

Annex A existing conditions

CYNGOR SIR POWYS COUNTY COUNCIL

SCHEDULE B

Caravan Sites and Control of Development Act, 1960

Holiday Caravan Sites

Conditions attached to a site licence No.

issued to:

of:

in respect of a site for Holiday Caravans (subject to density and space requirements below) situated at:

BOUNDARIES

1. The boundaries of the site shall be clearly marked, by a permanent fence, hedge or wall and a 3 metre wide area shall be kept clear within the inside of all boundaries.
2. No caravan, store, building, car parking space or other construction shall be permitted within 3 metres of the site boundary provided that, on receipt of a written request from the licence holder, the Director may at his discretion grant exemption from or vary this condition as far as he thinks fit.
3. The site owner shall provide the Director with a plan of the layout of the site within 28 days from the date of any written request and at any time when significant alterations to the site layout are undertaken. The cost of such plans shall be met by the licence holder. The plan shall indicate the useable area of the site (as defined by Condition 5 and shall show the position of :-
 - a) All caravans including their enclosure boundaries and all garages, sheds, covered stores, car ports, covered walkways and car parking spaces associated with them.
 - b) All site buildings and other permanent structures.
 - c) All roads, gateways and paths and any associated lighting.
 - d) All fire points and fire hydrants.
 - e) All public telephones (including emergency telephone location).
 - f) All electrical distribution points and overhead cables.
 - g) All compounds for the storage of liquefied petroleum gas.
 - h) All cesspits, septic tanks and connections to the public sewerage system.
 - i) All drainage runs and inspection chambers.
 - j) All mains/private sources of water.
 - k) All communal refuse stores.

- l) All statutory notices displayed on the site.
- m) All recreational areas and any associated lighting.

DENSITY AND SPACE BETWEEN CARAVANS

4. The minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties shall be not less than 5 metres between units, 3.5 metres at the corners. For those with a plywood or similar skin it shall be not less than 6 metres. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance shall be 6 metres and where there is a mixture of permanent residential homes and holiday caravans, the separation distance shall again be 6 metres. The point of measurement for porches, awnings, etc. is the exterior cladding of the caravan.

Porches may protrude 1m into the 5 metres between aluminium units or 1 metre into the 6 metres of plywood or aluminium and plywood units and must be of the open type.

Where awnings are used, the distance between any part of the awning and an adjoining caravan shall not be less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they must not face each other or touch.

Eaves, drainpipes and bay windows may extend into the 5 metre 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, verandas and stairs extending from the unit, there shall be 3.5m clear space between them (4.5m if mixture of caravans) and such items shall 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, shall not intrude into the 5m (or 6m) space.

A garage, a shed or a covered storage space can be permitted between units only if it is of non-combustible 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 shall not face towards the units on either side. Car ports and covered walkways shall in no circumstances be allowed within the 5 or 6 metre space.

5. The density shall be consistent with safety standards and health and amenity requirements. The gross density shall not exceed 60 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

6. All roads and footpaths shall be designed so as to allow adequate access for fire appliances and other emergency vehicles. In particular all roads shall be not less than 3.7 metres wide with a height clearance of not less than 4.5 metres. Gateways shall be not less than 3.1 metres wide. Roads shall allow for vehicles with a turning circle of 17 metres diameter and a sweep circle of 25 metres diameter. (Detailed guidance on turning circles, etc., is available from the Mid and West Wales Fire Brigade).
7. All roads and footpaths shall be constructed of concrete or tarmacadam and shall be properly maintained at all times.
8. Every caravan standing or toilet block shall be not more than 50 metres from a road and shall be joined to the road by a footpath not less than 0.75 metres wide.
9. Emergency vehicle routes within a site shall be kept clear from obstruction at all times.
10. Suitable 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.
11. All site roads and paths shall be provided with artificial lighting sufficient to allow safe movement around the site during the hours of darkness.

HARD STANDINGS

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

FIRE FIGHTING APPLIANCES

FIRE POINTS

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

FIRE FIGHTING EQUIPMENT

14. 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 shall 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.
15. Hoses should be housed in a box painted red and marked 'HOSE REEL'.
16. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing.
- Hydrants must conform to British Standard 750. Access to hydrants and other water supplies shall not be obstructed or obscured.
17. Where water pressure or flow is insufficient for hose reels, each fire point shall be provided with not fewer than two water extinguishers of 9 litres capacity.

