



Caravan Sites and Control of Development Act 1960

STATIC HOLIDAY CARAVAN SITES

STANDARDS



It will be a condition on site licences issued by this authority that sites must comply with the standards set out in this document.

All standards must be complied with fully and to the satisfaction of the City Council.

Failure to comply with any of the standards is failure to comply with the conditions and may result in prosecution and revocation of the licence.

Clarification or further information regarding these standards may be obtained from:

Environmental Health & Housing
Morecambe Town Hall
Marine Rd
Morecambe
LA4 5AF

- Email: environmentalhealth@lancaster.gov.uk
- Telephone: 01524 582935

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1. SITE BOUNDARIES

- ❑ The boundaries of the site should be clearly marked, for example by fences or hedges.
- ❑ It is recommended that a 3 metre wide area should be kept clear within the inside of all boundaries.

2. DENSITY AND SPACE BETWEEN CARAVANS

- ❑ The site density should be consistent with Health and Safety and amenity requirements.
- ❑ The gross density should not exceed 60 caravans per hectare, calculated on the usable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans), rather than the total area.
- ❑ If the caravans are constructed from aluminium or other materials with similar fire performance properties :The minimum distance between caravans shall be **5 metres**, (3.5m corner to corner).
- ❑ If caravans have a plywood or similar skin caravans should be no less than **6 metres** apart.
- ❑ Where there are a mixture of the above caravans or there are both holiday and residential vans on site the minimum distance between vans should be **6 metres**.
- ❑ No caravan shall be less than **2 metres** from a site road.

Some intrusions into the 5/6 metre space are permissible (the point of measurement for such items is the external cladding of the caravan):

- ❑ Porches may protrude 1 metre into the 5/6 metres and should be of the open type (i.e. roof and no more than 2 walls)
- ❑ Where awnings are used, the distance between any part of the awning and an adjoining caravan should be not less than 3 metres. They should not be used for sleeping accommodation and they should not face or touch any other awning.
- ❑ Eaves, drainpipes and bay windows may extend into the 6metre space provided the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.
- ❑ Ramps, open verandas and stairs may extend from a unit provided that there is still 3.5 metres clear space between them and the next unit. Two such structures should not face one another.

3. HARD STANDINGS

- ❑ Every caravan shall have a hard standing of concrete extending over the whole base area of the unit and should project a sufficient distance outwards, to enable occupants safe access to / from the caravan entrance / s.

4. PARKING

- ❑ **One car only** may be parked between caravans provided that the door to the unit is not obstructed and there is a clear space of 3 metres to the adjacent unit (to prevent potential fire spread)
- ❑ Boats and trailers should not be parked between units.
- ❑ Suitably surfaced parking spaces should be provided where necessary to meet the additional parking requirements of occupants and visitors.

5. STORAGE: GARAGES/SHEDS

- ❑ A garage, shed or covered storage space shall be permitted between units **only** if it is of a non-combustible construction and sufficient space is maintained around each unit to allow for escape in the event of fire. Windows in these structures should not face towards the units on either side.
- ❑ A garage, shed or covered storage space constructed of combustible material (e.g. wood) may be permitted, provided that it is 6 metres from the neighbouring caravan or other structure (to prevent potential fire spread).
- ❑ Carports and covered walkways are not permissible even if non-combustible.

6. ROADS, VEHICLE GATEWAYS AND FOOTPATHS

Roads shall:

- ❑ be designed to provide adequate access for emergency vehicles
- ❑ be of suitable material
- ❑ be provided so that no caravan standing is more than 50 metres from a road
- ❑ be not less than 3.7 metres wide if a two-way system or 3 metres wide if a clearly marked one-way system.
- ❑ have no overhead cables less than 4.5 metres above the ground
- ❑ be kept clear for emergency vehicle access at all times
- ❑ be suitably lit at night as necessary

Vehicle Gateways shall:

- ❑ be designed to give adequate access to emergency and other vehicles
- ❑ be a minimum of 3.1 metres wide
- ❑ have a minimum height clearance of 3.7 metres

Footpaths shall:

- ❑ be provided between units and roads, roads and toilets blocks, and other communal buildings.
- ❑ be not less than 0.75 metres wide and provided with a hard surface
- ❑ be suitably lit at night as necessary

7. REFUSE DISPOSAL

- ❑ Every caravan shall have an adequate number of refuse bins with close fitting lids (alternatively a plastic sack system may be provided)
- ❑ Arrangements should be made for the regular emptying of refuse bins
- ❑ Where communal refuse bins are provided they should be large enough to cope with peak demands (so that refuse is not left on the ground to attract vermin) be regularly emptied, and be housed within a properly constructed bin store.

8. FIRE POINTS

Fire fighting equipment and provision shall be in accordance with the requirements of the Fire Authority.

A general guide is set out below, if more detailed information is required please contact the local Fire Authority.

- ❑ Every caravan or site building shall be within 30 metres of a fire point. The fire point shall be housed in a weather-proof structure (to protect it from frost), be easily accessible and clearly and conspicuously marked **FIRE POINT**.

