



Community, Business and Environment Directorate - Environmental Health Section

Caravan Sites and Control of Development Act 1960 Section 5

### **Site Licence Conditions**

**Site Licence No. CSL025 dated 26 February 2021**

**Emlyns Coppice - Woodland Glamping , School House, Llanasa Road, Gronant, Holywell, Flintshire CH8 9LU**

#### *Static Holiday Sites*

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## 1. SITE BOUNDARIES

The boundaries of the site shall be clearly marked and the site owner shall provide the local authority with a suitable plan showing the site layout.

## 2. DENSITY AND SPACE BETWEEN CARAVANS

The minimum distance between caravans shall be 6 metres but maybe reduced to 5 metres (3.5 metres at the corners) if caravans are made of aluminium or other materials with similar fire performance properties. Where there is a mixture of materials or where there is a mixture of permanent residential and holiday caravans the minimum distance shall be 6 metres. In each case, caravans shall be not less than 2 metres from a road.

Some intrusions into the 5 or 6 metre space are permissible:

- porches by up to one metre if they are of the open type;
- an awning may intrude provided there is a clear space of 3 metres, the awning is not opposite another awning and it is not used for sleeping accommodation;
- eaves, drainpipes and bay windows provided the distance between the extremities of two adjacent units are not less than 4.5 metres
- ramps for the disabled, verandas and stairs provided there is a clear space of 3.5 metres (4.5 metres if a mixture of caravans), they are not opposite other ramps, verandas or stairs, and they are not enclosed
- garages, sheds or covered storage spaces if of non-combustible materials (including non-combustible roofs) and there is sufficient space around them for means of escape in case of fire. Windows in these structures shall not face towards the unit on either side. Carports and covered walkways are not permissible even if non-combustible;
- vehicles may be parked between units provided the door to the caravan is not obstructed and there is a clear space of 3 metres from an adjoining unit. Boats and other equipment may only be parked between units, if the site operator has carried out a satisfactory documented risk assessment and the local authority has previously approved the findings.

### **3. ROADS, VEHICLE GATEWAYS and FOOTPATHS**

#### **Roads shall:**

- be provided of suitable materials
- be provided so that no caravan standing is more than 50 metres from road;
- be designed to give adequate access for emergency vehicles;
- be not less than 3.7 metres wide if a two-way system or 3 metres wide if a clearly marked one-way system;
- be suitably lit at night as necessary;
- have no overhead cables less than 4.5 metres above the ground;
- be kept clear for emergency vehicles at all times.

#### **Vehicle Gateways shall:**

- be a minimum of 3.1 metres wide;
- have a minimum height clearance of 3.7 metres;
- be designed to give adequate access to emergency and other vehicles.

#### **Footpaths shall:**

- be provided - unless a documented risk assessment has been carried out by the site operator, which shows that the site is not difficult or dangerous to negotiate in wet weather. Where required they should be laid between units and roads, roads and toilet blocks and other communal buildings;
- be not less than 0.75 metres wide and provided with a hard surface when new or replaced (or not less than 0.6 metres wide when existing);
- be suitably lit at night as necessary.

The Local Authority must approve any risk assessments carried out for this purpose.

There shall be adequate surface water drainage for roads, footpaths, paving and for the site generally.

#### **4. HARD STANDINGS**

Every caravan shall have a hard standing of suitable material, which shall extend over the whole base area of the caravan and the hard surface shall project a sufficient distance outwards from the entrance or entrances of the caravan. Hard standings are not required if caravans are removed during the winter and/or a risk assessment carried out by the site operator and approved by the local authority, shows that the ground is firm and safe in poor weather conditions.

#### **5. WATER SUPPLY**

All sites shall be provided with a constant, adequate and wholesome water supply in accordance with relevant local Water Bylaws and statutory quality standards. The supply shall be maintained at an adequate flow rate and pressure even when the system is placed under maximum demand. The supply shall either be piped to each caravan or to stand-pipes/water taps sited not more than 30 metres from each caravan. At each stand-pipe/tap there shall be a trapped gully connected to a soak away or, if the gully is used for wastewater disposal, drained in accordance with the requirements of the Environment Agency.

#### **6. STORAGE SPACE**

None

#### **7. REFUSE DISPOSAL**

Every site shall have an adequate number of suitable refuse bins with close fitting lids. Communal refuse bins must also be suitable and housed within a properly constructed bin store. Bins shall be emptied as often as necessary to prevent overflowing refuse and bin stores must be kept clean.

