

# **TAUNTON DEANE BOROUGH COUNCIL**

## **Licensing Committee – 1 October 2008**

### **Report of the Licensing Officer**

#### **Summary**

This report outlines the New Model Standards 2008 for Caravan Sites in England and the application of these model standards to the licences of the caravan sites in the district.

#### **New Model Standards 2008 for Caravan Sites in England**

##### **1. Purpose of Report**

- 1.1 The purpose of this report is to summarise the New Model Standards 2008 for Caravans Sites in England, the main changes when compared to the last Model Standards issued in 1989 and the process involved in applying any appropriate standards/conditions to licences of Caravan Sites in the Taunton Deane district.
- 1.2 The report also requests the licensing committee to consider delegating authorised officers the authority to apply appropriate conditions to caravan site licences.

##### **2. Background**

- 2.1 Under Section 5(6) of the Caravan Sites and Control of Development Act 1960 the Secretary of State may from time to time specify model standards with respect to caravan sites which the local authority must have regard to.
- 2.2 The New Model Standards 2008 for Caravan Sites in England were issued in April 2008 by the Department for Communities and Local Government.
- 2.3 The new model standards are conditions that primarily relate to the lay-out and the provision of facilities, services and equipment. The conditions fall under the following main headings:
  1. The Boundaries and Plan of the Site
  2. Density, Spacing and Parking between caravans
  3. Roads, Gateways and Overhead Cables
  4. Footpaths and Pavements
  5. Lighting
  6. Bases
  7. Maintenance of Common Areas, including Grass, Vegetation and Trees
  8. Supply and Storage of Gas etc
  9. Electrical Installations
  10. Water Supply

11. Drainage and Sanitation
12. Domestic Refuse Storage and Disposal
13. Communal Vehicular Parking
14. Communal Recreation Space
15. Notices and Information
16. Flooding
17. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005.
18. Fire Safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply.

A copy of the full model standards is available in Appendix 1. The term “caravan” in these model standards includes a Mobile or Park Home.

- 2.3 The model standards are an updated version of the last standards issued in 1989 (a copy of which are available in appendix 2). The main differences are the inclusion of a number of new requirements regarding maintenance of sites, flood protection measures and generally updating other conditions in line with new regulations/legislation/safety standards.
- 2.4 The New Model Standards 2008 only apply to caravan sites which contain caravans that are used as permanent residential units, they do not apply to sites used exclusively for holidays or touring caravan sites. However, they do apply to mixed residential/holiday sites.
- 2.5 The Local Authority may attach conditions to a new licence or may from time to time alter site licence conditions. When the Local Authority is deciding what conditions to attach to a site licence it must now have regard to these new standards, however, the Local Authority are not limited by these standards and can add extra local conditions if required.

### **3. Legislation and Application of New Model Standards**

- 3.1 As outlined above under Section 5 of the Caravan Sites and Control of Development Act 1960 (as amended) a Local Authority may attach conditions to a caravan site licence relating to the use of the site and its management. Under Section 5(6) of the same Act the Secretary of State may issue Model Standards which the Local Authority must have regard to in deciding what conditions to attach to a licence.
- 3.2 Therefore if a new application for a site licence was granted consideration of the imposition of conditions should take place as detailed in sub paragraph 3.1 above.
- 3.3 Under Section 8 of the Caravan Sites and Control of Development Act 1960 (as amended) the Local Authority can also consider from time to time altering the conditions held on an existing site licence. When doing so the Local Authority must consider whether it is appropriate to apply the new standard and justify any reasons for doing so. The Local Authority must also have regard to the benefit that the standard will achieve and the interests of the residents and the licence holder. This process must involve consultation with the Licence Holder and the

residents/residents association allowing them an opportunity to make representations.

- 3.4 A licence holder may appeal against the imposition of a condition on the site licence, to the local Magistrates' Court.
- 3.5 The new model conditions cannot be issued as a blanket policy rather each site should be considered on its own merits and appropriate conditions should be identified accordingly.

#### **4. Consultation**

- 4.1 Officers of the Licensing Unit are currently in the process of carrying out inspections of all permanent residential caravan sites in the district and requesting an up to date plan for each site with a view to establishing which (if any) of these model standards it is appropriate to apply to existing site licences.
- 4.2 Any site licence holders that are not aware of the new model standards are being sent a copy for their information and consideration.
- 4.3 It is anticipated that a meeting will first take place between an officer of the licensing unit and the site licence holder to discuss the addition of any new conditions before the formal consultation process.
- 4.4 When the Licensing Officer has produced some proposed new or revised Caravan Site Conditions a formal consultation process will be undertaken on these with the site operator and any site residents, at which point representations can be made.
- 4.5 Following receipt of any representations the Licensing Officer will consider any issues raised and try to reach agreement with all parties concerning the new conditions. Failure to reach agreement will necessitate the convening of a Licensing Sub Committee to determine the matter.

