

## APPENDIX 3 - DRAFT CONDITIONS 2012

### SCHEDULE OF SITE LICENCE CONDITIONS Caravan Sites and Control of Development Act 1960

#### EAST BEACH CARAVAN PARK, SHOEBURYNESS

Note: The Site Licence Conditions are based on the Model Standards 2008, any references to "site" includes a park home site (including a mobile home site) and to "caravan" includes a mobile or park home.

#### **SITE BOUNDARIES**

1. (i) The boundaries of the site should be clearly marked, for example by fences or hedges. A 3 metre wide area should be kept clear within the inside of the north boundary of the site.
- (ii) The boundary to the houses in Blackgate Road shall be formed by a 2 metre high close boarded fence.
- (iii) The boundary to the highway in Gunners Road shall be formed by a suitable hedge maintained to be no more than 2 metres high and kept neatly trimmed on the side remote from the site.
- (iv) The boundary to the houses in Gunners Road shall be formed by either a hedge or fence in accordance with the above specifications.

#### **SPACING BETWEEN UNITS**

2. Subject to the following variations, every caravan shall be not less than 6 metres from any other unit and not less than 2 metres from a road. The point of measurement for porches is the exterior cladding of the caravan.
  - (i) Porches may protrude 1m. into the 6 metres and should be of the open type.
  - (ii) 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.
  - (iii) Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.
  - (iv) Where there are ramps for the disabled, verandas and stairs extending from the unit, there should be 3.5 metre clear space between them and two such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, should not intrude into the 6 metre space.
  - (v) A garage, shed or a covered storage space is permitted between units only if it is the subject of a specific Town Planning approval, and 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 should not face towards the unit on either side. Car ports and covered walkways should in no circumstances be allowed within the 5 or 6 metre space.

- (vi) The nature of any fences between units shall be agreed in writing with the Fire Service before erection. The maximum height of any such fence shall be 2 metres subject to any lower height specified by the Fire Service.

## DENSITY

### 3. Site South of Railway Line

- (i) **Not more than 50 caravans** including an office of a mobile home type construction.

### Site North of Railway Line

- (ii) **Not more than 32 caravans** shall be located in the area to the north of the railway line.

## ROADS, GATEWAYS AND FOOTPATHS

- 4. (i) Roads and footpaths should be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc is available from the fire authority). Roads of suitable material should be provided so that no caravan standing is more than 50 metres from a road. Each caravan standing shall be connected to a carriageway by a footpath with a hard surface.
- (ii) 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 shall be suitably lit. Emergency vehicle routes within the site should be kept clear of obstruction at all times.
- (iii) Steps shall be taken to ensure that the speed of cars, caravans, motor cycles and other wheeled vehicles and trailers on the site does not exceed 10 m.p.h. This shall be achieved by the use of clearly marked signs and traffic calming devices where necessary, (e.g. "sleeping policemen").
- (iv) The roads and communal footways shall be kept in a good condition in a good state of repair and free from rubbish.

## LIGHTING

- 5. Roads, communal footpaths and pavements shall be adequately lit, by sufficient low level lighting units between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

## BASES

- 6. (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 a 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.

## **REQUIREMENT TO COMPLY WITH THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

- 7. 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.

## **SUPPLY & STORAGE OF GAS ETC**

- 8. (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.

## **ELECTRICAL INSTALLATIONS**

- 9. (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.

## **WATER SUPPLY**

- 10. (i) The site should be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards. Water standpipes with an adequate supply of water should be situated not more than 30 metres from any caravan standing.
- (ii) Any work carried out to any drinking water distribution pipe which is the responsibility of the site operator shall be carried out by a competent person.

## **DRAINAGE AND SANITATION**

11. (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 local authority.
- (ii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- (iii) 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.
- (iv) No caravans shall be located within [8] [15] metres of any pumping station on site to minimise the risk of odour and noise nuisance.
- (v) Each caravan shall be connected to the foul drainage system; the connection shall be capable of being made airtight when not in use.

## **DOMESTIC REFUSE STORAGE & DISPOSAL**

12. (i) Adequate provision must be made for the storage of refuse in closed containers within 20 metres of each caravan standing. Every caravan standing should have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags.
- (ii) The site operator shall be responsible for making arrangements for refuse collection with the Council or, where the occupier has no other home, for ensuring that the refuse from that unit is collected by private arrangement or is taken to a suitable position on site within 30 metres of the highway.
- (iii) Where communal refuse bins are provided these will be of similar construction and housed within a properly constructed bin store at suitable locations within the site, subject to the approval of the Licensing Authority. Arrangements shall be made for the bins to be emptied regularly to prevent nuisance to caravan occupants.
- (iv) Suitable storage facilities shall be provided to allow separation of recyclable materials awaiting collection.

## **PARKING**

13. (i) Suitably surfaced parking spaces shall be provided for residents and their visitors. Vehicles shall only park in the spaces provided within the site
- (ii) Parking spaces shall be provided on a scale of one space per caravan. Additional parking spaces on a scale of at least one space per two caravans shall be provided in order to meet the requirements of the occupant's visitors, and subject to agreement with the Licensing Authority.

- (iii) Plastic or wooden boats should not be parked between units.
- (iv) To keep access roads unobstructed, no parking shall be permitted on any road (with the exception of delivery or removal vehicles too large to park within designated parking spaces).

## **RECREATION SPACE**

- 14.** Space equivalent to one-tenth of the total area shall be provided for recreational purposes and children's games.

NB. While circumstances are such that there are alternative appropriately provided recreational facilities which are readily accessible, the above condition will not apply. This shall be the case for as long as there is ready and immediate access by pedestrian gate to the public facilities of East Beach.

## **NOTICES AND INFORMATION**

- 15.** (i) Within each of the North and South sites, 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.
- (ii) A copy of the current site licence shall be available for inspection in a prominent place on the site.
- (iii) 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 periodic 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.
- (iv) All notices shall be suitably protected from the weather and from direct sunlight.

## **FLOOD RISK**

- 16.** (i) A Flood Risk Evacuation Plan for the North and South sites shall be prepared and submitted to the Council. The plan must meet with the approval of the Environment Agency.
- (ii) Both sites north and south of the railway line shall be included in the local authority flood evacuation plan.

## **SITE MANAGEMENT AND MAINTENANCE**

17. (i) There shall be a nominated site supervisor (or their deputy) contactable during normal working hours each day (8.30am – 5.30pm), and a point of contact for site emergencies only at all other times.
- (ii) All roads, footpaths, paved areas, hard standings, parking spaces foul and surface water drains, water services and fittings, sanitary conveniences, fire fighting equipment, refuse containers and other facilities provided in connection with the site shall be maintained at all reasonable times in a proper state of repair and clean condition.
- (iii) All hedges, trees and other vegetation, fences and boundary screens shall be kept tidy and in good condition to protect the visual amenity of the site.

NOTHING IN THIS LICENCE SHALL SUPERCEDE ANY REQUIREMENTS ENFORCEABLE UNDER ANY STATUTORY ENACTMENT APPLICABLE TO THE SITE GENERALLY, IN WHOLE OR IN PART. FOR FURTHER GUIDANCE ON CONDITIONS PLEASE CONTACT SOUTHEND BOROUGH COUNCIL AND REFER TO THE MODEL STANDARDS FOR CARAVAN SITES IN ENGLAND.