

**CARAVAN SITES AND CONTROL OF
DEVELOPMENT ACT 1960**

SITE LICENCE CONDITIONS

SWINDON BOROUGH COUNCIL

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General

1. All Caravans on the site shall be maintained in good repair and in a sound and weatherproof condition.□
2. No buildings, structures or extensions thereto, not otherwise permitted by these conditions, shall be erected without prior permission and approval in writing by the Swindon Borough Council (the Council).□
3. The licensee shall maintain the caravan site free from accumulations including tins, paper, general litter, putrescible and other extraneous matter.□
4. Each caravan standing shall be numbered in a clearly visible manner.□

Site Boundaries□

5. The boundaries of the site shall be clearly defined, for example by fences or hedges. In addition, the site owner must provide the Local Authority with a plan showing the layout of the site, the lighting points, fire points and must identify double and single caravans. It is recommended that a 3-metre wide area should be kept clear within the inside of all boundaries.□

Density and space between caravans□

6. Subject to the following exemptions, every part of every caravan should be not less than 6 metres from any other caravan 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 caravan.

No porch or other structure shall be added to a caravan unless approval in writing has been obtained from the Council. Porches may protrude up to 1m into the prescribed 6 metres space, must be of the open type and be of such size as only to afford protection against the weather. No storage shall be allowed either in or under any such porch and all porches shall be constructed of fire resistant materials.□

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 must not face each other or touch.□

Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.□

Where there are ramps for the disabled, verandahs and stairs extending from the unit, there shall be 4.5m clear space between them and two such items must not face each other in any space. If they are enclosed, they will be considered as part of the unit and, as such, must not intrude into the 6m space.□

A garage, shed or a covered storage space will be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures must not face towards the units on either side. Car ports and covered walkways will in no circumstances be allowed within the 6 metre space. For cars and boats between units, see condition 51.

7. The gross density shall not exceed 50 caravans to the hectare, calculated on the basis of the useable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.□

Roads, Gateways and Footpaths□

8. Roads and footpaths shall be designed to provide adequate access for fire appliances and be approved by the Council. Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. Each standing shall be connected to a carriageway by a footpath with a hard surface. Roads must not be less than 3.7 metres wide, or, if they form part of a clearly-marked one way traffic system, 3 metres wide. Gateways must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths must not be less than 0.75 metres wide. Roads should have no overhead cable less than 4.5 metres above the ground. Emergency vehicle routes within the site must be kept clear of obstruction at all times.□
9. Suitable and adequate street lighting shall be provided and maintained to all parts of the site. Without prejudice to the generality of the foregoing, adequate lighting shall be provided over each fire point and adjacent to each major road junction. The lighting shall be maintained in proper working order, controlled in such a manner so that the lights are illuminated from 30 minutes after sunset until midnight, and in the case of those lights situated over fire points, throughout the hours of darkness.
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Hard Standings□

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

Fire Fighting Appliances

Fire Points□

11. A sufficient number of fire points shall be established so that no caravan or site building is more than 30 metres from a fire point. They must be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "**FIRE POINT**". Each fire point shall be maintained in proper working order and access to it shall not be obstructed.□

Fire Fighting Equipment□

12. 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 standpipes must be situated at each fire point. There must also be a reel that complies with British Standard 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 at a small hand control nozzle. Hoses should be housed in a box painted red and marked "**HOSE REEL**". Hoses shall be stored dry and disconnected from the standpipe and not for any purpose other than in case of fire.□
13. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing. Hydrants must conform to British Standard 750. Access to hydrants and other water supplies must not at any time be obstructed or obscured.□
14. 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, 2 buckets and 1 hand pump or bucket pump.□

Fire Warning□

15. A means of raising the alarm in the event of a fire shall be provided at each fire point. This shall be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren, as may be approved by the Council.□

