

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**

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

**STANDARD CONDITIONS ATTACHED TO RESIDENTIAL CARAVAN SITE LICENCE NO: NH 8/15**

**ADDRESS:** Woodlands Park Home, Danesbury Park Road, Potters Heath, Welwyn, Hertfordshire

**1. NUMBER OF CARAVANS**

1.1 Without prejudice to clause 5 the number of caravans on the Site shall not at any time exceed 48.

**2. TYPE OF CARAVAN**

2.1 No caravans other than residential caravans complying with Section 29(1) Caravan Sites and Control of Development Act 1960, Section 13, Caravan Sites Act 1968 shall be stationed or kept on the site.

2.2 No huts, sheds, tents, porches, verandahs or other structures or buildings or vehicles (other than privately licensed vehicles which shall be parked within the parking spaces provided in accordance with these Conditions) shall be erected, placed or kept on the site unless prior approval in writing is obtained from the Head of Housing and Public Protection. All porches must be easily and quickly de-mountable from the caravan, and must essentially be separate structures. All such applications for approval shall be made by the site licensee.

2.3 Each caravan shall be identified by a name plate or number which shall be easily legible and displayed in such a manner as to be readily seen from the adjacent road or footpath.

**3. SITE BOUNDARIES AND PLAN OF SITE**

3.1 The boundaries of the Site from any adjoining land shall be clearly marked by a man made or natural feature.

3.2 No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site, or as otherwise stated in the additional conditions attached.

3.3 (a) 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.

3.3 (b) 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.

**4. DENSITY, SPACING AND PARKING BETWEEN CARAVANS**

4.1 Except in the case mentioned in paragraph (4.3) and subject to paragraph (4.4) every caravan shall be not less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.

4.2 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.

4.3 Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.

- 4.4 In any case mentioned in paragraph 4.1 or 4.3:
- 4.4 (a) A porch attached to the caravan may protrude 1 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. All the existing porches, listed within the exemptions attached to this document, are exempt from this condition.
  - 4.4 (b) 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 paragraph (4.3) applies in which case the extension into the separation distance shall not be less than 4.25 metres.
  - 4.4 (c) Any structure including steps, ramps, verandahs, decking 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.
  - 4.4 (d) A garage, car port, shed or covered storage space or other building shall not be permitted within 6 metres of a neighbouring caravan or enclosed porch or combustible shed etc. unless it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each caravan so as not to prejudice means of escape in case of fire.
  - 4.4 (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
  - 4.4 (f) Fences and hedges, (newly constructed after date of the conditions) where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
  - 4.4 (g) All hedges and fencing that are currently 1.8m high can remain.
  - 4.4 (h) 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. No other vehicle, or unit of transport can be parked overnight without prior written consent from Head of Housing and Public Protection.
- 4.5 The density of caravans on site shall be determined in accordance with relevant health and safety standard and fire risk assessments.

## **5. ROADS, GATEWAYS AND OVERHEAD CABLES**

- 5.1 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. Parking on roadways is not permitted.
- 5.2 New roads shall be constructed and laid of suitable bitumen macadam or concrete with a suitable compacted base.
- 5.3 All roads shall have adequate surface water / storm drainage.
- 5.4 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.
- 5.5 One way systems shall be clearly signposted.
- 5.6 Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
- 5.7 Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum clearance height of 3.7 metres.
- 5.8 Roads shall be maintained in a good condition.
- 5.9 Cable overhangs must meet the statutory requirements.

## **6. FOOTPATHS & PAVEMENTS**

- 6.1 Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- 6.2 Where practicable, all new communal footpaths and pavements shall not be less than 0.9 metres wide.
- 6.3 All existing pathways must be at least 0.75 metre in width.

## **7. LIGHTING**

- 7.1 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.

## **8. BASES**

- 8.1 Every unit must stand on a concrete base or hard-standing.
- 8.2 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.

## **9. MAINTENANCE OF COMMON AREAS INCLUDING GRASS, VEGETATION AND TREES**

- 9.1 The layout of the site shall be subject to the approval of the Head of Housing and Public Protection whose written agreement shall be obtained to any variation thereof.
- 9.2 Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- 9.3 Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- 9.4 Grass and vegetation shall be cut and removed at frequent and regular intervals.
- 9.5 Trees within the site shall (subject to the necessary consents) be maintained.
- 9.6 Any cuttings, litter or waste shall be removed from the immediate surrounds of the pitch.

## **10. SUPPLY AND STORAGE OF GAS AND OIL**

- 10.1 Gas (including natural gas) and oil installations, and the storage of supplies shall meet the current statutory requirements, relevant Standards and Codes of Practice.
- 10.2 Liquefied Petroleum Gas (LPG) cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.
- 10.3 Any work on the gas or oil within the site shall only be carried out by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.

## **11. ELECTRICAL INSTALLATIONS**

- 11.1 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.
- 11.2 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.
- 11.3 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.
- 11.4 Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.
- 11.5 If any existing electrical installation system no longer complies with the Regulations then any deficiency shall be rectified by a competent person in accordance with the current relevant statutory requirements.
- 11.6 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.

## **12. WATER SUPPLY**

- 12.1 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.
- 12.2 All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- 12.3 All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- 12.4 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.