Each FIRE POINT should be provided with the following:

FIRE FIGHTING EQUIPMENT:

- ❑ **HOSE REEL:** Where water stand-pipes are provided and there is sufficient water pressure to project a jet of water approx 5 metres: a hose reel complying with BS 5306: Part 11977 (1998) and a hose not less than 30 metres long terminating in a small hand control nozzle shall be provided.
Hoses should be housed in a box painted red and marked 'HOSE REEL'.
- ❑ **FIRE HYDRANTS:** Fire hydrants to BS 750 (1984) may be provided within 100 metres of every caravan standing.
- ❑ **FIRE EXTINGUISHERS/TANKS:** Where stand pipes are not provided or water pressure/flow is not sufficient, each Fire Point should be provided with either: 2 x 9 Litre water extinguishers or a water tank of at least 500 litres in capacity fitted with a hinged cover and provided with two buckets.

MEANS OF RAISING ALARM

- ❑ Either a metal triangle with striker, a gong or hand operated siren should be provided to each fire point. The approval of the Fire Authority should be sought in respect of any alternative system.

FIRE NOTICE

- ❑ A clearly written and conspicuous notice, protected from the weather, should be provided at each fire point to indicate the action to be taken in the event of a fire.
- ❑ The location of the nearest telephone should be included.

The notice should include, at least, the following:

“On discovering a fire:

- i) Ensure that the caravan or site building is evacuated
- ii) Raise the alarm
- iii) Call the Fire Brigade (the nearest telephone is situated.....)
- iv) Attack the fire using the fire fighting equipment, if it is safe to do so

It is in the interest of all occupiers of the site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.”

MAINTENANCE OF FIRE POINTS

- ❑ All alarm and fire equipment should be installed, tested and maintained in working order by a competent person at least once in every 12 months.
- ❑ A record of such tests and remedial action should be kept (e.g. log book or test certificate) and be available for inspection by/on behalf of the city council.

9. FIRE HAZARDS

- ❑ Long grass, shrubbery and vegetation should be cut at regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations.
- ❑ Any 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.

10. GAS INSTALLATIONS AND EQUIPMENT

**These must comply with the relevant and applicable parts of the following:
(or later guidance)**

- ❑ **For LPG supplied from cylinders:** LP Gas Association Code of Practice 7:1999
“Storage of Full and Empty LPG Cylinders and Cartridges”
- ❑ **For LPG supplied by tanks:** LP Gas Association Code of Practice 1:
Part 1: “Design, Installation and Operation of Vessels Located above Ground” AND
Part 4: “Buried/Mounded LPG Storage Vessels”
- ❑ **For metered LPG supplied from tanks:** LP Gas Association Code of Practice 25:1999
“LPG Central Storage and Distribution Systems for Multiple Consumers”

- ❑ **For installations in caravans:** British Standard 5482: Code of Practice for Domestic butane and propane gas burning installations: Part 2 (1977) “Installations in Caravans and non-permanent dwellings”, Gas Safety(Installation and Use) Regulations 1998
- ❑ **For mains gas to the site:** The Pipelines Safety Regulations 1996. The Gas Safety (Installations and Use) Regulations 1998.
- ❑ A copy of all current safety check certificates required by gas safety legislation in respect of flues and appliances provided on the site by the site operator, shall be kept available for inspection by the city council.
- ❑ Unless otherwise approved by the city council every gas appliance provided on the site by the site operator shall be provided with an effective flame failure device.

11. LPG STORES

Where LPG stores are provided on site for storage of LPG bottles the following should be provided:

- ❑ A lock to prevent unauthorised access to the store
- ❑ Adequate all round ventilation with no combustibles or drains in vicinity
- ❑ A **‘NO SMOKING’** sign
- ❑ A **FIRE POINT** with a dry powder fire extinguisher, alarm and fire notice

12. ELECTRICAL INSTALLATIONS

- ❑ Sites shall have an electricity supply sufficient to meet all reasonable demands of the caravans.
- ❑ Installations, other than Electricity Company 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: British Standard 7671: 2001 “The Requirements for Electrical Installations”** (formally IEE Wiring Regs) for the time being in force, and where appropriate, to the standard which would be acceptable for the purposes of the ‘Electricity (Overhead Lines) Regs 1988, Statutory Instrument 1988 No 1057’.

Supplies to sites shall be inspected in accordance with the frequencies set out below and a Periodic Inspection Report in the form required by BS 7671:2001 shall be provided and displayed on site/retained by the site operator for inspection by the city council.

- ❑ Fixed Buildings (excluding licensed premises): **every 3 years**
- ❑ Licensed premises (liquor and entertainment) :**every year**
- ❑ Electrical distribution up to and including connection units on holiday home or mobile home parks (i.e.) statics: **every 3 years.**
- ❑ Electrical distribution up to and including electrical hook up points on touring parks: **every year**

- ❑ Hire fleet caravan holiday homes (park owned): **every 3 years**
- ❑ Hire fleet caravan holiday homes (owner/occupier but sub-let to park)- operator to ensure the owner provides the park operator with a current, satisfactory electrical certificate **every 3 years**.
- ❑ Street lighting: **every 3 years** (or 12 months if cables are overhead)
- ❑ Fire alarms and emergency lighting systems: **every year** with a documented quarterly check (not a certificate to BS7671) to ensure they are in working order.
- ❑ Park operators must carry out documented checks (not a certificate to BS7671) that all residual current devices are working properly **every 3 months**.

