

**STANDARD SITE LICENCE CONDITIONS FOR RESIDENTIAL PARK HOME
SITES IN GUILDFORD**

**CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960 (AS
AMENDED)**

CONDITIONS ATTACHED TO SITE LICENCE NO: *(insert ref)*
*(insert name and address of
park)*

Site licence conditions are issued by Guildford Borough Council with the aim of ensuring a park is provided with a layout and facilities that make it a decent place to live. It is a criminal offence for a park owner to fail to comply with these conditions.

Advice on conditions can be obtained by contacting the Private Sector Housing Team at Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB. Telephone: 01483 444277 email: privatesectorhousing@guildford.gov.uk

Supplementary information on the standards required to meet these site licence conditions is included on the Guildford Borough Website at <http://www.guildford.gov.uk/licenseandpermits>

1.0 CLASS OF USE

1.1 Park homes¹ stationed on the site shall be for residential use only.

2.0 NUMBER AND TYPE OF PARK HOMES

2.1 Not more than *(insert number)* park homes to be stationed on the park at any one time.

2.2 All park homes stationed on site to comply with the definition of caravan contained in Caravan Sites and Control of Development Act 1960 Section 29(1).

2.3 All park homes stationed on site are to be designed and constructed for use for residential occupation throughout the year.

2.4 Each park home to comply with the edition of BS 3632 that was current at the date of manufacture of the park home.

3.0 SITE LAYOUT AND PLAN

3.1 The layout of the site shall not be varied without the prior written consent of the Head of Community Care Services².

¹ The term 'park home' is used in preference to 'caravan' or 'mobile home' but the three terms are interchangeable. 'Site' and 'park' are similarly interchangeable.

² 'Head of Community Care Services' means the Head of Community Care Services at Guildford Borough Council whose address is Millmead House, Millmead, Guildford, Surrey GU2 4BB. Telephone (01483) 444302.

- 3.2 The site owner shall provide the Head of Community Care Services with a plan of the site within 28 days from the date of any written request and at any time when there is a material change to the boundaries or layout of the site. The plan to be of suitable quality, to a reasonable scale and must clearly illustrate the layout of the site including all relevant structures, features and facilities.
- 3.3 The boundaries of the site from any adjoining land shall be clearly marked by a permanent fence, hedge, wall or other man made or natural feature that shall be properly maintained at all times.
- 3.4 No park home, or combustible structure shall be positioned within 3 metres of the park boundary without the prior written consent of the Head of Community Care Services.

4.0 **DENSITY, SPACING AND PARKING BETWEEN PARK HOMES**

- 4.1 Except where 4.2 applies and subject to 4.4 below, every park home must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other park home which is occupied as a separate residence.
- 4.2 On existing parks where the facing walls of adjacent park homes have been retrospectively fitted with cladding from Class 1 fire rated materials the separation distance between these park homes may be reduced to a minimum of 5.25 metres.
- 4.3 Where there are park homes on site with a separation distance of less than 6.0 metres the site must provide a gross density of no greater than 50 park homes to the hectare, calculated on the basis of the useable area (excluding lakes, roads, communal services and other areas unsuitable for the siting of park homes) rather than total park area.
- 4.4 In any case mentioned in 4.1 and 4.2:
- (a) Any separation distance less than 6 metres must be agreed in writing by the Head of Community Care Services.
- (b) A porch attached to the park home may protrude one 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 park home and must be demountable. 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.
- (c) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing park homes is not less than 5 metres, except where sub paragraph 4.2 applies in which case the extension into the separation distance shall not exceed 4.25 metres.
- (d) Any structure including steps, ramps, verandas, sheds, etc. which extends more than 1 metre into the separation distance shall be of non-combustible
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construction (metal or concrete). There should be a 4.5 metre clear distance between the structure and any neighbouring park home and the structure shall not impede a safe means of escape from the pitch in case of fire.

(e) A garage or car port is only permitted within the separation distance if it is of non-combustible construction.

(f) Windows in structures within the separation distance shall not face either park home.

(g) Fences and hedges, where allowed should be a maximum of 2 metres high. Hedges must be regularly pruned to prevent them becoming a fire bridge.

(h) Private cars may be parked in the separation distance provided that they do not obstruct entrances to park homes or access around them and they are a minimum of 3 metres from an adjacent park home. No cars to be parked side by side in the separation space. No car to be parked within 3 metres of an LPG tank (2.5 metres for LPG tanks of less than 380 litre capacity). See 15.0 for additional vehicle parking requirements.

4.5 No park home shall be stationed within 2 metres of any road or communal car park on the site or more than 50 metres from such a road.

4.6 No porch, extension or other structure attached to a park home shall be erected unless prior approval in writing is obtained from the Head of Community Care Services.

