



**Regulatory Services
Environmental Protection
County Hall
Northallerton
North Yorkshire
DL7 8AD**

Caravan Sites and Control of Development Act 1960

Conditions for Holiday Caravan Sites

(Examples include: woodland lodges, static caravans, camping pods, shepherds huts etc.)

Site licence and notices

1. This licence and associated conditions relate to the site licence application and associated layout plan received on the Any changes to the site layout, facilities or mode / duration of occupation shall not take place without written approval from the Council, following submission of an amended application form.
2. To ensure approved holiday accommodation is not used for unauthorised permanent residential occupation the following restrictions apply:
 - A) The caravans (or cabins/chalets) are occupied for holiday purposes only
 - B) The caravans (or cabins/chalets) shall not be occupied as a person's sole, or main residence.
 - C) The owners/operators shall maintain an up-to-date register of the names of all owners/occupiers of individual caravan/log cabins/chalets on the site, and of their main home addresses, and shall make this information available for inspection by the Local Authority.

Notices

3. The name of the site shall be displayed on a sign in a prominent position at the entrance (s) together with a contact telephone number.
4. Emergency contact details of the licence holder / site manager shall be displayed in a prominent position on the site together with a site layout plan.
5. In a prominent place on the site the following documents shall be displayed and suitably protected from the weather and direct sunlight and made available for inspection:
 - A. A copy of the current site licence.
 - B. A copy of the site owner's certificate of public liability insurance.
 - C. Local emergency contact details such as police, doctors etc.
 - D. A copy of the local flood warning system and evacuation procedures, if appropriate.

The following documents shall be made available for viewing:

- E. A copy of the fire risk assessment made for the site.
- F. A copy of the most recent Electrical Installation Condition Report.
- G. The associated site licence conditions & plan.

Note: For sites of 10 or less units the display format for Condition 4. and Condition 5. may be determined by the licensee e.g. within an information pack provided to site users.

- 6. Where practicable an accessible telephone should be available on the site for calling the emergency services. A notice by the telephone should include the address of the site. Where sites have no accessible telephone and no mobile telephone network coverage the licensee should provide details of the nearest accessible telephone / mobile signal coverage area. Where an onsite manager is available 24hours to deal with emergencies this condition may be dispensed with.

Site boundaries

- 7. The boundaries of the site shall be clearly marked for example by fences or hedges.
- 8. No caravan or combustible structure shall be sited nearer than 3 metres to the site boundary or within 2 metres of a road or more than 45 metres from such a road within the site. Unless alternative arrangements are deemed acceptable by the fire service.

Site Supervision and maintenance

- 9. All caravans stationed on the site shall be kept weatherproof, in a good state of structural and mechanical repair and in all respects fit for human habitation.
- 10. The licensee and / or any person appointed by them shall maintain adequate supervision of the caravan site so as to ensure observance of these conditions and the general good conduct of the caravan site.
- 11. The licensee shall ensure that all parts of the caravan site, including any hedges, boundary structures, ditches and shrubberies, are kept in a clean and well maintained condition and free from foul water and unwanted materials, so as not to harbour refuse or vermin.
- 12. Grass and vegetation shall be cut and removed at frequent and regular intervals.
- 13. Trees within the site shall (subject to the necessary consents) be maintained.
- 14. Associated site buildings and structures shall be maintained in a proper structural, decorative and sanitary condition and all appliances and drainage shall be maintained in proper working order.
- 15. If the site is identified on the Environment Agency flood register the licensee shall provide a flood risk assessment detailing the procedures in place, monitoring, alerts and evacuation plan. This scheme shall be submitted to the emergency planning unit at the North Yorkshire Council.

Density and Space between Caravans

Caravan units

16. Every caravan must, where practicable, be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan. Unless a reduced separation distance is deemed acceptable by the fire service.

The point of measurement for porches, awnings etc is the exterior cladding of the caravan.

Awnings, porches, storage units

17. In conjunction with condition 16 above:
- porches may protrude 1 metre into the separation space between units and should be of the open type.
 - where awnings are used the distance between any part of the awning and an adjoining caravan should not be less than 3 metres. They should not be of the type which incorporates sleeping accommodation and they should not face each other or touch.
 - eaves, drainpipes and bay windows may extend into the separation space provided the total distance between the extremities of 2 adjacent units is not less than 4.5 metres.
 - where there are ramps for the disabled, verandas and stairs extending from the unit, there should be a clear space 4.5m and such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, should not intrude into the separation space.
 - covered storage space provided for any standing shall be separate from the caravan and shall be non-combustible (including a non-combustible roof) and sufficient space maintained around each unit so as not to prejudice means of escape in case of fire.
 - Windows in such structures should not face towards the unit on either side.
18. Private cars may be parked within the separation space 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.

Roads, gateways and footpaths

19. Roads shall be designed to provide adequate access for emergency vehicles, made of suitable material and positioned so that no caravan standing is more than 45 metres from a road. Unless an alternative is deemed acceptable by the fire service.
20. Roads shall not be less than 3.7 metres wide, unless suitable passing places have been provided, or if they form part of a clearly marked one-way traffic system, 3 metres wide. Roads should have no overhead cable less than 4.5 metres above the ground. Unless an alternative is deemed acceptable by the fire service.
21. 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. Unless an alternative is deemed acceptable by the fire service
22. Communal footways shall not be less than 0.9 metres wide and constructed of suitable material.

