



VALE OF GLAMORGAN COUNCIL

SITE LICENCE CONDITIONS

TYPE OF LICENCE: HOLIDAY

DATE OF ISSUE:

**Environmental Health
Private Sector Housing
Legal, Public Protection & Housing
Civic Offices
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VALE OF GLAMORGAN COUNCIL

SITE LICENCE CONDITIONS

TO USE LAND AS SITE FOR CARAVANS

The above named Council in pursuance of the provisions of Part 1 of the Caravan Sites and Control of Development Act 1960, hereby authorise:

The occupier of in the County of the Vale of Glamorgan, within the area of the Council, to use or permit to be used that portion of the said land known as [NAME & ADDRESS OF SITE] as a caravan site subject to the conditions set out below.

CONDITIONS

1. To ensure compliance with the standard conditions laid down by the Council for holiday caravan sites within their area under which the total number of caravans to be stationed on the site at any one time shall not exceed (refer to attached plan in Appendix One for plan of site).
2. The use of the site as and for a caravan site shall be in accordance with the conditions set in the schedule hereto.
3. A copy of this licence and of the schedule hereto shall be displayed on the site in some conspicuous place at all times when caravans are stationed on the site for the purpose of human habitation in accordance with Section 5 subsection (3) of the Caravan Sites and Control of Development Act 1960.

These site licence conditions supersedes the previous one dated [DATE OF PREVIOUS CONDITONS] which is hereby cancelled.

1.0 Period of use under licence

- 1.1 The period during which caravans may be occupied on the site in each year is between the [STARTDATE] to the [END DATE].
- 1.2 No touring caravan shall remain on the site for any period longer than 28 days in total during any calendar year.
- 1.3 The Licensee shall keep a register of touring caravans on the site. This register is to include vehicle registration numbers and dates of arrival and departure. The register shall be kept available for inspection by a duly authorised officer of the licensing authority.

2.0 Site Boundaries

- 2.1 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.

3.0 Density and space between caravans

- 3.1 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 (see specimen layout at Appendix 1). For those with a plywood or similar skin, the separation distance shall be no less than 6 metres. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan.
- 3.2 Porches may protrude 1 metre into the 5 or 6 metres and shall be of the open type.
- 3.3 Where awnings are used, the distance any part of the awning and an adjoining caravan shall not be less than 3

metres. They shall not be of the type that incorporates sleeping accommodation and they shall not face each other or touch.

- 3.4 Eaves, drainpipes and bay windows may extend into the 5 or 6 metre space provided that the total distance between the extremities of 2 adjacent units is not less than 4.5 metres.
- 3.5 Where there are ramps for the disabled, verandas, decking and stairs extending from the unit, they may protrude no more than 1.5 metres from the units and such items shall not face each other in any space. The space below any such structure shall not be enclosed or used for storage.
- 3.6 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.
- 3.7 Car ports and covered walkways shall in no circumstances be allowed within the 5 or 6 metre space. Windows in such structures shall not face towards the unit on either side. For cars and boats between units, see condition 14.1.
- 3.8 Individual units or caravan plots shall not be fenced off.

4.0 Types of Caravans

- 4.1 All caravans permitted on the site shall be in good repair, suitably insulated and designed for use as holiday caravans.
- 4.2 Occupation shall be limited to the number of sleeping berths for which the caravan is designed.
- 4.3 No caravan less than 4 metres in overall length shall be used by the owner thereof for letting purposes.

- 4.4 Caravans shall be kept in a good state of repair and decorative order at all times.
- 4.5 No improvised vehicle whatsoever shall be brought onto the site.

5.0 Roads, gateways and footpaths

- 5.1 Roads and footpaths should be designed to provide adequate access for fire appliances. (Detailed guidance on Turning Circles etc is available from Fire Authorities).
- 5.2 Roads of suitable material shall be provided.
- 5.3 Roads and footpaths shall be satisfactorily drained and maintained in a good state of repair.
- 5.4 No caravan standing shall be more than 50 metres from a road.
- 5.5 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.
- 5.6 Roads shall be not less than 3.7 metres wide or if they form part of a clearly marked one traffic system, 3 metres wide.
- 5.7 Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- 5.8 Footpaths shall not be less than 0.75 metres wide.
- 5.9 Roads shall not have overhead cables less than 4.5 metres above the ground.
- 5.10 Roads and footpaths shall be suitably lit, taking into account the needs and characteristics of the site.
- 5.11 Emergency vehicle routes within the site shall be kept clear of obstruction at all times.

6.0 Hard Standings

- 6.1 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 shall project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.

7.0 Fire Safety

7.1 Regulatory Reform (Fire Safety) Order 2005

The site owner shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection when demanded, a copy of the risk assessment shall be made available to the local authority.

- 7.2 The Fire safety standards in these paragraph are included in consultation with the South Wales Fire & Rescue Service being the authority responsible for the enforcement of the Regulatory Reform (Fire Safety) Order 2005.