Fire Precautions□

16. Storage of empty or full gas cylinders not connected to an appliance is not permitted on any caravan standing except where the connection to the appliance is by a single cylinder installation in which case one spare cylinder is permitted. No gas cylinders empty or full whether connected to an appliance or not shall be located in an enclosed area within the confines of a caravan standing.□
17. Every caravan occupier shall provide and maintain in proper working order a dry powder fire extinguisher which complies with the appropriate British Standard. The extinguisher shall be fixed near the exit door to the caravan.□
18. No wall or structure shall be built under caravans served by any liquified petroleum gas installation, whether such installation is permanent or portable, so as to impede ventilation under the caravan.□

Maintenance

19. All alarm and fire fighting equipment must be installed, tested and maintained in working order by a competent person and shall be inspected annually or more frequently as specified by the manufacturer and be available for inspection by, or on behalf of, the licensing authority. A log book shall be kept to record all tests and any remedial action.
20. All equipment susceptible to damage by frost should be suitably protected.

Fire Notices

21. A clearly written and conspicuous notice shall 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 shall include the following:-

"On discovering a fire

- i. Ensure the caravan or site building involved is evacuated.
- ii. Raise the alarm
- iii. Call the fire brigade (the nearest telephone is sited.....)
- iv. 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."

Fire Hazards

22. Long grass and vegetation must 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 should be removed from the vicinity of caravans. The space beneath and between caravans must not be used for the storage of combustible materials.

Telephones

23. An immediately accessible telephone must be available on the site for calling the emergency services. A notice by the telephone must include the address of the site.

Storage of Liquefied Petroleum Gas (LPG)

24. Fixed installation of liquefied petroleum gas shall not be installed without prior notification to and approval in writing of the Council.
25. LPG storage supplied from tanks must 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.
26. Where there are metered supplied from a common LPG storage tank, then Guidance Note CS11 "The Storage and Use of LPG at Metered Estates" shall be complied with. The Gas Safety (Installation and Use) Regulations 1986 and the Pipe-lines Act 1962 shall also be complied with where applicable.
27. Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.

28. LPG installations should 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".□
29. For mains gas supply, the 1986 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.□
30. 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.□
31. All LPG installations shall be inspected by a competent person at such intervals as may be required by any Code of Practice or by the manufacturer of the equipment. The installation shall be made available for inspection by or on behalf of the Council and inspected at the request of the Chief Environmental Services Officer and a certificate of worthiness supplied to the Council, the cost of such inspection and certificate to be borne by the licence holder.
32. All installations shall be at least 2 metres from the nearest roadway, the tank being adequately supported on a concrete base and be protected from damage by vehicles. The installation shall not be sited within 6 metres of an installation for domestic fuel oil and the cover to the filling valve on the storage tank shall be kept locked at all times other than when the tank is being filled, maintained or inspected.□
33. Where there are fixed liquid petroleum gas installations additional fire fighting equipment must be provided to the requirements of the Wiltshire Fire Authority.□
34. Any fixed installation of liquefied petroleum gas shall be sited at least 2 metres from the caravan which it serves and at least 2 metres from any other caravan, store, fence or other structure. The whole of the area within a distance of 2 metres from the installation should be maintained free from weeds, long grass or any combustible materials at all times. **(Please note these standards have been superceded by Code of Practice 1, Bulk LPG Storage at Fixed Installations Part 1: 1998 Design, Installation and Operation of Vessels located above ground.**
Whilst existing installations will be exempt from these conditions, all new installations must meet the above guidance requirements and installed with the approval of the Local Authority).□
35. Liquefied petroleum gas installations must not be sited adjacent to any pit, drain, ditch or other depression and the filler valve of any fixed installation must be at least 3 metres from any door, openable window, ventilator or other point of gas entry into the caravan.