#### **5. Recommendations**

- 5.1 That the Licensing Committee notes the existence and content of the New Model Standards for Caravan Site in England 2008.
- 5.2 That Authorised Licensing Officers are provided with delegated authority to agree and impose conditions on new Caravan Site Licences or to revise conditions on existing Caravan Site Licences, where agreement can be reached with a site operator, following receipt of representations arising from a consultation process.
- 5.3 That a Licensing Sub Committee will be convened to hear and determine the imposition of conditions on a new Caravan Site Licence or alteration to the conditions on an existing Caravan Site Licence, where agreement cannot be reached with the Site Operator, following receipt of representations arising from a consultation process.

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## **Model Standards 2008 for Caravan Sites in England:**

### **1. The Boundaries and Plan of the Site**

- (i) The Boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
- (iii) (a) A plan of the site shall be supplied to the Local Authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.  
  
(b) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

### **2. Density, Spacing and Parking Between Caravans**

- (i) Except in the case aforementioned in sub paragraph (iii) and subject to the sub paragraph (iv), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- (ii) No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
- (iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- (iv) In any case mentioned in sub paragraph (i) or (iii):
  - (a) A porch attached to the caravan may protrude one metre into the separation distance and must not exceed the height of the caravan. 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.
  - (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
  - (c) Any structure including steps, ramps etc (except a garage or car port) which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5

metre clear distance between any such structure and any adjacent caravan.

- (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
- (e) Windows in structures within the separation distances shall not face towards the caravan on either side.
- (f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
- (g) Private cars may be parked within the separation distance 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.

(v) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

### **3. Roads, Gateways and Overhead Cables:**

- (i) Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be clear of obstruction at all times.
- (ii) New roads shall be constructed and laid of a suitable bitumen macadem or concrete with a suitable compacted base.
- (iii) All roads shall have adequate surface water/storm drainage.
- (iv) New two way 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.
- (v) One-way systems shall be clearly signposted.
- (vi) Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
- (vii) 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.
- (viii) Roads shall be maintained in a good condition.
- (ix) Cable overhangs must meet the statutory requirements.

### **4. Footpaths and Pavements**

- (i) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in a good condition.

(ii) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

## **5. Lighting**

Roads, 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.

## **6. Bases**

(i) Every unit must stand on a concrete base or hard-standing.

(ii) The base must extend over the whole area occupied by the unit, and must project sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

## **7. Maintenance of Common Area, including Grass, Vegetation and Trees.**

(i) Every part of the site to which the public have access shall be kept in a clean and tidy condition.

(ii) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.

(iii) Grass and vegetation shall be cut and removed at frequent and regular intervals.

(iv) Trees within the site shall (subject to the necessary consents) be maintained.

(v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

## **8. Supply and Storage of Gas etc.**

(i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.

(ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

## **9. Electrical Installations**

(i) On the site there shall be installed an electricity network or adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.

(ii) The electrical network installations 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.

(iii) 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.

(iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

## **10. Water Supply**

(i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

(ii) All new water supplied shall be in accordance with all current legislation, regulations and relevant British or European Standards.

(iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.

(iv) Work on water supplied 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.

## **11. Drainage and Sanitation**

(i) Surface water drainage shall be provided where appropriate to avoid standing pools of water.

(ii) There shall be satisfactory provision for foul and waste water 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 local authority.

(iii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.

(iv) 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 and European standards.



## **12. Domestic Refuse Storage and Disposal**

- (i) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- (ii) All refuse disposal shall be in accordance with all current legislation and regulations.

## **13. Communal Vehicular Parking**

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

## **14. Communal Recreation Space**

On sites where it is practical to do so, 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 a close proximity to the site.

## **15. Notices and Information**

(i) The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).

(ii) A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.

(iii) A copy of the current site licence shall be available for inspection in a prominent place on the site.

(iv) In addition at the prominent place the following information shall also be available for inspection at the prominent place:

- (a) A copy of the most recent periodical electrical inspection report.
- (b) A copy of the site owner's certificate of public liability insurance.
- (c) A copy of the local flood warning system and evacuation procedures, if appropriate.
- (d) A copy of the fire risk assessment made for the site.

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

## **16. Flooding**

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the Environmental Agency's Flood Map.
- (ii) 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.

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

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.

## **18. Fire Safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those sites solely occupied by family groups).**

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

### **Fire Points:**

- (ii) 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".

### **Fire Fighting Equipment**

- (iii) Where water standpipes are provided:
  - (a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
  - (b) There shall be a reel that complies with the current British or European standard, with a hose not less than 35 metres long, having 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.
  - (c) Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.

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

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

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

### **Fire Warning**

(vii) A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

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

(viii) 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 and Rescue Service.

(ix) A record shall be kept of all testing and remedial action taken.

(x) All equipment susceptible to damage by frost shall be suitably protected.

