

## **MID DEVON DISTRICT COUNCIL**

### **Annex 6 to Caravan Site and Mobile Homes Policy**

#### **Standard conditions for Holiday sites**

##### **SITE BOUNDARIES**

- 1 The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, the site owner shall give the local authority a plan of its layout. It is recommended that a 3 metre wide area shall be kept clear within the inside of all boundaries.

##### **DENSITY AND SPACE BETWEEN CARAVANS**

- 2 Subject to the following variations, the minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties shall be not less than 5 metres between units, 3.5 metres at the corners. For those with a plywood or similar skin it shall be not less than 6 metres. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance shall be 6 metres; and where there is a mixture of permanent residential homes and holiday caravans, the separation distance shall again be 6 metres. The point of measurement for porches, awnings, etc is the exterior cladding of the caravan.
  - " Porches may protrude one metre into the 5 metres and shall be of the open type.
  - " Where awnings are used, the distance between any part of the awning and an adjoining caravan shall be not less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they shall not face each other or touch.
  - " Eaves, drainpipes and bay windows may extend into the 5 metre space provided the total distance between the extremities of 2 adjacent units is not less than 4.5 metres.
  - " Where there are ramps for the disabled, verandahs and stairs extending from the unit, there shall be 3.5 metres clear space between them (4.5 metres if mixture of caravans) and such items shall not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, shall not intrude into the 5 metre (or 6 metre) space.
  - " A garage, a shed or a covered storage space shall 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 shall not face towards the unit on either side. Car ports and covered walkways should in no circumstances be allowed within the 5 or 6 metre space. For cars and boats between units, see standard 27.

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- 3 The density 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 (ie excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

### **ROADS, GATEWAYS AND FOOTPATHS**

- 4 Roads and footpaths shall be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles, etc is available from fire authorities.) Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing shall be connected to a carriageway by a footpath with a hard surface. Roads should 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 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 cables less than 4.5 metres above the ground. They shall be suitably lit taking into account the needs and characteristics of a particular site. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.

### **HARD STANDINGS**

- 5 Where possible, every 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 should project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.

Hard standings may be dispensed with if the caravans are removed during the winter, or if they are situated on ground which is firm and safe in poor weather conditions.

### **FIRE FIGHTING APPLIANCES**

#### Fire Points

- 6 These shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

#### Fire Fighting Equipment

- 7 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 water standpipes should be situated at each fire point.

There should 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

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sufficient pressure and terminating in a small hand control nozzle. Hoses, should be housed in a box painted red and marked "HOSE REEL".

- 8 Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing. Hydrants should conform to British Standard 750. Access to hydrants and other water supplies should not be obstructed or obscured.
- 9 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 litres) 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**

- 10 A means of raising the alarm in the event of a fire should be provided at each fire point. This could be by means of a manually operated sounder, eg metal triangle with a striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

### **MAINTENANCE**

- 11 All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority. A log book should be kept to record all tests and any remedial action.
- 12 All equipment susceptible to damage by frost should be suitably protected.

#### Fire Notices

- 13 A clearly written and conspicuous notice should 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 should 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

- 14 Long grass and vegetation should 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 should not be used for the storage of combustible materials.

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

## **NATURAL GAS AND LIQUEFIED PETROLEUM GAS (LPG) INSTALLATION AND STORAGE**

- 16 LPG storage 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.

Where there are metered supplies from a common LPG storage tank, then Guidance Note CS11 "The Storage and Use of LPG at Metered Estates" provides further guidance. In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1994 and the Pipe-lines Act 1962 may also be applicable.

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

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".

For mains gas supply, the 1994 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.

Site Operators must have all gas appliances installed on their site serviced annually by a business or person registered with CORGI. Service records must be kept available for Local Authority scrutiny, or by any tenant on request.

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.

## **ELECTRICAL INSTALLATIONS**

- 17 Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- 18 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, should 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.
- 19 Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity

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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 should 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 shall be judged against the current regulations.

The inspector 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, 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.

- 20 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.
- 21 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.

### **WATER SUPPLY**

- 22 All sites shall be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.

### **DRAINAGE, SANITATION AND WASHING FACILITIES**

- 23 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.
- 24 Properly designed disposal points for the contents of chemical closets shall be provided, with an adequate supply of water for cleaning the containers.
- 25 For caravans without their own water supply and water closets, communal toilet blocks should be provided, with adequate supplies of water, on at least the following scales:-

Men: 1 WC and 1 urinal per 15 caravans

Women: 2 WCs per 15 caravans

1 wash basin for each WC or group of WCs

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.

## **REFUSE DISPOSAL**

- 26 Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags. Arrangements shall be made for the bins to be emptied regularly. Where communal refuse bins are also provided these should be of similar construction and housed within a properly constructed bin store.

## **PARKING**

- 27 One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats should not be parked between units.

## **RECREATION SPACE**

- 28 Where children stay on the site, space equivalent to about one-tenth of the total area should be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

## **NOTICES**

- 29 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
- 30 A copy of the site licence with its conditions shall be displayed prominently on the site.
- 31 Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They should show where the police, fire brigade, ambulance and local doctors can be contacted and the location of the nearest public telephone. The notices should also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
- 32 All notices shall 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.