5.0 **ROADS, GATEWAYS AND OVERHEAD CABLES**

5.1 All roads, gateways and turnings shall be designed to provide safe access for emergency vehicles and new park homes on lorries and shall be kept clear from obstruction at all times. In particular:

(a) Roads shall be properly constructed of bitumen macadam or concrete with a suitable, compacted base or by some other suitable method approved in writing by the Head of Community Care Services.

(b) All roads shall have adequate surface water/storm drainage

(c) 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.

(d) One-way systems shall be clearly signposted.

(e) 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.

(f) Suitable turning facilities shall be provided on any cul-de-sac road exceeding 20 metres in length.

(g) Where there is a risk of excess speed being achieved on the site roads suitable, marked, 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.

- 5.3 No electrical or other cable should overhang a road at less than 5.8 metres unless a lower height is agreed in writing by the Head of Community Care Services having regard to the latest edition of the Electrical Safety Quality and Continuity Regulations. Where an electrical cable is within easy reach of a site building or other structure it must be fully insulated and protected from interference. Suitable warning notices shall be displayed at the entrance to the site and on supports for the line.

6.0 **FOOTPATHS AND PAVEMENTS**

- 6.1 Every park home shall be connected to a road by a suitable footpath with a hard surface.
- 6.2 Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

7.0 **LIGHTING**

- 7.1 Site roads, communal car parking, and 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.

8.0 **HARD STANDINGS**

- 8.1 Every park home shall stand on a suitable, concrete hard-standing which shall extend over the whole area occupied by the park home and must project a sufficient distance outwards from the park home's entrances to enable occupants to enter and leave safely.
- 8.3 Hard-standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.
- 8.4 Hardstandings to be maintained in good, safe condition.
- 8.5 The provision and maintenance of hard standings is the responsibility of the site owner.

9.0 **MAINTENANCE OF COMMON AREAS AND FACILITIES**

- 9.1 Every part of the site to which the public have access shall be maintained in good repair, safe and be kept clean and tidy at all times. The park to be kept free of accumulations, un roadworthy vehicles and other objects that are detrimental to the amenity of the site.
- 9.2 All water services, drainage systems and other communal services and facilities shall be maintained in good repair, free from hazards and full working order. Drainage systems to be kept free from blockage.
- 9.3 Grass and vegetation shall be cut and removed at frequent and regular intervals to maintain the good condition of the site and access to facilities.
- 9.4 Trees within the site shall (subject to the necessary consents) be maintained .
- 9.5 Bonfires are not permitted on site.

- 9.6 Boundary vegetation must not be within 1 metre of any park home.
- 9.7 A clear route must be maintained from every park home's external doors to the roadway.

10.0 **SUPPLY AND STORAGE OF GAS**

- 10.1 Gas and oil installations and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice. In particular:
 - (a) Gas installations to conform to the appropriate edition of the Gas Safety (Installation and Use) Regulations and associated codes of practice.
 - (b) Liquid petroleum gas (LPG) storage in tanks or cylinders shall comply with the appropriate LP Gas Association Code of Practice.
- 10.3 All new installations must be to the current regulations and be maintained at that standard.
- 10.2 LPG cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

11.0 **ELECTRICAL INSTALLATIONS**

- 11.1 The site shall be provided with a safe electricity network of adequate capacity to meet all reasonable demands of the park homes and other facilities and services on the site.
- 11.2 Where all or part of the electrical network is being upgraded or replaced the supply of electricity to be provided to each park home shall be of minimum capacity 60 amps or whatever higher amount is specified in the technical specification for the individual park home.
- 11.3 All new installations must meet the requirements of the current regulations and be maintained at that standard.
- 11.4 The electrical network installations must be designed, installed, tested, inspected and maintained in accordance with the provisions of current statutory requirements.
- 11.5 Any work on electrical installations and appliances including maintenance and inspection shall be carried out only by persons who are competent and suitably qualified to do the particular type of work being undertaken, in accordance with current statutory requirements.
- 11.6 The electricity network shall be inspected at least every three years unless the installation is above ground in which case it shall be an annual inspection. When inspected the installation to be judged against current regulations.
- 11.7 A copy of the current report and inspection certificate to be submitted to the Head of Community Care Services within 28 days of any request.

12.0 **WATER SUPPLY**

- 12.1 Each pitch shall be provided with a piped water supply, suitable for drinking and of sufficient quantity and pressure to meet the reasonable demands of the park homes situated on them.
- 12.2 All new water supplies shall be designed, installed, inspected, tested and maintained 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 and maintained to the current legislation and British or European Standards.
- 12.4 All new installations must meet the requirements of the current regulations and be maintained at that standard.
- 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.
- 12.5 All reasonably practicable steps shall be taken to protect water supply pipes from the risk of frost or damage however caused.

