

Winchester City Council

Caravan Sites and Control of Development Act 1960 (as amended)

**Conditions attached to Site Licence Number: 03/2018
Varied in accordance with Section 8 of the above Act**

Address of Site: FLOWERDOWN, NORTH DRIVE, LITTLETON SO22 6QD

Date of Issue: 06 FEBRUARY 2018

Permanent Residential Caravan Site

NOTE: Site licence conditions are based on the Model Standards 2008 for Caravan Sites in England. They are specific to the above site. It is a criminal offence for a park owner to fail to comply with these conditions.

All correspondence shall be addressed to: Private Sector Housing, Winchester City Council, Colebrook Street, Winchester SO23 9LJ. Telephone: 01962 848526; email: _privatesectorhousing@winchester.gov.uk

The term Caravan includes a mobile or park home.

1.0 The Site

- 1.1 Caravans located on the site shall be for residential use only.
- 1.2 The total number of caravans on the site shall not exceed **52** at any one time, except where this is increased by virtue of a relevant planning permission.
- 1.3 All caravans on the site shall comply with the definition of caravan contained in the Caravan Sites and Control of Development Act 1960 Section 29(1) and the Caravan Sites Act 1968 section 13. (NB maximum size is 20m x 6.8m by 3.05m maximum internal height)
- 1.4 Caravans to be located on the site must comply with the current edition of BS3632 at the time of manufacture.
- 1.5 The site owner shall provide the local authority with a plan of the site within 28 days of the date of any written request, and at any time when there is a material change to the boundaries or layout of the site.
 - 1.5.1 The plan supplied shall be to a reasonable scale to clearly show the layout of the site including all relevant structures, features and facilities. In particular:
 - 1.5.1.1 Caravans including their enclosure boundaries and all garages, sheds, covered stores, car

- ports, covered walkways and car parking spaces associated with them.
- 1.5.1.2 Site buildings and other permanent structures
- 1.5.1.3 Roads, paths and their associated lighting
- 1.5.1.4 Fire points and fire hydrants
- 1.5.1.5 Electrical distribution points
- 1.5.1.6 Compounds for storage of liquefied petroleum gas
- 1.5.1.7 Cess pools, septic tanks and connections to the public sewerage system
- 1.5.1.8 Communal refuse stores
- 1.5.1.9 Recreation space

1.6 The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature, such as permanent fence, wall, hedge or river, or combination thereof.

1.7 No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site without prior written consent of the local authority.

2.0 Density and Spacing

2.1 Except where the written prior approval of the local authority has been obtained (and detailed at 2.12), or in the case mentioned in paragraph 2.2 and subject to paragraphs 2.3-2.10, every caravan shall where practicable 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. The separation distance shall be maintained at all times.

2.2 Where the facing walls of both caravans have been fitted with cladding from Class 1 fire rated material, the separation distance between these caravans may be reduced to a minimum of 5.25 metres with the prior written approval by the local authority.

2.3 Every caravan shall be located more than 2 metres away from a road or communal car park, and no more than 50 metres away from a road within the site.

2.4 A porch attached to the caravan may protrude one metre into the separation distance but shall not exceed 2 metres in length and 1 metre in depth. The porch shall not exceed the height of the caravan.

2.5 Eaves, drain pipes and bay windows may extend into the separation distance, provided the total distance between the fixtures on two facing park homes shall not be less than 5 metres; except where a prior approved reduction to separation distance under sub paragraph 2.2 applies in which case the total distance shall not be less than 4.25 metres.

2.6 Any structure including steps, ramps, sheds etc. (except garage or car port) which extends more than 1 metre into the separation distance shall be of non-combustible construction (e.g. metal or concrete). There shall be a 4.5 metre clear distance between the structure and any adjacent caravan and the structure shall not impede a safe means of escape in event of fire.

2.7 A shed or covered storage space shall not be less than 4.5 metres from any other caravan unless:

2.7.1 The structure is clad externally with incombustible materials then the distance from any other caravan shall be not less than 3 metres.

2.7.2 The structure is wholly constructed of incombustible materials then the distance from any other caravan shall not be less than 1.5 metres.

2.8 A garage or car port will only be permitted within the separation distance if it is of non-combustible construction.

2.9 Windows in permitted structures within the separation distance shall not face towards the caravan on either side.

2.10 Except where constructed of non-combustible materials, fences and hedges, where permitted and forming the boundary between adjacent park homes, shall be a maximum of 1.5 metres high, and in all cases fencing shall not exceed 1.8 metres high. Hedges shall be regularly pruned to prevent them becoming a fire bridge between units.

2.11 Private cars may be parked in the separation distance provided that they do not obstruct entrances to park homes or the access around them and they are a minimum of 3 metres from an adjacent caravan.

2.12 The following units have an agreed separation distance less than the minimum detailed above.

Unit Numbers	Date agreed	Restrictions

2.13 All conditions in Section 2 Density and Spacing are to be fully complied with by 31st December 2022.

3.0 Roads, Gateways and Overhead Cables

- 3.1 All roads, gateways and turnings shall be designed to provide safe adequate access for emergency vehicles (and any new caravans brought onto the site) and shall be kept clear from obstruction at all times.
- 3.2 New roads shall be constructed and laid of suitable bitumen macadam, concrete with a suitable compacted base, or other suitable material approved in writing before construction commences, by the local authority.
- 3.3 All roads shall have adequate surface water/storm drainage and shall be assessed regularly to ensure the drainage is adequate. Records of the assessments shall be retained and produced to the local authority for inspection on request.
- 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 Existing roads that are less than 3.7 metres wide shall be provided with passing places where practicable to do so.
- 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 Suitable turning facilities shall be provided on any cul-de-sac road exceeding 20 metres in length.
- 3.9 Roads shall be maintained and kept in good condition at all times.
- 3.10 Any traffic calming measures in place on the site shall comply with the relevant current legal standards. In particular, speed humps that are installed shall be clearly designated and shall not be greater than 100mm high. A clear sign warning of speed humps shall be placed at the site entrance.
- 3.11 Cable overhangs shall meet statutory requirements (having regard to the current Electrical Safety Quality and Continuity Regulations). No cable overhang shall be less than 5.8 metres, unless a lower height has been agreed in writing by the local authority.
- 3.12 Where an electrical cable is within easy reach of a property, it shall be fully insulated and protected from interference.