#### **8. ELECTRICAL INSTALLATIONS**

Sites shall have an electricity supply sufficient to meet all reasonable demands of the caravans. Installations, other than Electricity Company 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 British Standard 7671:1992: "The Requirements for Electrical

Installations” for the time being in force and, where appropriate, to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory instrument 1988 No. 1057.

Supplies to sites shall be inspected in accordance with the frequency set out below and a certificate in the form required by BS 7671 1992 shall be provided. Electricians engaged in the inspection, testing and maintenance of electrical installations, and in the provision of Periodic Inspection and Test Reports shall be Approved Contractors of the National Inspection Council for Electrical Installation Contracting (NICEIC).

- Fixed buildings (excluding licensed premises) every 3 years.
- Licensed premises (liquor and entertainment) every 12 months.
- Electrical distribution up to and including connection units on holiday home or mobile home parks (i.e. static’s) every 3 years (12 months if cables are overhead).
- Electrical distribution up to and including electrical hook up points on touring parks every 12 months.
- Hire fleet caravan holiday homes (park owned) every 3 years.
- Hire fleet caravan holiday homes (owner/occupier but sub-let to park) - operator to ensure the owner provides the park operator with a current, satisfactory electrical safety certificate every 3 years.
- Street lighting every 3 years (or every 12 months if cables are overhead).
- Fire alarms and emergency lighting systems every 12 months with a documented quarterly check to ensure they are in working order.
- Park operators must carry out documented checks that all residual current devices are working properly every 3 months.

*Note:* Portable electrical equipment in buildings or caravans under the control of the licensee should be examined in accordance with the Health and Safety Executive Guidance.

Inspections or work on electrical supplies and installations shall be carried out by a competent person as required by BS 7671:1992. If an installation does not comply with Regulations applicable at the time it was first installed, it shall be rectified. Any major alterations and extensions to an installation shall comply with BS 7671: 1992.

All electrical installations shall be maintained to prevent danger as far as is practicable.

## 9. DRAINAGE, SANITATION AND WASHING FACILITIES

For caravans without their own water supply and water closet, conveniently located communal toilet blocks with adequate water supplies shall be provided, on at least the following scale:

Men: - 1 W.C. and 1 urinal per 15 caravans  
 Women: - 2 W.C.'s per 15 caravans

1 wash-hand basin for each W.C. or group of W.C.'s.

1 shower or bath (with hot and cold water) for each sex per 20 caravans.

For caravans without their own water supply, laundry facilities shall be provided with one deep sink per 30 caravans, each supplied with running hot and cold water. A lesser standard may be agreed with the local authority if adequate laundry machinery is provided.

Properly designed chemical closet disposal points shall be provided, with an adequate supply of water for cleaning the containers. The water supply shall be marked "Not Drinking Water". Such disposal points will not be required if all caravans on the site are provided with their own water closet.

Foul drainage shall be discharged to either a public sewer, private sewer, septic tank or cesspool approved by the Council.

Septic tanks and cesspools must be emptied as often as necessary, to prevent the contents overflowing.

## 10. REQUIREMENTS TO COMPLY WITH THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Since the Regulatory Reform (Fire Safety) Order 2005 came into force on October 1<sup>st</sup> 2006 matters relating to fire safety are controlled by North Wales Fire and Rescue Service – see Appendix 1 for further guidance.

- 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.
- A copy of the 'Fire Safety Risk Assessment – Sleeping Accommodation' guide

which includes caravan sites can be obtained from:  
[www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk).

- General fire safety principles to aid the site owner in conducting a risk assessment can be found in Appendix 1.

## 11. GAS INSTALLATIONS AND EQUIPMENT

All Gas Installations and Equipment must comply with the Gas Safety (Installation and Use) Regulations 1998 and applicable parts of the following (or successor guidance);

### 1. *For LPG supplied from tanks:*

UKLPG Code of Practice 1: Part 1; Design, Installation and Operation of Vessels Located Above Ground -And — Part 4; Buried/Mounded LPG Storage Vessels.

### 2. *For LPG supplied from cylinders:*

UKLPG Code of Practice 7 'Storage of Full and Empty LPG Cylinders and Cartridges'.

### 3. *For metered LPG supplied from tanks:*

UKLPG Code of Practice 25 'LPG Central Storage and Distribution Systems for Multiple Consumers'.

### 4. *For installations in caravans:*

British Standard 5482: Code of Practice for domestic butane and propane gas burning installations: Part 2: installations in Caravans and Non-Permanent Dwellings.

### 5. *For mains gas to the site:*

The Pipelines Safety Regulations 1996.

### 6. *For mains gas to caravans:*

Authorisation (if required) from OFGAS under the Gas Act 1986 as amended by the Gas Act 1995.