7.3 Fire Points

7.3.1 Fire points shall be established so that no caravan or site building is more than 30 metres from a fire point.

7.3.2 The fire point shall be housed in a weatherproof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

7.3.3 Fire points shall either (a) consist of an appropriate construction with backing board arrangement on which extinguishers can be hung or (b) shall be of the type approved by the Fire Authority.

7.3.4 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 the occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.”

7.4 Fire Fighting Equipment

- 7.4.1 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 shall be situated at each fire point.
- 7.4.2 At each Fire Point where there is a standpipe , there shall be a hose reel that complies with British Standard 5306 Part 1.
- 7.4.3 The hose reel shall not less than 30 metres long and shall have a connection to the standpipe by means of a screw thread connection.
- 7.4.4 There shall be a small hand control nozzle fitted to the end of the hose reel.
- 7.4.5 Hoses shall be housed in a box painted red and marked “HOSE REEL”.

7.4.6 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 shall conform to British Standard 750. Access to hydrants and other water supplies shall not be obstructed or obscured.

7.4.7 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.

7.5 Fire Warning

A means of raising the alarm in the event of a fire shall be provided at each fire point. This could be by means of either:

- (i) A manually operated sounder e.g. Metal triangle with a striker,
- (ii) A gong or;
- (iii) hand operated siren.

The advice of the fire authority shall be sought on an appropriate system.

7.6 Maintenance

7.6.1 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, an officer of the enforcing Authority. A log book shall be kept to record all tests and any remedial action.

7.6.2 All equipment susceptible to damage by frost shall be suitably protected.

7.7 Fire Hazards

- 7.7.1 Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, building or other installation on the site. Any such cuttings shall be removed from the vicinity of caravans.
- 7.7.2 The space beneath and between caravans shall not be used for the storage of combustible materials.
- 7.7.3 The licensee shall be responsible for ensuring that the space beneath each caravan is kept free of vegetation and is not used for storage of household or any other items.

8.0 Telephones

- 8.1 An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.
- 8.2 The telephone shall be maintained in good working order at all times.

9.0 Storage of Liquefied Petroleum Gas (LPG)

- 9.1 LPG storage supplied from tanks shall comply with LPG Code of Practice 1 (Guidance on bulk LPG storage at fixed installations) or where LPG is supplied from cylinders, with LPG Code of Practice 7 (Storage of full & empty LPG cylinders & cartridges) as appropriate.
- 9.2 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"*.
- 9.3 For mains gas supply, the Gas Safety (Installation and Use) Regulations 1984 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.

- 9.4 In cases where the site owner supplies gas to caravans on the site, authorisation to do so from OFGAS under the Gas Act 1986 is required.

10.0 Electrical Installations

- 10.1 The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on it.
- 10.2 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, 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 (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No 1057.
- 10.3 Work on electrical installations and appliances shall be carried out only by competent persons such as:
- The manufacturer's appointed agent;
 - The electricity supplier;
 - Professionally qualified electrical engineer;
 - Member of the Electrical Contractors' Association;
 - Contractor approved by the National Inspection Council for Electrical Installation Contracting, or
 - A qualified person acting on behalf of one of the above.
- 10.4 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 shall be judged against the current regulations.

- 10.5 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 site operator or licence holder shall meet the cost of the inspection and report.
- 10.6 If an inspection reveals that an installation no longer complies with the regulations extant at the time that it was first installed, any deficiencies shall be rectified.
- 10.7 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.
- 10.8 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.
- 10.9 A suitable means of connection and disconnection shall be made available at each caravan standing to comply with the requirements of OFLEC and the current British Standard Code of Practice

11.0 Water Supply

- 11.1 The site shall be provided with a satisfactory and sufficient supply from the mains water supply.
- 11.2 **Either**
- each caravan shall be provided with a piped water supply, **or**;
 - Water standpipes shall be situated not more than 50 metres from any caravan.
- 11.3 Where a water supply is connected directly to the caravan it will comply with the following requirements:

- 11.3.1 A service pipe shall be laid underground to each caravan in such manner that the pipe is protected against frost.
 - 11.3.2 The water service supply shall be so installed that it is capable of being easily connected or disconnected from the caravan.
 - 11.3.3 There shall be available at each individual caravan standing a satisfactory means for shutting off and draining down the water service installation.
 - 11.3.4 The supply shall be of adequate pressure for the domestic needs of the occupants of the individual caravans and shall comply with the current statutory water standard.
- 11.4 Where water supply is provided by means of a standpipe, an adequately drained trapped gully 150mm x 150mm must be provided below each standpipe. The gully must be surrounded by sloped concrete, which is inwardly dishing and must extend to a radius of 1 metre around the water standpipe.

