



**VALE OF GLAMORGAN COUNCIL**

**SITE LICENCE CONDITIONS**

**TYPE OF LICENCE: RESIDENTIAL**

**DATE OF ISSUE:**

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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 *insert* Caravan Site 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 *insert* Caravan 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 residential 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 *insert* (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.

## **1. Boundaries and site plan**

- 1.1. The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- 1.2. No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site
- 1.3. 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 local authority.
- 1.4. The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

## **2. Density, Spacing and Parking Between Caravans**

- 2.1. Subject to sub paragraph (2.3), 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.
- 2.2. 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.
- 2.3. In any case mentioned in subparagraph (2.1) :
  - 2.3.1. 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.
  - 2.3.2. 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 (2.3) applies in which case the separation distance shall not be less than 4.25 metres.

- 2.3.3. Any structure including steps, ramps, etc (except a 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.
  - 2.3.4. A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
  - 2.3.5. Windows in structures within the separation distance shall not face towards the caravan on either side.
  - 2.3.6. Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
  - 2.3.7. 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.
- 2.4. The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

### **3. Roads, Gateways and Overhead Cables**

- 3.1. Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.
- 3.2. New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.
- 3.3. All roads shall have adequate surface water/storm drainage.
- 3.4. 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.
- 3.5. One-way systems shall be clearly signposted.
- 3.6. Where existing two way roads are not 3.7 metres wide, passing places shall be provided.

- 3.7. 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.
- 3.8. Roads shall be maintained in a good condition.
- 3.9. Cable overhangs must meet the statutory requirements.

#### **4. Footpaths and Pavements**

- 4.1. Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- 4.2. Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

#### **5. 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.

#### **6. Bases**

- 6.1. Every unit must stand on a concrete base or hard-standing.
- 6.2. 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.

#### **7. Maintenance of Common Areas, including Grass, Vegetation and Trees**

- 7.1. Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- 7.2. Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- 7.3. Grass and vegetation shall be cut and removed at frequent and regular intervals.

- 7.4. Trees within the site shall (subject to the necessary consents) be maintained.
- 7.5. Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

## **8. Supply & Storage of Gas etc**

- 8.1. Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- 8.2. 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.

## **9. Electrical Installations**

- 9.1. 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.
- 9.2. 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.
- 9.3. 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.
- 9.4. Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

## **10. Water Supply**

- 10.1. 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.
- 10.2. All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.

- 10.3. All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- 10.4. 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 European Standards.

## **11. Drainage and Sanitation**

- 11.1. Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- 11.2. 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 approved by the local authority.
- 11.3. All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- 11.4. Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

## **12. Domestic Refuse Storage & Disposal**

- 12.1. Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- 12.2. All refuse disposal shall be in accordance with all current legislation and regulations.

## **13. Communal Vehicular Parking**

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

## **14. 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 a close proximity to the site.

## **15. Notices and Information**

15.1. The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with;

15.1.1. The current name, address and telephone number of the licence holder and manager and emergency contact details for both,

15.1.2. 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).

15.2. A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.

15.3. A copy of the current site licence shall be available for inspection in a prominent place on the site.

15.4. In addition at the prominent place the following information shall also be available for inspection :

- (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; and
- (d) A copy of the fire risk assessment made for the site.

15.5. All notices shall be suitably protected from the weather and from direct sunlight.

## **16. Flooding**

16.1. The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.

16.2. Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the



depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

## **17. Requirement to Comply with the 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 by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

## **18. Fire safety measures**

18.1. The standards in this 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.

### **Fire Points**

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

### **Fire Fighting Equipment**

18.3. 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.

18.4. Where hydrants are provided, hydrants shall conform to the current British or European Standard.

- 18.5. Access to hydrants and other water supplies shall not be obstructed or obscured.
- 18.6. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard.

### **Fire Warning**

- 18.7. A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

### **Maintenance and Testing of Fire Fighting Equipment**

- 18.8. 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.
- 18.9. A record shall be kept of all testing and remedial action taken.
- 18.10. All equipment susceptible to damage by frost shall be suitably protected.

### **Fire Notices**

- 18.11. 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. 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 phone is sited at .....).”

APPENDIX ONE: SITE PLAN

## **APPENDIX TWO: DEFINITIONS OF TERMS**

### **‘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.

### **‘Structure’**

Structures includes any extension, veranda, decking, sheds and covered storage space

### **‘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.

### **‘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.