13.0 **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 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 by the Head of Community Care Services.
- 13.3 Each park home hardstanding 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.
- 13.4 All drainage and sanitation provision shall be in accordance with current legislation and British or European Standards.
- 13.5 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.

14.0 **DOMESTIC REFUSE AND STORAGE**

- 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 disposal shall be in accordance with all current legislation and regulations.

15.0 **VEHICLE PARKING**

- 15.1 Car parking spaces shall be provided on the park for at least one car per park home and shall be used only for the parking of cars and light vans in a roadworthy condition. Visitor parking shall be provided on the park in addition to residents' parking in a ratio of not less than one further space for every five park homes.
- 15.2 Each car parking space to be of minimum dimension 2.4 x 4.8 metres with sufficient room to enable the car to freely manoeuvre into and out of the space. The longer dimension should be extended to 6 metres where the space is entered from the side.
- 15.3 All car parking areas shall be sufficiently levelled, consolidated and surfaced with suitable materials.
- 15.4 Vehicles shall be parked only on the parking places provided in accordance with the conditions of this licence. There is to be no parking on site roads other than on marked bays on the side of the road. See condition 4.0 for additional provisions when parking on a pitch.

16.0 **COMMUNAL RECREATION SPACE**

- 16.1 On sites where it is practical, suitable space equivalent to approximately one tenth of the total area of the site shall be allocated for recreational purposes.

17.0 **NOTICES AND INFORMATION**

- 17.1 The name of the site shall be displayed on a sign in a prominent position at the entrance to the site.
- 17.2 The following additional information shall be displayed in a prominent place on site:
- a) name, address, telephone number and if available email address of the licence holder
 - b) name, address, telephone number and if available email address of the manager
 - c) emergency, out of hours contact details
 - d) a copy of the site licence or the front page of the licence and details of where the full licence and other information required to be available under this condition can be viewed and between which times (which must be reasonable).
 - e) a current plan of the site with roads and pitches marked on it.
 - f) a copy of the most recent periodic electrical inspection report or the inspection certificate and details of where the full report can be viewed and between which times (which must be reasonable).
 - g) a copy of the site owner's certificate of public liability insurance.
 - h) a copy of the local flood warning system and evacuation procedures, if appropriate.
 - i) a copy of the fire risk assessment for the site or details of where the document can be viewed and between which times (which must be reasonable).
 - j) a copy of the fire action notice

17.3 All notices in 17.1 and 17.2 shall be suitably protected from the weather and from direct sunlight.

18.0 **FLOODING**

18.1 The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map. Where there is risk from 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 a warning service and on what appropriate measures to take.

18.2 Where there is a risk of flooding the site owner will provide a procedure for quickly alerting those on site of an imminent flood risk and for the evacuation the site. A copy of this local flood warning system and evacuation procedures to be displayed on site. (see 17.2)

19.0 **FIRE SAFETY MEASURES**

19.1 No combustible materials or items that may act as a fire bridge to be stored between adjoining park homes or obstruct park home doors or escape routes.

19.2 Fire points to be established and maintained such that no park home or site building is more than 30 metres from a fire point. The 30 metres to be measured along recognised site roads and footpaths using the shortest available unobstructed route

19.3 Access to the fire point, the equipment provided and the water supply to it shall not be obstructed or obscured.

19.4 Each Fire Point to be provided with the following:

- a) a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT" to house the equipment.
- b) Fire Fighting Equipment:
Where water standpipes are provided:
 - (i) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
 - (ii) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle.

Where the water pressure or flow is not sufficient to supply a standpipe:

- (iii) Each fire point shall be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard.
- c) a suitable means of raising the alarm. The alarm sound to be loud enough to be heard clearly inside all park homes within a 30 metre radius.

19.5 Where hydrants are provided, hydrants shall conform to the current British or European Standard.

19.6 Maintenance and Testing of Fire Fighting Equipment

(a) 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.

(b) A record shall be kept of all testing and remedial action taken which must be available for inspection by, or on behalf of the licensing authority or the Surrey Fire and Rescue Service.

19.7 All equipment susceptible to damage by frost shall be suitably protected.

19.8 Fire Action Notices

A clearly written and conspicuous notice shall be provided and maintained at each fire point and the site notice board to indicate the action to be taken in case of fire. This notice should include the following:

a) On discovering a fire:

I. Ensure the park home or site building involved is evacuated.

II. Raise the alarm.

III. Call the fire brigade

b) The full address of the site including the postcode.

19.9 Where the Regulatory Reform (fire safety order) 2005 applies a copy of the fire risk assessment for the site to be provided to the Head of Community Care Services on request.

COMMENCEMENT DATE

These conditions supercede all previous conditions and come into operation on date of issue.

Signed:

Date:

HEAD OF COMMUNITY CARE SERVICES

(The Officer appointed for this purpose)