23. Where possible, every caravan should stand on a hardstanding of suitable material which should extend over the whole area occupied by the caravan placed upon it and should project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely. Hardstandings may be dispensed with if the caravans are removed during the winter, or if they are situated on ground which is firm and safe in poor weather conditions.
24. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing should be connected to a carriageway by a footpath with a hard surface or a suitable alternative.
25. Where an amenity provision is provided this and the immediate surroundings shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians during the hours of darkness.
26. Every road, communal footpath and pavement on the site shall be maintained in a good condition and repair.

Fire Safety

27. The site owner shall make available for inspection by the Local Authority the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005.

Supply and storage of gas etc

28. Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant standards and Codes of practice.
29. Portable gas bottles and cylinders placed outside caravans shall be provided with a firm, clean standing and be suitably secured in an upright position to prevent damage. A warning notice - "Danger Highly Flammable No Smoking or Naked Lights" shall be displayed. Such bottles and cylinders shall not be placed within 3 metres of any combustible material, other than the caravan which they service, or any open drain, and shall be kept well ventilated at all times.

Electrical Installations

30. 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.
31. The electrical network installations for the entire site shall be subject to regulation under current relevant legislation and must be designed, installed, tested, periodically inspected and maintained in accordance with the provisions of the current regulatory requirements at a period not exceeding 3 years.
32. 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 regulatory requirements,

Water Supply

33. The site shall be provided with a water supply sufficient in all respects to meet all reasonable demands by site users. All water supplies shall be provided and maintained in accordance with all current regulatory requirements.

34. For units which do not have their own supply a piped wholesome water supply shall be provided at a distance of not more than 90 metres. Each standpipe is to be provided with a concrete surround of a minimum size 0.75 metres square laid to a proper fall to allow water to drain quickly and effectively in to the gully connected to a drainage system or soak away. Each standpipe/tap shall be marked "Drinking Water Only"
35. A written risk assessment must be provided for the management of legionella for all the water systems on site. This will include hot and cold water systems, spa pools, fountains and decorative water features etc.

Drainage, Sanitation and hygiene facilities

36. Satisfactory provision shall be made 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.
37. All drainage systems shall be designed and constructed in accordance with the Building Regulations in force at the time of installation and shall be managed and maintained in suitable working order and in accordance with all current regulatory requirements.
38. Where there are units on site are not connected to a foul drainage system waste water disposal points shall be provided so that each pitch is not more than 90 metres away. The disposal point shall consist of a trapped gully connected to the foul drainage system over which is situated a tap connected to an adequate and wholesome water supply to allow for effective cleansing of the area and shall have a sign saying "NOT FOR DRINKING". The gully should be surrounded by a concrete apron not less than 0.75 metres square and sloped towards the gully. Around the perimeter of the apron should be a concrete plinth 8cm in height. A notice shall be fixed to the disposal point stating that it is to be used for "Disposal of waste water only".
39. Where there are units on site are not connected to a foul drainage system a properly designed disposal point for the contents of chemical closets shall be provided, consisting of a trapped gully connected to the foul drainage system over which is situated a tap connected to an adequate and wholesome water supply to allow for effective cleansing. The tap shall have a sign saying "NOT FOR DRINKING"
40. Surface water drainage shall be provided, where appropriate, to avoid standing pools of water.
41. For caravans without their own water supply and water closets the following minimum toilet and cleansing provision shall be provided:

Men: 1 WC, 1 wash basin (with hot & cold water), 1 urinal per 15 caravans AND 1 shower or bath (with hot and cold water) per 20 caravans

Women: 2 WC, 2 wash basins (with hot & cold water) per 15 caravans
AND 1 shower or bath (with hot and cold water) per 20 caravans.

Note: Where the provisions are not gender specific the minimum requirements must still be met i.e. 4 WC, 4 wash basins (with hot & cold water) per 15 caravans AND 2 showers (with hot & cold water) per 20 caravans.

For detached toilet buildings over 30msq disabled access facilities would be required under building regulations which may affect the above ratio.

Licence Ref:

Note: where there are 10 caravans or less the licensing authority may accept a lower standard of communal shared facilities of 1 WC, 1 wash basin (with hot and cold water) and 1 shower or bath (with hot and cold water).

42. Laundry facilities are to be provided, fitted with one deep sink with hot and cold running water per 30 caravans.

Note: Where there are 10 or less caravans this requirement may be dispensed with, or where suitable alternative arrangements have been made.

43. Where individual units do not have purpose built cleansing facilities, communal facilities shall be provided consisting of 1 deep sink, a drainer, hot & cold running water per 20 caravans to allow the effective cleaning of food and cooking utensils. For sinks which go into a septic tank a grease trap shall be fitted to protect the workings of the septic tank.

Note: Where there are 10 or less caravans this requirement may be dispensed with.

Refuse Disposal

44. Every caravan standing should have an adequate number of suitable non-combustible refuse bins and / or where communal bins are provided these should be of similar construction and housed within a properly constructed bin store.
45. Arrangements shall be made for the bins to be emptied regularly and for the recycling of waste materials.

Recreation Space

46. On sites, where practical to do so, a 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.

Note: All new built sites and site upgrades will be expected to meet the licence conditions in full.