



DERBY CITY COUNCIL

## GENERAL LICENSING COMMITTEE 14 OCTOBER 2009

Report of the Corporate Director of Environmental Services

### MOBILE HOME SITE LICENCE CONDITIONS

#### RECOMMENDATION

- 1.1 To approve the amendments to the current caravan site licensing conditions that are applicable to permanent residential mobile caravan sites within the city as set out in the report.
- 1.2 To recommend approval of the amendments to Council.

#### SUPPORTING INFORMATION

- 2.1 At Committee on 22 July 2009, members considered a report that set out revised licensed conditions for residential mobile caravan sites.
- 2.2 The report provided background information on the licensing of residential mobile caravan sites and set out the outcome of a consultation exercise that had been undertaken with Derbyshire Fire and Rescue Service, Site Operators/Owners and Residents Associations about the proposed revisions to the existing site licence conditions.
- 2.3 A copy of the information provided in the previous report can be accessed at <http://cmis.derby.gov.uk/CMISWebPublic/MembersLibrary.aspx>
- 2.4 Members raised concerns about outstanding health and safety issues and although it was noted that there had been previous consultation, members agreed that further consultation was necessary.
- 2.5 Consultation has taken place and a set of final draft conditions have been attached for consideration at Appendix 2.

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**Background papers:** General Licensing Committee, 22 July 2009, Item 6  
**List of appendices:** Appendix 1 – Implications  
Appendix 2 – Proposed Final Draft Site Conditions

<b>IMPLICATIONS</b>
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**Financial**

1. None directly arising from this report.

**Legal**

2. None directly arising from this report.

**Personnel**

3. None directly arising from this report.

**Equalities Impact**

4. None directly arising from this report.

**Corporate objectives and priorities for change**

5. The recommendation contained in this report contributes to the corporate objective of **giving excellent services and value for money.**

## PROPOSED FINAL DRAFT SITE CONDITIONS

### Permanent Residential Mobile Home Site Licence Conditions (July 2009)

#### (Caravan Sites and Control of Development Act 1960, Section 5)

The following conditions are attached to Permanent Residential Mobile Home Sites licences issued by Derby City Council (the 'Licensing Authority').

All conditions must be complied with fully and to the satisfaction of the licensing authority. Failure to comply with any condition amounts to failure to comply with the licence. Failure to comply with the licence is a criminal offence and may result in prosecution and/or revocation of the licence.

Clarification or further information regarding these conditions may be obtained from the licensing authority's Public Health Team on (01332) 641991

#### 1. Number of Mobile Homes and Site Boundaries

- 1.1 The number of caravans on the site shall not exceed \_\_\_\_\_
- 1.2 The boundaries of the site should be clearly marked, for example by fences or hedges. In addition, the site owner should give the Local Authority a suitable plan of its layout drawn to a scale of not less than 1/500 scale. A 3 metre wide area should be kept clear of caravans or combustible structures within the inside of all boundaries.

#### 2. Density and Space between Caravans

- 2.1 Subject to the following variations, every caravan should be no less than 6 metres from any other caravan which is occupied separately and not less than 2 metres from a road. The point of measurement for porches, awnings etc is the exterior cladding of the caravan not the exterior of the porch.
- 2.2 Porches may protrude 1 metre into the 6 metre space and should not exceed 2 metres in length and 1 metre in depth.
- 2.3 Eaves, drainpipes and bay windows may extend into the 6 metre space provided that the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.
- 2.4 Where there are ramps for the disabled, verandas and stairs extending from the unit, there should be a 4.5 metre clear space between them and two 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 6 metre space.

- 2.5 Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated material to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- 2.6 A garage, a shed or a covered storage space should be permitted between units only if it is of a non-combustible construction (including non-combustible roof). Sufficient space must be maintained around each unit so as not to prejudice means of escape in case of fire. Sufficient space should relate to the width of escape routes as defined within building regulations which is a minimum of 750mm. Windows in such structures should not face towards the units on either side. No combustible material should be stored between caravans.
- 2.7 Car ports may only be permitted within the separation distance between caravans with the site licence holders' agreement and if they are of non-combustible material.
- 2.8 Cars may be parked between adjoining caravans provided they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent van. Sufficient and suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors.
- 2.9 The density should be consistent with safety standards and health and safety requirements. The gross density should not exceed 50 caravans to the hectare, calculated on the basis of the useable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

### **3. Roads, Gateways and Footpaths**

- 3.1 Roads and footpaths should be designed to provide adequate access for fire appliances. Detailed guidance on access for fire appliances is provided within section B5 of Approved Document B of the Building Regulations 2000. Advice should be sought from an approved Building Control Officer.
- 3.2 Roads of suitable material should be provided so that no caravan standing is more than 50 metres from a road.
- 3.3 Each standing should be connected to a road by a footpath with a hard surface.
- 3.4 Roads should not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, 3 metres wide.
- 3.5 Roads should have no overhead cable less than 4.5 metres above the ground.
- 3.6 Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- 3.7 Where practicable, new communal footpaths built after the introduction of these conditions shall not be less than 0.9 metres wide. Any existing footpaths should not be less than 0.75 metres wide.
- 3.8 Roads and footpaths should be suitably lit.

