between caravans, the following will apply:

- a) Up to six tents accommodating no more than twelve people (including children), known to each other and forming a group who book together, are allowed to form one pitch. People in the group should be informed and consent to forming a group as a prior condition of camping. Tents not used for accommodating people will still be counted within the group maximum of six.
- b) Each tent should be a minimum of two metres from any other tent in the group (as measured from the closest point of the fabric of the tent, including any awning or other structure). Where a canvas type tent is used within a group then the separation distance around such a tent should be four metres.

- c) There should be a 'separation distance' of six metres between the outer tents or structures in one group and those of another, in any direction as well as from any caravan.
- d) Emergency vehicles shall have access at all times to within 90 metres of any unit.
- e) Single tents (i.e. not forming part of a group known to each other) should be a minimum of 3 metres separate from each other as well as from any car, trailer or other equipment not in their possession. Up to 6 tents can be placed in this way before the inclusion of a 6 metre separation distance to the next group of tents or any caravan.
- f) Barbecues, cooking equipment, cars, trailers and boats may be placed amongst tents in any group. However the site operator must carry out group specific, documented risk assessments where this occurs so as to ensure that the risks from fire and explosion are minimised. The site operator must ensure that highly flammable substances, other than fixed fuel tanks, are removed to a safe storage area and equipment, which is capable of supporting an intense fire is kept reasonably separate from any ignition source. Site operators must also assess and deal with any other ad hoc factors such as personal misbehaviour or exceptional equipment/hazards, which may lead to a risk of injury or damage.
- g) There should be a minimum of 2 metres between any tent and the edge or kerb of any roadway.

E. ROADS, VEHICLE GATEWAYS AND FOOTPATHS

The licensee shall provide and maintain an access road from the highway to the site. The road shall be constructed of concrete, tarmac or other similar material approved by the Council.

Site roads, vehicle gateways and footpaths shall be provided unless a risk assessment by the site operator shows the site is not difficult or dangerous to negotiate in wet weather. Such risk assessments must be documented and approved by the local authority.

Where provided, roads shall:

- be of suitable materials so that no unit is more than 50 metres from a road;
- be designed to give adequate access for emergency vehicles
- be not less than 3.7 metres wide if a two-way system or 3 metres wide if a clearly marked one-way system;
- be suitably lit at night as necessary;
- have no overhead cables less than 4.5 metres above the ground;
- be kept clear for emergency vehicles at all times.

Where provided, vehicle gateways shall:

- be a minimum of 3.1 metres wide;
- have a minimum height clearance of 3.7m.
- be designed to give adequate access to emergency and other vehicles.

Where provided, footpaths shall:

- be not less than 0.75 metres wide and provided with a hard surface when new or replaced (or not less than 0.6 metres when existing);
- be suitably lit at night as necessary.

Where roads, footpaths and paving are provided, there shall be adequate surface water drainage.

F. HARD STANDINGS

None. The site licence holder is however advised to provide a paving slab, bedded on a suitable foundation at each standing, to support the caravans jockey wheel. Such facility will help ensure that the minimum separation distance between caravans is maintained.

G. WATER SUPPLY

There shall be an adequate, constant and wholesome supply of water in accordance with relevant local Water Bylaws and statutory quality standards. The supply shall be maintained at an adequate flow rate and pressure even when the system is placed under maximum demand. Each pitch shall be no further than 90 metres from a stand-pipe/water tap. Each tap shall be marked “**Drinking Water Only**” and shall be provided with a trapped gully connected to a soak away.

H. REFUSE DISPOSAL

Adequate arrangements shall be made for the storage and disposal of refuse. Such arrangements must receive the prior approval of the Council.

I. ELECTRICAL INSTALLATIONS

Where there is an electricity supply it shall be sufficient to meet all reasonable demands of the caravans or tents. Installations, other than Electricity Company 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 British Standard 7671:1992: “The Requirements 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.

Where an electricity supply is provided on the site it shall be inspected in accordance with the frequency set out below and a certificate in the form required by BS 7671: 1992 shall be provided. Electricians engaged in the inspection, testing and maintenance of electrical installations, and in the provision of Periodic Inspection and Test Reports shall be Approved Contractors of the National Inspection Council for Electrical Installation Contracting (NICEIC).

- Fixed buildings (excluding licensed premises) every 3 years.
- Licensed premises (liquor and entertainment) every 12 months.
- Electrical distribution up to and including connection units on holiday home or mobile

- home parks (i.e. static's) every 3 years (12 months if cables are overhead).
- Electrical distribution up to and including electrical hook up points on touring parks every 12 months.
- Street lighting every 3 years (or every 12 months if cables are overhead).
- Fire alarms and emergency lighting systems every 12 months with a documented quarterly check (not a certificate to BS7671) to ensure they are in working order.
- Park operators must carry out documented check (not a certificate to BS7671) that all residual current devices are working properly every 3 months.

Note: Portable electrical equipment in buildings or caravans under the control of the licensee should be examined (not necessarily by a qualified electrician) in accordance with the Health and Safety Executive guidance "Maintaining Portable and Transportable Electrical Equipment" Ref: HS(G) 107 ISBN 071760715 1.

Inspections or work on electrical supplies and installations shall be carried out by a competent person as required by BS 7671: 1992. If an installation does not comply with Regulations applicable at the time it was first installed, it shall be rectified. Any major alterations and extensions to an installation shall comply with BS 7671:1992.

Installations shall be maintained to prevent danger as far as is practicable.

J. DRAINAGE, SANITATION AND WASHING FACILITIES

For sites with 10 pitches or fewer the scale of sanitary accommodation set out below may be reduced, dependent on a restriction of entry to the site, of caravans, which have their own facilities.