7. A copy of all current safety check certificates required by gas safety legislation in respect of appliances, provided on the site by the site operator, shall be kept available for inspection by authorised officers of the Local Authority.
8. Unless otherwise approved by the Local Authority, every gas appliance provided on the site by the site operator shall be provided with an effective flame failure device.

## **12. NOTICES**

The following signs/notices must be displayed in a conspicuous place:

- a sign at the site entrance indicating the name of the site;
- a copy of the site licence and licence conditions;
- a plan and notice setting out action to be taken in an emergency and stating where the police, fire brigade, ambulance and local doctors can be contacted;
- the name and location/telephone number of the site licence holder or his/her accredited representative;
- if the site has a risk of flooding, advice about the operation of the flood warning system;
- the location of the site emergency telephone;
- If the site has overhead electric lines, warning notices must be displayed on the supports for the lines and at the site entrance. Where appropriate, these must warn against the danger of contact between the lines and the masts of boats or any other equipment likely to be used by persons on the site, which could make contact with the overhead lines.

All notices shall be suitably protected from the weather and from direct sunlight.

## **13. RECREATIONAL SPACE**

One tenth of the total site area shall be allocated for children's games and/or recreational purposes, except where the site operator can demonstrate to the satisfaction of the Local Authority that children do not normally stay on the site or that

suitable alternative recreational facilities are readily available and accessible to site users.

#### **14. PARKING**

There shall be adequate car parking for unit occupiers and site visitors. Such parking shall be located and must not obstruct access by emergency vehicles to caravans or site facilities. Parked vehicles must not obstruct a carriageway, a footpath or door to a caravan.

#### **15. GENERAL**

- The caravans, services, amenities, other buildings and structures on the site, telephones, play or other equipment and the site itself shall be maintained in good repair, in good order, in a clean, safe, sanitary, tidy condition and free from accumulations at all times.
- There shall be a telephone on the site, available at all times, for calling the emergency services.
- A notice shall be conspicuously displayed, listing the telephone numbers of police, fire brigade, ambulance and local doctors.

**END**

## APPENDIX 1 – FIRE SAFETY MEASURES – FURTHER GUIDANCE

The information provided below is guidance and does not form part of the licence conditions. It is aimed at supporting site owners in undertaking their fire risk assessments as required under the Regulatory Reform (Fire Safety) Order 2005. Site owners should ensure that their sites are compliant and seek their own expert advice.

### 1. Fire Points

These shall be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked “FIRE POINT”.

### 2. Fire Fighting Equipment

Where water standpipes are provided:

- The water supply shall be of sufficient pressure to project a jet of water not less than 5 meters from the nozzle.
- There shall be a reel that complies with the current British or European Standard, with a hose not less than 30 meters 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.
- Hoses shall be housed in a red box and marked “HOSE REEL”. Access to the fire point shall not be obstructed or obscured.

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

Access to hydrants and other water supplies shall not be obstructed or obscured.

Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water or multi purpose extinguishers (2 x 9 litres) which comply with the current British or European Standard.

Alternatively, a water tank of at least 500 litres fitted with a hinged cover shall be supplied, together with two buckets.

### 3. Fire Warning

A suitable means of raising the alarm in the event of a fire shall be provided at each fire point for example: a triangle, sounder or alarm. The prior approval of the Fire Authority should be sought in respect of any alternative system.

#### 4. Maintenance and Testing of Fire Fighting Equipment

- All alarm and firefighting 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 and Rescue Service.
- A record shall be kept of all testing, remedial action taken and dates.
- All equipment susceptible to damage by frost shall be suitably protected.

#### 5. Fire Notices

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. This notice should include the following:

“On discovering a fire:

- Ensure the caravan or site building involved is evacuated.
- Raise the alarm.
- Call the fire brigade (the nearest telephone is sited at.....);

*It is in the interests of all occupiers of this site to be familiar with the above procedure and the method of operating the fire alarm and firefighting equipment. “*

#### 6. Fire Hazards

Long grass and vegetation must be cut at frequent intervals to prevent it becoming a fire hazard. If cuttings are removed they shall not be deposited within 6 metres of any unit, whether or not occupied.

Cutting operations must be carried out in a manner, which poses no risk to the health or safety of persons on the site. A documented risk assessment of such operations must be carried out by the site operator, the significant findings of which must be made available to authorised officers of the local authority.

#### 7. Should you wish to contact the North Wales Fire and Rescue Service - their contact details are as follows:

Wrexham & Flintshire Area office,  
North Wales Fire & Rescue Service  
Wrexham County safety Office  
Bradley Road

Wrexham  
LL13 7SU

Tel. 01978 367870

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