

**MODEL CARAVAN SITE LICENCE CONDITIONS  
LONDON BOROUGH OF HILLINGDON**

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

Conditions to be attached to site license in respect of [address]

**DEFINITION**

1. 'Caravan' shall have the meaning attributed to it in Part 1 of the Caravan Sites and Control of Development Act 1960.
2. Head of Housing shall mean the Head of Housing for the London Borough of Hillingdon whose address is 2E/07, Civic Centre UB8 1UW.

**BOUNDARIES**

3. The boundaries of the site shall be clearly marked by a permanent fence, hedge or wall not less than 2 metres in height which shall be properly maintained at all times.
4. No caravan, store, building, car parking space or other construction shall be situated within 3 metres of the site boundary provided that, on receipt of written request from the license holder, the Head of Housing may at his discretion , grant exemption from or vary this condition as far as he thinks fit.
5. The site owner shall provide the Head of Housing with a scale plan of the layout of the site within 42 days from the date of any written request and at any time when alterations to the site layout are proposed or undertaken. The license holder shall meet the cost of such plans. The plan shall indicate the useable area of the site (as defined by Condition 7) and shall show the positions of:-
  - (a) All caravans including their enclosure boundaries and all porches, awnings, garages, sheds, covered stores, car ports, covered walkways and car parkings spaces associated with them.
  - (b) All site buildings.
  - (c) All roads and paths and their associated lighting.
  - (d) All fire points and fire hydrants.
  - (e) All public telephones.
  - (f) All electrical distribution points.
  - (g) All compounds for the storage of liquefied petroleum gas.

- (h) All cesspits, septic tanks and connections to the public sewerage system.
- (i) All drainage runs and inspection chambers.

### **DENSITY AND SPACE BETWEEN CARAVANS**

- 6. The layout of the site shall not be varied without the prior written consent of the Head of Housing which consent shall not be unreasonably withheld.
- 7. Subject to the following variations, every caravan shall not be less than 6 metres from any other caravan which is occupied separately and less than 2 metres from a road. The point of measurement for porches, awnings, etc. is the exterior cladding of the caravan.
  - Process of the open may protrude 1 metre into the 6 metres.
  - Where awnings are used, the distance between any part of the awning and an adjoining caravan shall be not less than 3 metres. Awnings shall not be used for sleeping or cooking and shall neither face each other nor touch.
  - Eaves, drainpipes and bay windows may extend into the 6-metre space provide that the total distance between the extremities of 2 adjacent units shall not be less than 5.25 metres.
  - Where there are ramps for the disabled, verandas of stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items shall not face each other in any space. If such items are enclosed, they shall be considered as part of the unit and, as such, shall not extend into the 6-metre space.
  - A garage, shed or covered storage space shall be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit as so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the units on either side. Carports and covered walkways shall in no circumstances be allowed within the 6-metre space. For cars and boats between units, see condition 41.
- 8. The density of caravans shall be consistent with safety standards and health and safety requirements. The gross density shall not exceed 50 caravans to the hectare, calculated on the basis of the useable area (excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than total site area.

### **HARD STANDINGS**

- 9. Every caravan shall stand on a concrete hard standing which shall extend over the whole area occupied by the caravan placed upon it and project not less than 1 metre outwards from the entrance or entrances to the caravan.

## **ROADS, GATEWAYS AND FOOTPATHS**

10. All roads and footpaths shall be designed so as to allow adequate access for fire appliances and other emergency vehicles. In particular all roads shall be not less than 3.7 metres wide with a height clearance of not less than 4.5 metres. Gateways shall be not less than 3.1 metres wide. Roads shall allow for vehicles with a turning circle of 17 metres diameter and a sweep circle of 25 metres diameter.
11. All roads and footpaths shall be constructed of concrete or tarmac and shall be properly maintained at all times.
12. Every caravan standing or toilet block shall be not more than 50 metres from a road and shall be joined by a footpath not less than 0.75 metres wide.
13. Emergency vehicle routes within a site shall be kept clear from obstruction at all times.
14. Turning facilities shall be provided on any cul-de-sac road exceeding 20 metres in length and shall be sufficient for vehicles having a turning circle of 17 metres.
15. Suitable speed humps shall be constructed within 10 metres of the site entrance and at intervals of not more than 100 metres on all site roads. A clear sign, warning of speed humps, shall be placed at the site entrance.
16. All site roads and paths shall be provided with artificial lighting sufficient to allow safe movement around the site during the hours of darkness.

## **FIRE FIGHTING APPLIANCES**

### **Fire Points**

17. Fire points shall be established such that no caravan or site building is more than 30 metres from a fire point. They shall be housed in weatherproof structures, easily accessible and clearly and conspicuously marked "FIRE POINT". Access to fire points and fire hydrants shall not be obstructed or obscured at any time.