4.0 Footpaths and Pavements

- 4.1 Every caravan shall be connected to a road by a suitable footpath with a hard surface.
- 4.2 All footpaths shall be maintained in good condition at all times.
- 4.3 Where practicable, communal footpaths shall not be less than 0.9metres wide.

5.0 Lighting

- 5.1 Site roads, communal car parking, 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.

6.0 Bases

- 6.1 Every caravan shall stand on a concrete base or hard-standing, which shall extend over the whole area occupied by the caravan and extend a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely.
- 6.2 Hard standings shall be constructed to the industry guidance, current at the time of siting, taking into account local conditions. The base shall be sufficient to handle the load placed upon it by the caravan and its contents.
- 6.3 Hard standings shall be maintained in good condition by the site owner at all times.

7.0 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 good condition, good repair and clear of rubbish at all times.
- 7.3 Grass and vegetation in communal areas shall be cut and removed at frequent and regular intervals.
- 7.4 Trees within the site shall (subject to the necessary consents) be maintained and ensure that they pose no risk to occupants or visitors to the site.
- 7.5 Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

8.0 Supply and Storage of Gas etc.

- 8.1 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 (LPG) cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

9.0 Electrical Installations

- 9.1 The site shall be provided with a safe electricity network of adequate capacity to meet all reasonable demands of the caravans and other facilities and services on site. The supply to each caravan is to be a minimum of 64Amps by 31st December 2022.
- 9.2 The electrical network installations 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 the provisions of the current statutory requirements. A suitably qualified person includes a registered member of a competent person scheme authorised by the Department of Communities and Local Government or other authorising government department.

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.

10.0 Water supply

- 10.1 All pitches on the site shall be provided with a piped water supply, suitable for drinking, which is sufficient in all respects to meet all reasonable demands of the caravans situated on them, particularly with regard to quantity and pressure.
- 10.2 All new water supplies shall be designed, installed, inspected, tested and maintained by a competent person 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 by a competent person qualified in the particular work being undertaken and in accordance with the current relevant legislation and British or European standards.
- 10.4 All reasonably practicable steps shall be taken to protect water supply pipes from the risk of frost or damage.

11.0 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 to the site 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.
- 11.3 Each pitch shall be provided with a connection to the foul water drainage system, the connection shall be made air tight when not in use.
- 11.4 All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- 11.5 Any 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.

12.0 Domestic Refuse Storage and 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.

13.0 Vehicle Parking

- 13.1 Car parking spaces shall be provided on the site for at least one private car per caravan.
- 13.2 Visitor parking shall be provided on site, in addition to residents parking, in a ratio of not less than one per every five caravans.

- 13.3 All car parking spaces shall be levelled and surfaced with suitable materials.
- 13.4 Each car parking space shall be of minimum dimension 2.4 x 4.8 metres with sufficient room to manoeuvre into and out of the space.

14.0 Communal Recreation Space

- 14.1 The grassed area located between Hilltop and Lawn Road is to be retained as communal recreational space.

15.0 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.
- 15.2 The current name, address and telephone number of the licence holder and manager and emergency contact numbers, shall be displayed at the entrance to the site, or otherwise clearly and prominently identified as to where the information can be found.
- 15.3 The following information shall be displayed on a noticeboard in a prominent position on site, or the noticeboard must contain details of where they can be viewed (on site) and between which times (which must be reasonable), or where occupiers can request copies from:
 - 15.3.1 A copy of the site licence or front page of the said licence and details of where the full licence can be viewed
 - 15.3.2 A current plan of the site with roads and pitches marked on it
 - 15.3.3 A copy of the most recent periodic electrical inspection report
 - 15.3.4 A copy of the site owner's certificate of public liability insurance
 - 15.3.5 A copy of the local flood warning system and evacuation procedures, if applicable further to condition 16.
 - 15.3.6 A copy of the fire risk assessment for the site
- 15.4 All notices shall be suitably protected from the weather and from direct sunlight.

16.0 Flooding

- 16.1 The licence holder or site owner shall establish whether the site is at risk from flooding by reference to the Environment Agency Flood Map
- 16.2 Where there is a risk of 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 warning services and on what appropriate measures should be adopted on the site.

17.0 Fire Safety measures and compliance with the Regulatory Reform (Fire Safety) Order 2005

- 17.1 The site owner shall make available on demand the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 or subsequent order for inspection

by residents and, when demanded, a copy shall be made available to the local authority and Hampshire Fire and Rescue Service.

17.2 The site owner shall put in place appropriate fire points, fire fighting equipment, fire warnings and other fire prevention equipment or fire management procedures as deemed necessary by their fire risk assessment.

17.3 A record shall be kept of all testing and remedial action taken and this must be made available for inspection at all times by, or on behalf of the local authority or Hampshire Fire and Rescue Service. Where requested in writing, this shall be made available for inspection within 7 days of the request.