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Oil Fired Installations□

36. All oil fired installtions shall comply with the British Standard Code of Practice 5410 Parts 1 and 2 1978.□
37. No tank used for the storage of domestic fuel oil shall be sited within 2 metres of any residential caravan without the approval of the council.□

38. No tank used for the storage of domestic fuel oil shall be sited between caravans so as to reduce the 6 metres' space between caravans□

Electrical Installations□

39. The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them and the requirements of the site in general.□
40. All electrical installations, which are not 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 Supply Regulations 1988, Statutory Instrument 1988 No.1057.□
41. 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, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations shall 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 should be judged against the current regulations.□
42. The Inspector shall, within 1 months of such an inspection, issue an Inspection Certificate in the form prescribed in the IEE Wiring Regulations which must 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 must be met by the site operator or Licence Holder.□
43. 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 must comply with the latest version of the IEE Wiring Regulations.□
44. Where there are overhead electric lines on the site, suitable warning notices must 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.

Water Supply□

45. All sites shall at all times be provided with a suitable and sufficient water supply for the current needs of each caravan and the site in general and be in accordance with appropriate Water Bye-laws and statutory quality standards.

Drainage, Sanitation, Washing Facilities and Food Preparation□

46. 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.□
47. Each caravan shall have its own water supply properly connected to each appliance, a water closet, wash-hand basin, bath or shower and sink. Each appliance shall be connected to the foul drainage system and each sink, bath, shower and wash-hand basin shall have an adequate piped supply of hot water. Each caravan standing must be provided with a connection to the foul drainage system and the connection must be capable of being made air-tight when not in use.□
48. Every site and every hard standing must be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.□
49. No alterations or additions shall be made to underground drains or sewers unless plans are submitted and prior approval in writing has been granted by the Council.□

Refuse Disposal□

50. Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids or with plastic bags in a suitable holder. Arrangements must be made for the bins to be emptied regularly or the plastic bags to be properly disposed of. Where communal refuse bins are also provided these should be of similar construction and housed within a properly constructed bin store. The use of incinerators and bonfires is not permitted.□

Parking□

51. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Any such parking area must be suitably surfaced. Suitably surfaced parking spaces must be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats must not be parked between units.□

Recreation Space□

52. Where children are permitted to live on the site, space equivalent to about one-tenth of the total area must be allocated for children's games and/or other recreational purposes provided that this requirement may be dispensed with if the Council certifies in writing that there are suitable alternative publicly provided recreational facilities which are readily accessible.□

Storage Space□

53. Covered storage space of not more than 5 square metres may be provided for each caravan standing. The structures shall be separate from the caravans which they serve, capable of being locked and not less than 5 metres from any other caravan.□

Notices□

54. A suitable sign must be prominently displayed at the site entrance indicating the name of the site.□

55. The licensee shall display prominently on the site a copy of the Site Licence with its conditions and must provide a copy of the Licence and the attached conditions to any caravan occupant on the site without charge when so requested.□
56. Notices and a plan must be displayed on the site setting out the action to be taken in the event of an emergency. They must show where the police, fire brigade, ambulance and local doctors can be contacted and the location of the nearest public telephone. The Notices must also give the name and location/telephone number of the Site Licence holder or his/her accredited representative.□
57. All Notices must 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.□

Miscellaneous□

58. Where any caravan standing is unoccupied the drainage system shall be properly sealed to prevent nuisance and the egress of rodents. The water supply shall be protected against frost and the electricity supply disconnected and made safe.□
59. Adequate steps shall be taken by the site owner to protect the appearance of the site and it is prohibited to store on the site unnecessary materials including abandoned vehicles and disused derelict caravans.□
60. No item or material whatsoever shall be stored under any caravan or on any site except as provided in (53) above.□
61. Where solid fuel is in use by any caravan dwellers, fuel bins must be provided. Where wood burning appliances are in use adequate storage facilities must be provided which must be not less than 5 metres from any caravan or liquefied petroleum gas installation.□
62. The caravan site shall not be used by a caravan dweller for the keeping of poultry or livestock.□
63. The licensee shall be responsible for complying with these conditions and ensuring compliance with these conditions by any person using the site. The breach of any of these conditions by any person shall be deemed to be a breach of the conditions by the Licensee.