12.0 Drainage, sanitation and washing facilities

- 12.1 Satisfactory provision shall be made for foul drainage either by:
- Connection to a public sewer;
 - Connection to a Sewage Treatment Plant, or by;
 - Discharge to a properly constructed septic tank or cesspool approved by the Local Authority.
- 12.2 Properly designed disposal points for the contents of chemical closets should be provided, with an adequate supply of water for cleaning containers. The water supply shall be marked "Not Drinking Water". Such disposal points will not be required if all caravans on the site are provided with their own water closet.
- 12.3 Caravans must be provided with either:
- 12.3.1 Their own water supply and water closets, or

- 12.3.2 Communal toilet blocks 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.
- 12.3.3 Toilet blocks (if appropriate) shall be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.
- 12.3.4 The sanitary conveniences and washing facilities (if provided) must be available at all times for the use of the residents.
- 12.3.5 Satisfactory means of artificial lighting shall be provided and maintained in the sanitary accommodation (if applicable), shower block (if applicable) and laundry block.
- 12.3.6 The structures containing the sanitary conveniences (if applicable) are to be maintained in a good state of repair and decoration at all times.
- 12.3.7 All communal sanitary accommodation, showers/baths and wash basins must be maintained in good repair and in a clean and wholesome condition at all times.

13.0 Laundry Facilities

- 13.1 Suitable and sufficient laundry facilities shall be provided in a separate room. The structural fittings are to be maintained in a good state of repair at all times.

13.2 All laundry facilities must be maintained in good repair and in a clean and wholesome condition at all times.

14.0 **Refuse Disposal and Collection**

14.1 Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags.

14.2 Arrangements shall be made for the refuse from the caravans to be emptied regularly. This refuse shall be hygienically stored and removed at regular intervals.

14.3 Where communal refuse bins are provided, these shall be of a non combustible construction with close-fitting lids and housed within a properly constructed bin store.

15.0 **Parking**

15.1 **Either:**

15.1.1 One car **only** may be parked between adjoining caravans provided that the door to the caravan is not obstructed, or;

15.1.2 One suitable surfaced parking space shall be provided for each caravan standing.

15.2 Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors.

15.3 Plastic or wooden boats shall not be parked between units.

16.0 **Recreation Space**

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

17.0 **Notices**

- 17.1 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
- 17.2 A copy of the site licence with its conditions shall be displayed prominently on the site.
- 17.3 Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency.
- 17.4 The notices shall show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest public telephone.
- 17.5 The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative.
- 17.6 If the site is subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.
- 17.7 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.

18.0 **Medical Facilities**

- 18.1 The licensee shall provide suitable first aid kit in a readily accessible place on the site.

19.0 **Supervision**

- 19.1 The licensee shall be responsible for ensuring that a competent person is authorised to act as a Warden to ensure that the licence conditions are being complied with.

APPENDIX ONE: PLAN OF SITE

APPENDIX TWO: SPECIMEN LAYOUT FOR MINIMUM SPACING BETWEEN CARAVANS

APPENDIX THREE: DEFINITIONS OF TERMS

‘Awning’

- A sheet of canvas or similar fabric stretched on a frame as a shelter against the sun or rain.

‘Caravan’

- A structure designed or adapted for human habitation which:
 - a) Is composed of not more than two sections separately constructed and designed to be assembled on a site by means of bolts, clamps or other devices; and
 - b) Is, when assembled, physically capable of being moved by road from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer), shall not be treated as not being (or not having been) a caravan within the meaning of Part 1 of the Caravan Sites and Control of Development Act 1960 by reason only that it cannot lawfully be moved on a highway when assembled.
- The following dimensions are the maximum for “twin-unit caravans”:
 - a) length (exclusive of any drawbar); 60 feet (18.288 metres);
 - b) width: 20 feet (6.096 metres);
 - c) overall height of living accommodation (measured internally from the floor at the lowest level to the ceiling at the highest level): 10 feet (3.048 metres).

‘Caravan Site’

- Land on which a caravan is stationed for the purposes of human habitation.
- Land that is used in conjunction with land on which a caravan is so stationed.

‘Decking’

Platform alongside of caravan.

‘Fire Authority’

- The authority discharging in the area in which the land is situated the functions of the fire authority under the Fire Services Act 1947.
- The particular fire authority discharging in the area of the Vale of Glamorgan Council is South Wales Fire and Rescue Service.

‘Local Authority’

A council of a district. For the purposes of this licence, the local authority is the Vale of Glamorgan Council.

‘Occupier’

In relation to any land, the person who, by virtue of an estate or interest held by him/her, is entitled to possession or would be entitled but for the rights of any other person under licence granted in respect of the land.

‘Open Type Porch’

An open-type porch is regarded as a roof covering and supports with no side walls, door or windows.

‘Site Licence’

A licence issued by the local authority under the Caravan Sites and Control of Development Act 1960 authorising the use of land as a caravan site.

‘Verandah’

Open or partly enclosed porch alongside caravan.