## **Fire Fighting Equipment**

18. Where there is a water supply of sufficient pressure and flow to give a jet of at least 5 metres at 30 litres per minute from the hose nozzle, hose reel that complies with the appropriate sections of British Standard 5274 and British Standard 5306 Part 1. Hoses shall be not less than 30 metres long terminating in a small hand control nozzle and shall be housed in boxes painted red and marked "HOSE REEL".
19. Where the water pressure or flow is sufficient for hose reels, each fire point shall be provided with not fewer than 2 water extinguishers of 9 litres capacity.
20. Where there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 300 metres of every caravan standing. Hydrants shall comply with British Standard 750 and be properly installed, protected and indicated.  
Provided that the Head of Housing may, at his obsolete discretion, relax this requirement where there is an alternative accessible reliable water supply suitable for replenishment of fire fighting appliances.

## **Fire Warning**

21. A means of raising the alarm in the event of fire shall be provided at each fire point by way of manually operated sounders or an electrically operated alarm bell or siren. The alarm sounders shall be loud enough to be heard clearly inside all caravans within a 30-metre radius.

## **Fire Warning**

21. A means of raising the alarm in the event of fire shall be provided at each fire point by way of manually operated rotating bells. Other manually operated sounders or an electrically operated alarm bell or siren. The alarm sounders shall be loud enough to be heard clearly inside all caravans within a 30 meter radius.

## **Maintenance**

22. All alarm and fire fighting equipment shall be maintained in working order at all times and shall be inspected and tested not less than annually by a competent person. A log book shall be kept on the site to record all tests and remedial action shall be available for inspection by the licensing authority at any time. The costs of all inspections and servicing shall be met by the license holder.
23. All equipment susceptible to damage by frost shall be suitably protected. All water extinguishers shall contain anti-freeze as recommended by the manufacturers.

## **Fire Notices**

24. 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 and the location of the nearest telephone. This notice should include the following:

### **“On discovering a fire”**

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

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

## **Fire Hazards**

25. Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it from becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the site immediately.
26. The spaces beneath and between caravans shall not be used for the storage of combustible materials.
27. Bonfires shall not be permitted on the site.

## **Telephones**

28. An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall including the address of the site. The connection of every occupied caravan on the site to an approved public telephone network shall be deemed to satisfy the requirements of this condition.

## **STORAGE**

29. LPG storage supplied from tanks shall comply with Guidance Booklet HSG 34 “The Storage of LPG at fixed Installations” or, where LPG is supplied from cylinders, with Guidance Note CS4 “The Keeping of LPG in Cylinders and Similar Containers” as appropriate.

Where there are metered supplies from a common LPG storage tank, then Guidance Note CS11 “The Storage and Use of LPG at Metered Estates”

provides further guidance. In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipe-lines Act 1962 may also be applicable.

Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.

LPG installations shall conform to British Standard 5482, "Code of Practice for domestic butane and propane gas burning installations, Part 2: 1977 Installations in Caravans and non-permanent dwellings".

For mains gas supply, the 1984 Regulations shall be complied with for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes shall comply with the Gas Safety Regulations 1972.

In cases where the site owner supplies gas to caravans on site, he shall obtain an authorisation to do so from OFGAS under the Gas Act 1986.

### **Electrical Installations**

30. The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of caravans situated on it.
31. Any electrical installations, which are not Electricity Board 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, shall be installed, tested and maintained in accordance with provisions of the Institution of Electrical Engineers" (IEE) Regulations for Electrical Installations for the time being force, and where appropriate, to the standard which would be acceptable for the purposes of the Electricity Supply Regulation 1988, Statutory Instrument 1988 No. 1057.
32. The electrical installation shall be inspected within 3 months of the issue of the site license and thereafter not less than once in every 12 months (in the case of underground installations 3 years) or in such longer periods as may be recommended by a person who should be one of the following:

A professionally qualified electrical engineer.

A member of the Electrical Contractors Association.

A member of the Electrical Contractors Association of Scotland.

A certificate holder of the National Inspection Council for Electrical Installation Contracting, or

A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).

Such person shall within one month of such an inspection issue an inspection certificate in the form prescribed in the IEE writing Regulations, which shall be retained by the site operator and displayed with the site license. The cost of

the inspection and report shall be met by the site operator and a copy of the report shall be submitted to the Head of Housing.

33. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them should comply with the latest version of the IEE Wiring Regulations.
34. 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.

### **Water Supply**

35. The site shall be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.
36. Each caravan must be provided with a piped water supply from the Rickmansworth Water Company. All reasonably practicable steps shall be taken to protect water supply pipes from the risk of frost or damage., however caused.

### **Drainage, sanitation and Washing Facilities**

37. Satisfactory provision shall be made for foul 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. Each caravan standing shall be provided with a connection to the foul drainage system; the connection shall be capable of being made air-tight when not in use.
38. The site and every standing all 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.
39. Every caravan on the site shall be provided with its own internal water closet, bath or shower, wash-hand basin and sink,. Every water closet to be provided with a piped cold water supply and every bath or shower, wash-hand basin and sink to be provided with piped hot and cold water supplies. All amenities to be connected to the foul drainage system.