
Licence Conditions (Single Occupancy Site)

Note: A single occupancy site is where the people in each caravan are related to each other. This usually applies to smaller sites occupied by one extended family group such as gypsy & traveller families. A multi-occupancy site is where the people in each caravan form completely unrelated separate households.*

These conditions shall apply to the land shown on the plan attached to the most recent site licence in connection with the stationing of caravans on that land for the purposes of human habitation.

The Licensing Authority is Norwich City Council.

1. Number of Caravans

At no time shall the number of caravans onsite, as defined by Section 29 of the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968 exceed [] (xxx)

2. 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 should 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 Licensing Authority.

(b) The plan supplied must be of a scale no less than 1:500 and should clearly show all relevant structures, features and facilities on it and shall be of a suitable quality, as so defined by the Licensing Authority.

3. Density, Spacing and Parking Between Caravans

- (i) Except in the case mentioned in sub paragraph (iii) and subject to 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 subparagraph (i) or (iii):
 - (a) A porch attached to the caravan 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 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 distance 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.

4. Roads, Gateways, Footpaths 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 kept clear of obstruction at all times.
- (ii) Roads and footpaths shall be maintained in a good condition.
- (iii) Cable overhangs must meet the statutory requirements.

5. Bases

- (i) Every caravan must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the caravan, and must project a sufficient distance outwards from its entrance or entrances to enable

occupants to enter and leave safely.

6. Supply & 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.

7. Electrical Installations

- (i) 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.
- (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.

8. 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 supplies 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 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.

9. 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 sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the Licensing 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 or European standards.

10. Domestic Refuse Storage & Disposal

- (i) All refuse disposal shall be in accordance with all current legislation and regulations.
- (ii) No refuse shall be allowed to accumulate at any point on the site, including the caravan surrounds. In this condition refuse includes derelict vehicles, discarded household items or other such waste.

11. Notice

A copy of the current site licence and associated conditions shall be retained on site and available for inspection.

12. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the flood risk information pages on the Borough Council's website.
- (ii) The site owner shall establish the likelihood of flooding, the depths and velocities that might be expected and any site considered to be in a location regarded as high risk of flooding shall be registered with the Environment Agency Floodline.
- (iii) Where the site is at a lower risk it is recommended that the site owner/Licensee is registered with the Environment Agency Floodline service.

13. Fire Fighting Equipment & Precautions

- (i) 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 hose reel that complies with the current British or European Standard with a hose of a length to reach all sides of the caravans stationed on the site and any related buildings, 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.
 - (c) Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.
- (ii) Where hydrants are provided, hydrants shall conform to the current British or European Standard.
- (iii) Access to hydrants and other water supplies shall not be obstructed or obscured.

- (iv) Where standpipes are not provided or the water pressure or flow is not sufficient, water fire extinguishers (2 x 9 litres) which comply with the current British or European Standard shall be provided.
- (v) All fire-fighting equipment, where provided, should be no more than 30m from any caravan or building on the site, be freely accessible, in good working order and adequately protected from weathering and the effects of frost.
- (vi) No flammable materials or liquids shall be left stored on any part of the caravan standing. Space under any caravan shall not be used for the storage of any materials which contribute to a fire hazard.

14. Fire Warning

Where there is more than one caravan a suitable means of raising the alarm in the event of a fire shall be provided.

15. General

- (i) The site shall be restricted to that for which planning permission is held.
- (ii) Caravans shall not be occupied by a greater number of persons than the caravan is designed to accommodate.

NOTE: In normal circumstances on single occupancy sites there will not be any caravans let for residential purposes however where a caravan is being let, in accordance and in compliance with planning permission, additional conditions may be applied for example, in respect to the standard of the caravan being let etc.

** The definition of Gypsies, Roma & Travellers is as defined in Annex 1 of 'Planning Policy for Traveller Sites'.*

*** The Licensee may be required to provide supporting evidence of the fire rating or combustibility of materials and/or structures to the satisfaction of the Licensing Authority.*

Notes in respect to the operation of the Caravan Sites and Control of Development Act 1960 (as amended);

Section 7

(1) Any person aggrieved by any condition (other than the condition referred to in subsection (3) of section five of this Act) subject to which a site licence has been issued to him in respect of any land may, within twenty-eight days of the date on which the licence was so issued, appeal to a magistrates' court acting for the petty sessions area in which the land is situated; or in a case relating to land in England, to a residential property tribunal; and the court or tribunal, if satisfied (having regard amongst other things to any standards which may have been specified by the Minister under subsection (6) of the said section 5) that the condition is unduly burdensome may vary or cancel the condition.

In a case where a residential property tribunal varies or cancels a condition under subsection (1), it may also attach a new condition to the licence in question.

In so far as the effect of a condition (in whatever words expressed) subject to which a site licence is issued in respect of any land is to require the carrying out on the land of any works, the condition shall not have effect during the period within which the person to whom the site licence is issued is entitled by virtue of the foregoing subsection to appeal against the condition is pending.

Section 8

Where the holder of a site licence is aggrieved by any alteration of the conditions attached thereto or by the refusal of the local authority of an application by him for the alteration of those conditions, he may, within twenty-eight days of the date on which written notification of the alteration or refusal is received by him, appeal to a magistrates' court or, in a case relating to land in England, to the tribunal; and the court or tribunal may, if they allow the appeal, give to the local authority such directions as may be necessary to give effect to their decision.