FIRE WARNING

18. A means of raising the alarm in the event of a fire shall be provided at each fire point. This can be by means of a manually operated sounder, eg. metal triangle with a striker, gong or hand operated siren, or electrically operated siren. The advice of the Mid & West Wales Fire Brigade shall be sought on an appropriate system.

MAINTENANCE

19. All alarm and fire fighting equipment shall 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 shall be kept to record all tests and any remedial action.
20. All equipment susceptible to damage by frost shall be suitably protected. All water extinguishers shall contain anti-freeze as recommended by the manufacturers.

FIRE NOTICES

21. 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 and the location of the nearest telephone. This notice shall 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 situated).
- iv) Attack the fire using the fire fighting equipment provided, is 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

22. Long grass and vegetation shall 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. All such cuttings shall be removed from the vicinity of caravans.
23. Wherever there is a likelihood of fire spreading due to egetation catching fire, suitable beaters, of the type used by the Forestry Commission, should also be provided.
24. The space beneath and between caravans shall not be used for the storage of combustible materials.

TELEPHONES

25. An immediately accessible telephone shall be available on the site at all times for calling the emergency services. A notice by the telephone shall include the address of the site.

STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

26. LPG storage supplied from tanks shall comply with Guidance Booklet HSG 34: 'The Storage of LPG at Fixed Installations'.
27. LPG supplied from cylinders shall comply with Guidance Note CS4: 'The Keeping of LPG in Cylinders and Similar Containers'.
28. Metered supplies from a common LPG storage tank, shall comply with Guidance Note CS11: 'The Storage and Use of LPG at Metered Estates'. In this case and where a British Gas mains supply is available, then the Gas Safety (Installations and Use) Regulations 1984 and the Pipelines Act 1962 will also be applicable.
29. Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.
30. LPG installations shall 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'.
31. For mains gas supply, the 1984 Regulations shall be complied with for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes shall comply with the Gas Safety Regulations 1972.

ELECTRICAL INSTALLATIONS

32. Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
33. Such electrical installations, other than 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, shall 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 will be acceptable for the purposes of the Electricity (Overhead Lines) Regulation 1988, Statutory Instrument 1988 No. 1057.
34. Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' 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 shall be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years).
35. The inspector shall, within 1 month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall 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 shall be met by the site operator or licence holder.

36. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.
37. If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

WATER SUPPLY

38. The site shall be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.
39. Each caravan must be provided with an adequate piped supply of wholesome water. All reasonably practicable steps shall be taken to protect water supply pipes from the risk of frost or damage however caused.

DRAINAGE, SANITATION AND WASHING FACILITIES

40. Satisfactory provision shall be made for foul 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 local authority.
41. Properly designed disposal points for the contents of chemical closets shall be provided, with an adequate supply of water for cleaning the containers.
42. For caravans without their own water supply and water closets, communal toilet blocks shall be provided, with adequate supplies of water, on at least the following scales:
- Men: 1 WC and 1 urinal per 25 caravans
- Women: 2 WCs per 25 caravans
- 1 wash-hand basin for each WC
- 1 shower or bath (with hot and cold water) for each sex per 25 caravans.
- Toilet blocks shall be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.
43. The toilet block and/or utility buildings, including fixtures and fittings, shall be kept in a clean and tidy condition.
44. Particular consideration should be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers.
45. Every new caravan brought on to the site shall be provided with its own internal water closet, bath or shower, wash-hand basin and sink. Every water closet shall be provided with a piped cold water supply and every bath or shower, wash-hand basin and sink shall be provided with piped hot and cold water supplies. All amenities shall be connected to the foul drainage system, where available.

REFUSE DISPOSAL

46. Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags. Arrangements shall be made for the bins to be emptied regularly, at

least on a weekly basis. Where communal refuse bins are also provided, these shall be of similar construction and housed within a properly constructed bin store.