For sites with up to 120 pitches there shall be 2 W.C's. for women, 1 W.C. and 1 urinal for men, per 30 pitches or part thereof. There shall be 2 wash hand basins for women and 2 for men per 30 pitches or part thereof and they shall be provided with a constant supply of hot and cold water and be sited adjacent to the toilets.

For sites with more than 120 pitches, the provision for toilets and wash hand basins may be varied with the written agreement of the Council. A lesser standard will only be agreed if the council are satisfied, that it is reasonable to do so, having regard to the circumstances normally prevailing on the site.

Caravans not equipped with their own toilet and washing facilities shall not be sited more than 90 metres from the sanitary accommodation provided on the site.

Showers with hot and cold water or water at a suitably controlled temperature shall be provided on a scale of 1 shower for men and 1 shower for women per 60 pitches.

Properly designed chemical closet disposal points shall be provided with an adequate supply of water for cleaning the containers. Water supply at disposal points shall be conspicuously marked "**Not Drinking Water**".

Gullies for the disposal of waste water shall be provided within 90 metres of each caravan or tent; each gully to be provided with proper drainage and clearly indicated as "Waste Water Disposal Point".

Foul drainage shall be discharged to either a public sewer, private sewer, septic tank or cesspool approved by the Council.

Septic tanks and cesspools, must be emptied as often as necessary, to prevent the contents from overflowing.

K. FIRE PRECAUTIONS

There shall be a fire point housed in a weatherproof structure within 90 metres of every caravan standing and site building, clearly and conspicuously marked "FIRE POINT" and comprising:

Fire Fighting Equipment: Two 9-litre water extinguishers OR two 9-litre AFFF (Aqueous Film Forming Foam) extinguishers complying with BS EN3 (or with an extinguishing capacity of 13A rating), and protected from frost.

Alarm Sounder: Either a metal triangle with striker, a gong or hand operated siren. The prior approval of the Fire Authority should be sought in respect of any alternative system.

Notice: A clearly written and conspicuous notice, protected from the weather and to include the following:

On discovering a fire:

- (i) Ensure that the caravan or site building is evacuated;
- (ii) Raise the alarm
- (iii) Call the Fire Brigade (the nearest telephone is sited at.....);
- (iv) Attack the fire using the fire fighting equipment, if it is 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."

Long grass and vegetation must be cut at frequent and regular intervals to prevent it becoming a fire hazard. If cuttings are removed they shall not be deposited within 6 metres of any unit, whether or not occupied.

Grass cutting operations must be carried out in a manner, which poses no risk to the health and safety of persons on the site. A documented risk assessment of such operations must be carried out by the site operator, the significant findings of which must be made available to authorised officers of the local authority.

All alarm and fire fighting equipment must be installed, tested and maintained by a competent person. A logbook shall be kept to record tests, remedial action and dates.

L. GAS INSTALLATIONS & EQUIPMENT

All Gas Installations and Equipment must comply with the Gas Safety (Installation and Use) Regulations 1998 and applicable parts of the following (or successor guidance);

1. *For LPG supplied from tanks:*
LP Gas Association Code of Practice 1: Part 1; Design, Installation and Operation of Vessels Located Above Ground — And — Part 4; Buried/Mounded LPG Storage Vessels.
2. *For LPG supplied from cylinders:*
LP Gas Association Code of Practice 7:1999 'Storage of Full and Empty LPG Cylinders and Cartridges'.
3. Any gas appliance provided on the site by the site operator must be safety checked by a CORGI registered engineer at least annually. The current safety certificate provided in respect of all such checks must be kept available for inspection by authorised officers of the Local Authority.
4. Unless otherwise approved by the Council, every gas appliance provided by the site operator shall be fitted with an effective Flame Failure device

M. NOTICES

The following signs/notices must be displayed in a conspicuous place and protected from the effects of the weather, including bleaching by sunlight:

- a sign at the site entrance indicating the name of the site;
- a copy of the site licence and licence conditions;
- a plan and notice setting out action to be taken in an emergency and stating where the police, fire brigade, ambulance and local doctors can be contacted;
(the plan and notice shall be displayed in a location provided with adequate artificial lighting to enable the notice to be read during hours of darkness)
- the name and location/telephone number of the site licence holder or his/her accredited representative;
- if the site has a risk of flooding, advice about the operation of the flood warning system;
- the location of the site emergency telephone;
- if the site has overhead electric lines, warning notices must be displayed on the supports for the lines and at the site entrance. Where appropriate, these must warn against the danger of contact between the lines and the masts of boats or any other equipment likely to be used by persons on the site, which could make contact with the overhead lines.

N. PARKING

There shall be adequate car parking for unit occupiers and site visitors, safely located and which allows clear access by emergency vehicles to caravans/tents. Parked vehicles must not obstruct a carriageway, a footpath or door to a caravan.

A car may be parked alongside the caravan to which it belongs, provided that an open space of at least 3 metres is maintained between the car and the next adjacent caravan.

O. GENERAL

Services, amenities, other buildings and structures on the site, play or other equipment, telephones if provided and the site itself shall be maintained in good repair, in good order, in a clean, safe, sanitary tidy condition and free from any accumulations at all times.

There shall be a public telephone on the site, available at all times and a notice shall be conspicuously displayed listing the telephone numbers of police, fire service, ambulance and local doctors. Other site specific arrangements will be considered on submission of a written proposal by the site owner.

The erection of any combustible building, store shed or other structure on the site is prohibited without the prior consent in writing from the Council.

The site operator shall adhere to any planning conditions relating to the caravan site.

The site operator shall ensure compliance with all relevant Health and Safety at Work legislation.

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