3.9 Emergency vehicle routes within the site should be kept clear of obstruction at all times, taking into account practicalities such as use by delivery vehicles, vehicles used for maintenance etc which may use those routes for a short period of time out of necessity.

#### **4. Hard Standings**

4.1 Every caravan should stand on a concrete hard-standing which should extend over the whole area occupied by the caravans placed upon it, and should project a sufficient distance outwards from its entrance or entrances to enable its occupants to enter and leave safely.

#### **5. Fencing**

- a) It is at the discretion of the site owner if fencing or barriers are allowed between caravans or between a caravan and a carriageway.
- b) Any fence, which is allowed, should not exceed one and a half metres in height as recommended by Derbyshire Fire and Rescue Service, except in the case of site boundary fencing which should not exceed two metres in height.
- c) Because of a greater fire risk, any existing or proposed conifer or hedge fencing must not exceed the recommended height of one and a half metres as agreed by Derbyshire Fire Service.

#### **6. Fire safety – Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005**

6.1 The site owner shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

#### **7. Fire safety measures to be taken where the Regulatory Reform (Fire Safety) Order 2005 does not apply**

The standards in this paragraph only apply if the site is not subject to the Regulatory Reform (Fire Safety) Order 2005

#### **Fire Points**

7.1 These should be established so that no caravan or site building is more than 30 metres from a fire point. They must be easily accessible and clearly and conspicuously marked "FIRE POINT". The contents must be clearly displayed and housed in a weatherproof structure. As recommended by Derbyshire Fire and Rescue Service the site owner must ensure that the correct type of fire extinguisher is contained within each fire point. These extinguishers must be subject to a testing regime in compliance with BS5839 and that suitable arrangements are made for winter periods when water extinguishers are stored outside.

## **Fire Fighting Equipment**

- 7.2 Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle.
- 7.3 There should also be a reel that complies with the current British standard, with a hose not less than 35 metres long, having a means of connection to a water standpipe (preferably a screw head connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle.
- 7.4 Hoses should be housed in a red box and marked "HOSE REEL". As recommended by Derbyshire Fire and Rescue Service hose reels should be connected to a ring main, be easy to roll out and use and must be able to reach all areas of the site where mobile homes are situated. Access to the fire point shall not be obstructed or obscured.
- 7.5 Where hydrants are provided, hydrants shall conform to the current British or European Standard. Access to hydrants and other water supplies should not be obstructed or obscured.
- 7.6 Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point should be provided with either water extinguishers (2x9 Litre) which comply with the current British or European Standard.
- 7.7 Any water main and hydrant provided would be classed by the fire authority as a private hydrant and therefore must be subject to a testing regime or it may not be used by the Fire Authority in an emergency.

## **Fire Warning**

- 7.8 A means of raising the alarm in the event of a fire should be provided at each fire point. This could be by the means of a manually operated sounder, e.g. metal triangle with striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

## **Maintenance and Testing of Fire Fighting Equipment**

- 7.9 All alarm and fire fighting equipment shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire Service.
- 7.10 A record shall be kept of all testing and remedial action taken.
- 7.11 All equipment susceptible to frost shall be suitably protected.

## **Fire Notices**

- 7.12 A clearly written and conspicuous notice should 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 the caravan or site building involved is evacuated.
- ii. Raise the alarm.
- iii. Call the fire brigade (the nearest telephone is sited .....

7.13 All rental homes must be fitted with a minimum of two suitable smoke detectors as recommended by Derbyshire Fire and Rescue Service. Information on suitable detectors is available from Derbyshire Fire and Rescue Service.

## **8. Fire Hazards**

8.1 Long grass and vegetation should be cut at regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings should be removed from the vicinity of caravans. The space beneath and between caravans should not be used for the storage of combustible materials.

8.2 Where barbeques are permitted on the site regard must be had to the following:

- Two metres away from any building, fence or other potentially flammable material
- Be placed on hard standing
- Have a fire extinguisher available
- Never leave the BBQ unattended

8.3 The installation of wooden decking to a mobile home plot is at the discretion of the site owners. However, as recommended by Derbyshire Fire and Rescue Service, any wooden decking provided must be treated with a suitable fire resistant paint. The frequency of re-cover will depend on the manufacturers' instructions.