47. The bin storage area shall be kept in a clean and tidy condition.

PARKING

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

RECREATIONAL SPACE

49. Space equivalent to about one-tenth of the total area shall 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

50. A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
51. A copy of the site licence with its conditions and electrical certificate shall be displayed prominently on the site.
52. Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They must show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative.
53. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
- 54.. All notices shall 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.

CYNGOR SIR POWYS COUNTY COUNCIL

SCHEDULE C

Caravan Sites and Control of Development Act, 1960

Touring Caravan Sites

Conditions attached to a site licence No.

issued to:

of:

in respect of a site for Touring Caravans (subject to density and space requirements below)
situated at:

DEFINITIONS

1. "Caravan" shall have the meaning attributed to it in Part 1 of the Caravan Sites and Control of Development Act, 1960.
2. "Director" shall mean the Director of Housing and Environmental Health for the Powys County Council whose address is County Hall, Llandrindod Wells, Powys, LD1 5LG.

BOUNDARIES

3. No caravan or car parking space should be situated within 3 metres of the site boundary.
4. The site owner should provide the Director with a scale plan of the layout of the site within 28 days from the date of any written request and at any time when significant alterations to the site layout are undertaken. The cost of such plans should be met by the licence holder. The plan should indicate the usable area of the site (as defined by Condition 8) and should show the position of:
 - a) All caravans and car parking spaces associated with them.
 - b) All site buildings and other permanent structures.
 - c) All roads, gateways and paths and any associated lighting.
 - d) All fire points and fire hydrants.
 - e) All public telephones (including emergency telephone location).
 - f) All electrical distribution points and overhead cables.
 - g) All compounds for the storage of liquefied petroleum gas.
 - h) All cesspits, septic tanks and connections to the public sewerage system.
 - i) All drainage runs and inspection chambers.
 - j) All mains/private sources of water.
 - k) All communal refuse stores.

- l) All statutory notices displayed on the site.
- m) All recreational areas and any associated lighting.

DENSITY AND SPACE BETWEEN CARAVANS

- 5. The layout of the site should not be varied without the prior written consent of the Director, which consent should not be unreasonably withheld.
- 6. Subject to the following variation, every caravan should be not less than 6 metres from any other caravan which is occupied separately. The point of measurement for porches, awnings, etc. is the exterior cladding of the caravans.
- 7. Vehicles and other ancillary equipment may be permitted within the 6 metres space between units in separate family occupation but, in order to restrict the spread of fire, there should always be 3 metres clear space within the 6 metres separation.
 - Where awnings are used, the distance between any part of the awning and any adjoining caravan should be not less than 3 metres. Awnings should not be used for sleeping or cooking and should neither face each other nor touch.
- 8. The density of caravans should be consistent with safety standards and health and safety requirements. The gross density should not exceed 75 caravans or motor caravans to the hectare, calculated on the basis of the usable area (excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than total site area.
- 9. Where tent camping is also permitted, the maximum number of units stationed on the site at any one time should be reduced by the number of pitches occupied by main tents stationed for human habitation.

PARKING

- 10. One car only may be parked between adjoining caravans, provided that the door to neither caravan is obstructed. Plastic or wooden boats should not be parked between caravans.
- 11. Parking spaces should be provided on the site at a ratio of not less than one per caravan plus one further space for every five caravans.

ROADS, GATEWAYS AND FOOTPATHS

- 12. All roads and footpaths should be designed so as to allow adequate access for fire appliances and other emergency vehicles. In particular all roads should be not less than 3.7 metres wide or, if they form part of a clearly marked one way system, 3 metres wide, with a height clearance of not less than 4.5 metres. Gateways should be not less than 3.1 metres wide. (Detailed guidance on turning circles, etc., is available from the Mid and West Wales Fire Brigade).
- 13. All roads and footpaths should be properly maintained at all times.
- 14. Emergency vehicle routes within a site should be kept clear from obstruction and all such vehicles should be able to secure access at all times to within 90 metres of any unit on the site.
- 15. Suitable artificial lighting sufficient to allow safe movement around the site should be provided during the hours of darkness.

FIRE POINTS

- 16. Fire points should be established such that no caravan or site building is more than 90 metres from a fire point. They should be housed in weatherproof structures, easily accessible and clearly and conspicuously marked "FIRE POINT". Access to fire points and fire hydrants should not be obstructed or obscured at any time.

