**Site Licence Conditions for Port Werburgh Park, Vicarage Lane, Hoo**

**Caravan Sites and Control of Development Act, 1960**

Under section 5(6) of the Caravan Sites and Control of Development Act 1960 (the Act) 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.

**Site Licence Conditions**

1. **The Boundaries and Plan of the Site**
   1. The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
   2. No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
      1. A plan of the site shall be supplied to the Caravan Site Licensing Department, Medway Council upon the application for a licence and, therefore 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.
      2. 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, to a scale, of not less than 1:500.
   3. Material alternation to the site layout may not occur without notification being given to the Caravan Site Licensing Department, Medway Council.
2. **Density, Spacing and Parking Between Caravans**
   1. 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.
   2. 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.
   3. 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 adjacent caravan may be reduced to a minimum of 5.25 metres, provided that prior notification has been given to the Caravan Site Licensing Department, Medway Council.
   4. In any case mentioned in subparagraph (i) or (iii):
      1. A porch attached to the caravan may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 mete in depth. The porch must not exceed the height of the caravan and shall not render the caravan incapable of being moved, so as to form a permanent structure. The porch may only be used to protect from the weather, and is for ingress and egress only, storage of items is not permitted. Prior to the erection of a porch, approval in writing must be obtained from the Caravan Site Licensing Department of Medway Council.
      2. 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.
      3. Any structure including steps, ramps, decking etc., 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. Structures located within the separation distance shall be of a non-combustible construction i.e. sheds.
      4. A garage or carport may only be permitted within the separation distance if it is of non-combustible construction.
      5. Windows in structures within the separation distance shall not face towards the caravan on either side.
      6. Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
      7. 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.
   5. Touring caravans, motor homes, boats and trailers shall not be parked within the separation distance.
   6. The density of caravans permitted on the site shall be determined in accordance with relevant health and safety standards and fire risk assessments.
3. **Road, Gateways and Overhead Cables**
   1. 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.
   2. New roads shall be constructed and laid of suitable bitumen macadam or concrete with a suitable compacted base.
   3. All roads shall have adequate surface water/storm drainage.
   4. 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.
   5. One-way systems shall be clearly signposted.
   6. Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
   7. 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.
   8. Roads shall be maintained in a good condition.
   9. Cable overhangs must meet the statutory requirements.
4. **Footpaths and Pavements**
   1. Every caravan shall be connected to a road by a footpath with a hard surface, which shall be maintained in good condition.
   2. Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide, and in any other case not less than 0.75 metes wide.
5. **Lighting**
   1. Roads, communal footpaths and pavements shall be adequately lit between dusk and dawns to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness. Where low lighters are used, vegetation should not impede light being emitted.
6. **Bases**
   1. Every unit must stand on a concrete base, or hand standing.
   2. 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 environmental conditions.
7. **Maintenance of Common Areas, including Grass, Vegetation and Trees**
   1. Every part of the site to which the public has access shall be kept in a clean and tidy condition, safe from danger.
   2. Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clean of rubbish.
   3. Grass and vegetation shall be cut and removed at frequent and regular intervals.
   4. Trees within the site shall (subject to the necessary consents) be maintained.
   5. Any cutting, litter or waste shall be removed from the immediate surrounds of a pitch.
   6. No bonfires are permitted without written approval of the Caravan Site Licensing Department, Medway Council.
8. **Supply & Storage of Gas etc**
   1. Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
   2. 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**
   1. On the site there shall be installed an electricity network of adequate capacity to meet safety all reasonable demands of the caravans and other facilities and services within it.
   2. 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.
   3. Any work on electrical network with the site shall be undertaken by a competent person fully conversant with the appropriate statutory requirements.
10. **Water Supply**
    1. All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravan situated on them.
    2. All new water supplies shall be in accordance with all current legislation and British or European Standards.
    3. All repairs and improvements to water supplies and installations shall be carried out to conform to current legislation and British or European Standards.
    4. Work on water supplies and installations shall be carried out only be 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**
    1. Adequate surface water drainage shall be provided for the site, to avoid standing pools of water.
    2. There shall be satisfactory provision for foul and wastewater drainage connection to a public sewer or sewage treatment works.
    3. All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
    4. 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.
    5. Upon any unoccupied pitch the connection to the foul drainage system shall be capped airtight.
12. **Domestic Refuse Storage and Disposal**
    1. All refuse disposals shall be in accordance with all current legislation and regulations.
    2. Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
    3. Fires are not permitted on the site as a means to dispose of rubbish or vegetation.
13. **Communal Vehicular Parking**
    1. Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors and shall not decrease the available parking to less than one communal space per every five homes.
    2. Garages may not be removed without giving prior notification to the Caravan Site Licensing Department, Medway Council.
14. **Communal Recreation Space**
    1. The site operator shall establish whether adequate recreational space exists upon the site, or within close proximity to the site. Where this is not the case, the park operator shall provide adequate recreation space to a standard that satisfies the Caravan Site Licensing Department, Medway Council.
15. **Notice and Information**
    1. 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.
    2. A current plan of the site with roads, road names, pitches, structures and caravan postal numbers marked, shall be prominently displayed at all entrances to the site.
    3. A copy of the site licence and site licence conditions shall be displayed upon the site, in a notice board.
    4. In addition the notice board shall house:
       1. A copy of the most recent periodic electrical inspection report.
       2. A copy of the site owner’s certificate of public liability insurance.
       3. A copy of the local flood warning system and evacuation procedures, if applicable.
       4. A copy of the fire risk assessment made for the site.
    5. All notices shall be suitably protected from weather and from direct sunlight.
16. **Flooding**
    1. The site owner shall establish whether the site is at risk from flooding by referring to the Environmental Agency’s Flood Map.
    2. 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 an on what appropriate measures to take.
17. **Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005**
    1. The site operator shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order for 2005 for inspection by residents and when requested, a copy of the risk assessment shall be made available to the Caravan Site Licensing Department, Medway Council.

**Recommendation**

The site licence conditions shall be reviewed by the Caravan Site Licensing Department, Medway Council, no later that April 2013.