8.4 Bonfires shall not be permitted on the site.

8.5 It is at the site owners' discretion whether fireworks are permitted on the site. If fireworks are allowed, the manufacturers' instructions must be followed.

## **9. Maintenance**

9.1 All alarm and fire equipment should be installed, tested and maintained in working order only by persons who are competent to do the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority. A record shall be kept to record all tests and any remedial action.

9.2 All equipment susceptible to damage by frost should be suitably protected.

9.3 All roads, footpaths, paved areas, hard standings, foul and surface water drains, water services and fittings sanitary conveniences, fire fighting equipment, refuse containers and other facilities in connection with the site shall be maintained at all times in a proper state of repair and in clean condition.

## **10. Gas Installation and Equipment**

- 10.1 Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- 10.2 Liquefied petroleum gas (LPG) cylinders must not be positioned or secured in such a way to impede access or removal in the event of an emergency.
- 10.3 Where required, all work to gas supply and fittings must only be carried out by persons who are competent to do the particular type of work being undertaken.

## **11. Electrical Installations**

- 11.1 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 it.
- 11.2 The electrical network installations and appliances shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- 11.3 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 current relevant statutory requirements.
- 11.4 Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

## **12. Water Supply**

- 12.1 All parks shall be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.

## **13. Drainage, Sanitation and Washing Facilities**

- 13.1 Satisfactory provision should be made for foul drainage, either by connection to a public sewer or sewerage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the licensing authority.
- 13.2 Each caravan should have its own water supply and water closet. Each caravan standing should be provided with a connection to the foul drainage system; the connection should be capable of being made air-tight when not in use.
- 13.3 There should be provided an adequate surface water drainage system from the site, buildings, caravans, carriageways, footways and paved areas.

## **14. Refuse Disposal**

- 14.1 Every caravan standing should have an adequate number of suitable non-combustible refuse bins with close fitting lids or plastic bags. The licensee should implement an arrangement/scheme for the bins to be emptied regularly. Where

communal refuse bins are also provided these should be of similar construction and housed within a properly constructed bin store. The site owner, together with the waste management provider will decide on the most appropriate manner of waste removal.

## **15. Storage Spaces**

- 15.1 At least 2.75 square metres of covered storage space should be provided for each caravan standing. The structures should be separate from the caravans they serve, and not less than 5 metres from any other caravan. They should be capable of being locked.

## **16. Recreation Space**

- 16.1 On sites where it is practical to do so, space equivalent to about one-tenth of the total site area should be allocated for recreational purposes unless, in the local authority's opinion, there are adequate recreational facilities within a close proximity to the site.

## **17. Transitional Arrangements**

Existing caravan, porch, storage space, standing etc, which would otherwise contravene these conditions but which satisfied the conditions imposed with effect from 15 September 1987, may remain until the caravan, porch, storage space etc is substantially altered, rebuilt or removed from its present position. In this event the caravan, porch, storage space etc, or any of their replacements shall fully comply with these site licence conditions. Any items that contravene the conditions imposed with effect from 15 September 1987 must be brought up to the standard imposed by these conditions within a time scale agreed in conjunction with the Licensing Authority.

## **18. Notices**

- 18.1 A suitable sign should be prominently displayed at the site entrance indicating the name of the site.
- 18.2 A copy of the site licence with its conditions should be displayed prominently on the site.
- 18.3 Notices and a plan should be displayed on the site setting out the action to be taken in the event of an emergency. They should show where the Police, Fire Brigade, Ambulance, and local doctors can be contacted, and the location of the nearest public telephone. The notices should also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
- 18.4 All notices should be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

## **19. Miscellaneous**

- 19.1 Any new works shall comply with these licence conditions.
- 19.2 If there are any circumstances that would mean that any necessary works could not comply with these standards then that work must be approved by the licensing authority prior to commencement.
- 19.3 For the avoidance of doubt the term 'retrospective work' refers to any work required to be undertaken to secure compliance with relevant legislative and/or regulatory provisions, guidance or any previous licence conditions. Any such work must have been substantially begun at the date on which these new conditions come into effect. In any other circumstance, works undertaken will be classified as 'new works' and Condition 23.1 will apply.

## **20. General**

- 20.1 No business activities should be carried out on this site except in agreement with the site licence holder and subject to any additional requirements such as Planning Permission.
- 20.2 Only vehicles used for personal transport, or used for transport to and from work may be kept on the site, subject to any specific site rules concerning vehicle use and size.
- 20.3 No structures or erections of any kind other than those specifically permitted or required by these conditions shall be allowed on the site. All caravans and buildings shall be well maintained and the spaces between caravans shall be kept clear at all times.