**TOURING CARAVANS**

**STANDARD CONDITIONS**

**DENSITY**

- 1 Site density should not exceed 75 units (caravans or motor caravans) per hectare (30 units per acre) calculated on the basis of useable area rather than the total site area (ie excluding crags, lakes, roads, communal services, etc) provided that, where tent camping is also permitted the maximum number of units stationed on the site at any one time should be reduced by the number of pitches occupied by main tents stationed for human habitation.

**SPACING**

- 2 Every unit should be not less than 6 metres from any other unit in separate family occupation and not less than 3 metres should be permitted between units in any circumstances.
- 3 Vehicles and other ancillary equipment should be permitted within the 6 metre space between units in separate family occupation but in order to restrict the spread of fire there should always be 3 metres clear space within the 6 metres separation.
- 4 Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.

**ROADS AND FOOTPATHS**

- 5 Roads of suitable material shall be provided so that no pitch or toilet block is more than 45 metres from a road. Carriageways shall not be less than 2.75 metres wide.

**DRINKING WATER SUPPLY**

- 6 There should be an adequate supply of drinking water. Each pitch on a site should be no further than 60 metres from a water tap. At each tap there should be a gully discharging to a soakaway.

**REFUSE DISPOSAL**

- 7 Adequate provision should be made for the storage, collection and disposal of refuse. (It is expected that site operators should normally be able to meet their responsibilities by making arrangements with the local authority.)

**FIRE PRECAUTIONS**

- 8 No unit should be further than 90 metres from a fire point. At each fire point there should be two water (gas expelled) extinguishers each of 10 litres capacity and complying with British Standard 5423:1980 together with a means of raising the alarm in the event of fire (eg a manually operated sounder, gong or hand operated siren). All fire fighting equipment susceptible to damage by frost should be suitably protected.
- 9 Wherever there is a likelihood of fire spreading due to vegetation catching fire suitable beaters of the type used by the Forestry Commission should also be provided at each fire point.
- 10 The fire points should be clearly marked and easily accessible. All fire fighting equipment should be maintained in working order and kept available for use and for inspection by the licensing authority.

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- 11 Each fire point should exhibit a conspicuous notice indicating the action to be taken in case of fire and the location of the nearest telephone.

The notice should include the following:

"On discovering fire

- i raise the alarm
- ii ensure the affected unit is evacuated
- iii call the fire brigade (the nearest telephone is sited .....)
- iv if practicable, attack the fire using the fire fighting equipment provided."

### **NATURAL GAS AND LIQUEFIED PETROLEUM GAS (LPG) INSTALLATION AND STORAGE**

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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".

For mains gas supply, the 1994 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.

Site Operators must have all gas appliances installed on their site serviced annually by a business or person registered with CORGI. Service records must be kept available for Local Authority scrutiny.

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.

### **ELECTRICAL INSTALLATIONS**

- 13 Where there is an electrical installation other than Electricity Board works and circuits subject to Regulations under Section 60 of the Electricity Act 1947 it should be installed to the requirements of the Institution of Electrical Engineers' Regulations for Electrical Installations (the IEE Wiring Regulations) for the time being in force and where appropriate to the standard acceptable for the Electricity (Overhead Lines) Regulations 1970 SI 1970 No 1355. Any installation should be maintained in such a way as to prevent danger as far as reasonably practicable and should be inspected annually and tested by a competent person in accordance with the IEE Wiring Regulations.

### **DRAINAGE, SANITATION AND WASHING FACILITIES**



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- 14 Satisfactory provisions shall be made for foul drainage either by connection to a public sewer or by discharge to a properly constructed septic tank or cesspool.
- 15 A properly designed disposal point for the contents of chemical closets and waste water should be provided together with an adjacent adequate supply of water for cleansing containers. The method of disposal will need to be considered in the light of the particular circumstances and should be to the satisfaction of the local authority and the appropriate Water Authority. Where appropriate the water supply should be clearly labelled as non-potable.
- 16 Communal toilet blocks shall be provided with adequate supplies of water on at least the following scales:-
  - 1 WC and 1 Urinal for men, and
  - 2 WCs for women per 20 pitches and their location should be to the satisfaction of the licensing authority.
  - Thereafter 1 WC for men and 1 WC for women per 15 additional pitches.
  - 2 wash basins for men and 2 wash basins for women with hot and cold water per 30 units.
  - 1 shower (with hot and cold water) for each sex per 30 pitches.
- 17 Laundry facilities shall be provided on the scale of not less than one deep sink with running water per 30 pitches.

### **DISABLED PERSONS**

- 18 Particular consideration should be given to the needs of the disabled in the provision made for water points, toilets, washing points and shower.

### **SITE NOTICES**

- 19 A sign indicating the name of the site should be displayed at the site entrance.
- 20 Notices should be displayed prominently on the site indicating the action to be taken in the event of an emergency and show where the police, fire brigade, ambulance and local doctors can be contacted and the location of the nearest public telephone. Where practicable, a telephone should be provided on the site and the full address of the site should be displayed near the telephone.
- 21 At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
- 22 At sites with overhead electric lines, warning notices should be displayed on the supports for the lines and at the site entrance. Where appropriate, these should warn against the danger of contact between the lines and the masts of yachts or dinghies.
- 23 A copy of the site licence with its conditions should be displayed prominently on the site.

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