FIRE FIGHTING EQUIPMENT

17. Where there is a water supply of sufficient pressure and flow to give a jet of at least 5 metres at 30 litres per minute from the hose nozzle, each fire point should include a permanently connected hydraulic hose reel that complies with the appropriate sections of British Standard 5274 and British Standard 5306 Part 1. Hoses should be not less than 30 metres long terminating in a small hand control nozzle and should be housed in boxes painted red and marked "HOSE REEL".
18. Where the water pressure or flow is insufficient for hose reels, each fire point should be provided with not fewer than 2 water extinguishers of 9 litres capacity.

FIRE WARNING

19. An adequate audible means of raising the alarm in the event of fire should be provided at each fire point by way of manually operated rotating bells, other manually operated sounders or an electrically operated alarm bell or siren.

MAINTENANCE

20. All alarm and fire fighting equipment should be maintained in working order at all times and should be inspected and tested not less than once annually by a competent person. A log book should be kept on the site to record all tests and remedial action and should be available for inspection by the licensing authority at any time. The costs of all inspections and servicing should be met by the licence holder.
21. All equipment susceptible to damage by frost should be suitably protected. All water extinguishers should contain anti-freeze as recommended by the manufacturers.

FIRE NOTICES

22. 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 that 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 it is 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

23. Long grass and vegetation should be cut at frequent and regular intervals where necessary to prevent it from becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings should be removed from the vicinity of caravans as soon as is practicable.
24. Wherever there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, should also be provided.
25. The spaces beneath and between caravans should not be used for the storage of combustible materials.

TELEPHONES

26. Where practicable, a 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)

27. Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit. A minimum number/capacity of LPG bottles should be stored at each pitch, totalling not more than 90 kilograms.
28. Arrangements for the storage of Liquefied Petroleum Gas (LPG) on the site should be in accordance with the current national Code of Practice and Regulations.

ELECTRICAL INSTALLATIONS

29. Sites should be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
30. Such electrical installations, other than 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 will be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No. 1057.
31. Work on electrical installations and appliances should be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' 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).
32. Such person should, within one 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 licence holder.
33. 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.
34. If there are overhead electric lines on the site, suitable warning notices should be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts, dinghies, children's kites, fishing rods, etc., contacting the line.

WATER SUPPLY

35. The site should be provided with an adequate piped supply of wholesome water. Each pitch on the site should be no further than 90 metres from a water tap. At each tap there should be a sufficient soakaway or gully. All reasonably practicable steps should be taken to protect water supply pipes from the risk of frost or damage however caused.

DRAINAGE, SANITATION AND WASHING FACILITIES

36. Satisfactory provision may be made for foul 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 local authority; **OR**

Properly designed disposal points for the contents of chemical closets should be provided, with an adequate supply of water for cleaning the containers.

37. For caravans without their own water supply and water closets, communal toilet blocks should be provided, with adequate supplies of water, on at least the following scales:
- Men: 1 WC and 1 urinal per 25 pitches or 2 WC's per 25 pitches
- Women: 2 WCs per 25 pitches
- 1 wash-hand basin for each WC
- 1 shower or bath (with hot and cold water) for each sex per 25 caravans.
38. Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.
39. Where a toilet block and/or utility buildings, including fixtures and fittings, is provided they should be kept in a clean and tidy condition.
40. Particular consideration should be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers.

REFUSE DISPOSAL

41. A suitable refuse receptacle may be provided for each pitch or alternatively a sufficient number shall be provided in a central position.
42. Where communal refuse bins are provided they should be of suitable design, rodent/vermin proof, housed in a properly constructed bin store and kept in a clean and tidy condition and periodically cleansed and disinfected.

RECREATION SPACE

43. Space equivalent to about one-tenth of 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 caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

MISCELLANEOUS

44. A suitable sign should be displayed prominently at the site entrance indicating the name of the site.
45. A copy of the site licence with its conditions and current electrical certificate should be displayed prominently on the site.
46. 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, local doctors and the nearest hospital 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.
47. At sites subject to flood risk, warning notices should be displayed, giving advice about the operation of the flood warning system.
48. All notices should be suitably protected from the weather and displayed out of the direct rays of the sun.