### **Fire Notices**

(xi) 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:

- i. Ensure the caravan or site building involved is evacuated.
- ii. Raise the alarm
- iii. Call the fire brigade (the nearest phone is sited at.....)”

## **MODEL STANDARDS 1989: PERMANENT RESIDENTIAL MOBILE HOME SITES**

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

I. Section 5(6) of the Act provides that the Secretary of State may from time to time specify Model Standards with respect to the lay-out and the provision of facilities, services and equipment for caravan sites or particular types of caravan site; and that, in deciding what (if any) conditions to attach to a site licence, the local authority shall have regard to any standards so specified.

Section 7(1) provides that on an appeal against any condition of a site licence a magistrates' court, if satisfied, having regard amongst other things to any standards specified by the Secretary of State under section 5(6), that a condition is unduly burdensome, may vary or cancel the condition.

II. In pursuance of his powers under section 5(6) of the Act, the Secretary of State hereby specifies the following standards in relation to caravan sites on which some or all of the caravans are used as permanent residences by people other than gypsies or agricultural workers. They are Model Standards: they represent the standards normally to be expected as a matter of good practice on such sites. They are not intended to apply to any other type of caravan site-for example, sites which only have holiday caravans, or touring caravan sites. They should be applied with due regard to the particular circumstances of each case, including the physical character of the site, any services or facilities that may already be available within convenient reach, and other local conditions.

#### Site Boundaries

1. 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 plan of its layout. It is recommended that a 3-metre wide area should be kept clear within the inside of all boundaries.

#### Density and space between caravans

2. Subject to the following variations, every caravan should be not 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.

- Porches may protrude 1m into the 6 metres 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 6 metres space provided the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.
  - Where there are ramps for the disabled, verandahs and stairs extending from the unit, there should be 4.5m 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.
  - A garage, a shed or a covered storage space should be permitted between units only if it is of noncombustible construction (including non-combustible roof) and sufficient space is 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 units on either side. Car ports and covered walkways should in no circumstances be allowed within the 6 metre space. For cars and boats between units, see standard (27).

3. 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.

#### Roads, gateways and footpaths

4. Roads and footpaths should be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc is available from fire authorities). Roads of suitable material should be provided so that no caravan standing is more than 50 metres from a road. 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 carriage-way by a footpath with a hard surface. 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. Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths should not be less than 0.75 metres wide. Roads should have no overhead cable less than 4.5 metres above the ground. Roads and footpaths should be suitably lit. Emergency vehicle routes within the site should be kept clear of obstruction at all times.

### Hard standings

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

### Fire fighting appliances

#### *Fire Points*

6. These should be established so that no caravan or site building is more than 30 metres from a fire point. They should be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

#### *Fire Fighting Equipment*

7. 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, such water standpipes should be situated at each fire point. There should also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 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 control nozzle. Hoses should be housed in a box painted red and marked "HOSE REEL".

8. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing. Hydrants should conform to British Standard 750. Access to hydrants and other water supplies should not be obstructed or obscured.

9. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point should be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

#### *Fire Warning*

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

### *Maintenance*

11. All alarm and fire fighting equipment should be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority. A log book should be kept to record all tests and any remedial action.

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

### *Fire Notices*

13. 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..... )

(iv) attack the fire using the fire fighting equipment provided, if safe to do so.

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

### *Fire Hazards*

14. Long grass and vegetation should be cut at frequent and 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.

### *Telephones*

15. An immediately 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.

### Storage of liquefied petroleum gas (LPG)

16. LPG storage supplied from tanks should 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 Cylinders and Similar Containers” as appropriate. **N.B:** This has now been superseded by LPGA Code of Practice No.7 : 1998 : Storage of Full and Empty LPG Cylinders and Cartridges.

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 should not be within the separation boundary of an adjoining unit.

LPG installations should 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 will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

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

### Electrical installations

17. Sites should be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

18. 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, should be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations 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 Regulations 1988, Statutory Instrument 1988 No. 1057.

19. Work on electrical installations and appliances should be carried out only by a competent person such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractor's Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations should be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it should be judged against the current regulations.

The inspector should, within 1 month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which should be



retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report should be met by the site operator or licenceholder.

20. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies should 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.

21. If there are overhead electrical lines on the site, suitable warning notices should be displayed at the entrances to the site and on supports for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line.

#### Water supply

22. All parks should be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.

#### Drainage, sanitation and washing facilities

23. Satisfactory provision should be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharging to a properly constructed septic tank or cesspool approved by the local authority.

24. 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 airtight when not in use.

25. Every site and every hard standing should 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.

#### Refuse disposal

26. Every caravan standing should have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags. Arrangements should be made 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.

### Parking

27. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats should not be parked between units.

### Recreation space

28. Where children live on the site, space equivalent to about one-tenth of the total area should be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

### Notices

29. A suitable sign should be prominently displayed at the site entrance indicating the name of the site.

30. A copy of the site licence with its conditions should be displayed prominently on the site.

31. 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.

32. 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.