## **13. DRAINAGE AND SANITATION**

- 13.1 Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- 13.2 There shall be satisfactory provision for foul and waste water drainage provided to every hard standing either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved in writing by the local authority.
- 13.3 All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- 13.4 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.
- 13.5 All drainage manholes, connections and inlets shall be so constructed and maintained so as:
  - 13.5 (a) to prevent any extraneous matter gaining access to the drainage system;
  - 13.5 (b) not to admit subsoil water;
  - 13.5 (c) to be provided with covers of such materials and construction so as to properly withstand any loads that may be placed upon them.

#### **14. DOMESTIC REFUSE STORAGE AND DISPOSAL**

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

#### **15. COMMUNAL VEHICULAR PARKING**

- 15.1 Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.
- 15.2 A minimum of 1 visitors car parking space per 5 park homes must be provided on the site.
- 15.3 Vehicles shall not park on the site other than in approved parking places, or in garages.
- 15.4 Off pitch parking places adjacent to roads must be at least 3 metres from the nearest caravan, unless written consent to the contrary is obtained from the Head of Housing and Public Protection.

#### **16. COMMUNAL RECREATION SPACE**

- 16.1 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 close proximity to the site, or as otherwise stated in the additional conditions attached.
- 16.2 The recreational space shall be effectively fenced from any road or parking space.

#### **17. NOTICES AND INFORMATION**

- 17.1 The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details. A copy of the site licence or the front page of the said licence and details 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).
- 17.2 A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.
- 17.3 A copy of the current site licence shall be available for inspection in a prominent place on the site.
- 17.4 In addition at the prominent place the following information shall also be available for inspection at the prominent place:
  - 17.4 (a) A copy of the most recent periodic electrical inspection report.
  - 17.4 (b) A copy of the site owner's certificate of public liability insurance.
  - 17.4 (c) A copy of the local flood warning system and evacuation procedures, if appropriate.
  - 17.4 (d) A copy of the fire risk assessment made for the site.
- 17.5 All notices shall be suitably protected from the weather and from direct sunlight.

**18. FLOODING**

- 18.1 The site owner shall establish whether the site is at risk from flooding by referring to the Environmental Agency's Flood Map.
- 18.2 Where there is risk from flooding the site owner shall consult the Environment Agency or any other competent person 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. The above measures must be implemented.

**19. REQUIREMENT TO COMPLY WITH THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

- 19.1 The site owner must comply with the Regulatory Reform (Fire Safety) Order 2005.
- 19.2 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.

**20. MAINTENACE OF FIREPOINTS**

- 20.1 A suitable means of raising the alarm in the event of a fire shall be provided at each firepoint and maintained in good working order.
- 20.2 All alarm and fire fighting equipment shall be installed, tested and maintained in good working order by persons who are qualified in the particular type of work being undertaken. Proof of this inspection shall be available for inspection by, or on behalf of, the licensing authority.
- 20.3 All equipment susceptible to damage by frost shall be suitably protected.

**DEFINITIONS**

For the purposes of these Conditions the terms "caravan" and "mobile home" and "park home" are interchangeable.

## EXEMPTIONS AND ADDITIONAL CONDITIONS TO CARAVAN SITE LICENCE

**Re: Woodlands Park Home, Danesbury Park Road, Potters Heath, Welwyn, Hertfordshire**

1. Caravans 26, 28, and 30 may be within 3 metres of the site boundary.
2. The minimum distance between the caravans and the road shall be 2 metres.
3. A communal recreational space is not required.
4. No vehicles are to be parked on the gravel area behind plot 45 (postal number 34) and to the left hand side of plot 43 (postal number 38) without consent from the Council.
5. The following porches attached to Caravans 1, 12, 15, 32, & 47 may remain so long as there is a working smoke detector installed within the porch if the porch is used to store electrical items and/ or there are two doors to the porch. All new porches must comply with condition 4.4 (a).
6. All fences, trellis and vegetation may remain at their current height of up to 1.8 meters but if these fall into disrepair and need replacing they must be replaced to comply with condition 4.4 (f).
7. Any fire mitigation or control measures recommended by the Fire Risk Assessment must be implemented.
8. No materials must be stored under any timber decking.
9. The following commercial vehicles have been granted permission to park over night on the above site.:

FORD CONNECT	KC03 WMK	Mr. Drake	37 Woodlands (owner)
PEUGEOT PARTNER	FB06 RAT	Mr. Drury	43 Woodlands (owner)

These vehicles are not given permission to park in the visitor's car parking spaces.

If the above vehicle is parked on the park home plot then ensure site licence condition 4.4 (g) is complied with. No vehicle taller than 1.8m is to be parked on an individual's car parking plot.

If the above vehicle is to park in a designated space on the site, as identified by the Site Licence Holder, then this must be a minimum 3 meters away from any park home or car parking space attached to a plot and must not obstruct the access to any Park Home. Any new vehicle parking space created for the above vehicles must comply with condition 15. No vehicle is to obstruct or overhang onto the pavement or the road.

No gas or LPG canisters, either empty or full, can be stored within the vehicle whilst parked on the site. All gas or LPG canisters must be stored in compliance with the current regulations. Any liquids, creams, or other substances which are classed as flammable must not be stored within the parked vehicle. All flammable substances must be stored in a non-combustible shed overnight.

The Council must be notified of any changes to the commercial vehicle immediately.