Portable Electrical Equipment:

- ❑ Portable electrical equipment in buildings or caravans under the control of the site operator should be examined (not necessarily by a qualified electrician) in accordance with HSE guidance "Maintaining Portable and Transportable Electrical Equipment" Ref: HS(G)107 available from HSE Books 01787 881165.
- ❑ See leaflet IND(G)237: available from LCC Environmental Health Department.

Inspections/Work on installations:

- ❑ All electrical installations shall be maintained to prevent danger as far as is practicable.
- ❑ Inspections or work on electrical supplies and installations shall be carried out by a competent person as required by BS7671:2001 (formally IEE Wiring Regs)
- ❑ If an installation does not comply with Regulations, applicable at the time it was first installed, it shall be rectified.
- ❑ Any major alterations and extensions to an installation shall comply with BS 7671:2001

13. WATER SUPPLY

- ❑ All parks shall be provided with a water supply in accordance with appropriate Water Bylaws and statutory quality standards.
- ❑ The supply must either be piped to each caravan or to stand-pipes/water taps sited not more than 30 metres from each caravan.
- ❑ Such water stand-pipes/taps should be clearly marked as '**DRINKING WATER**'

14. DRAINAGE, SANITATION AND WASHING FACILITIES

- ❑ Satisfactory provision should be made for foul drainage either by discharged to a public sewer, private sewer or sewage treatment works or to a septic tank or cesspool approved by the city council.
- ❑ For caravans with their own water supply and water closets, each caravan standing should be provided with a connection to the foul drainage system.
- ❑ Septic tanks and cesspools must be emptied as often as necessary to prevent the contents overflowing.
- ❑ Properly designed chemical closet disposal points shall be provided, with an adequate supply of water for cleaning the containers. The water supply must be marked 'NOT DRINKING WATER'. Such disposal points will not be required if all caravans on site are provided with their own water closet.

Toilet/Shower/Laundry Facilities

- ❑ For caravans without their own water supply and water closet, conveniently located communal toilet blocks with adequate water supplies shall be provided, on at least the following scale:
 - Men: 1 w.c. and 1 urinal per 15 caravans
 - Women: 2 w.c.'s per 15 caravans
 - 1 wash hand basin (with hot and cold running water), for every 2 w.c.'s
 - 1 shower or bath (with hot and cold running water) for each sex per 20 caravans
- ❑ For caravans without their own water supply, laundry facilities must be provided with one deep sink per 30 caravans, each supplied with hot and cold running water. A lesser standard may be agreed with the city council if adequate laundry machinery is provided.
- ❑ The site and every hard standing, should 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.

15. RECREATION SPACE / PLAY EQUIPMENT

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

Play Equipment:

- ❑ If play equipment is provided it should not be of the domestic type
- ❑ Equipment and playing surface (ground) material should meet the requirements of relevant British Standards, details of which should be available from the equipment manufacturer/installer.
- ❑ All equipment and the play surface should be maintained in sound/safe condition at all times
- ❑ A regular check should be made of all equipment and it is recommended that such checks be documented in a logbook.
- ❑ Visual checks for foreign objects, large stones, glass etc should be made
- ❑ Appropriate action should be taken if defects or hazards are found.
- ❑ Dogs should be excluded from designated children's play areas
- ❑ Ideally, designated play areas should be fenced off from the rest of the site and have a gate for access and enclosure.

16. NOTICES

The following signs/notices must be displayed in a conspicuous place:

- ❑ A sign at the site entrance indicating the name of the site (for easy identification by emergency services)
- ❑ A copy of the site licence and licence conditions
- ❑ A periodic inspection report for the electrical installation
- ❑ A plan and notice setting out action to be taken in an emergency and giving emergency contacts, local doctors, environmental health department etc
- ❑ The location of the nearest public telephone
- ❑ The name and location/telephone number of the site licence holder or his/her accredited representative.
- ❑ If the site has a risk of flooding, advice about the operation of the flood warning system
- ❑ 'No Smoking' sign on any LPG store/compound
- ❑ Fire Notices on all Fire Points

All notices should be suitably protected from weather and where possible out of direct sunlight

17. TELEPHONE

- ❑ Unless all caravans on site have telephones/mobiles, an immediately accessible telephone must be available on site for calling the emergency services. A notice by the telephone should include the address of the site.

18. GENERAL

- ❑ All site facilities and equipment required to be provided by these standards in connection with the site, shall be maintained in good condition and repair to the satisfaction of the city council

19. MISCELLANEOUS

- ❑ Where a site and its management met the previous version of the model standards but does not now meet the revised standards, the City Council may grant an extended period of time (not normally more than 5 years) within which the additional necessary works may be carried out.
- ❑ All new works shall comply with the revised model standards.