

# Mobile Homes (Site Licensing Applications) Determinations Policy



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# Mobile Homes (Site Licensing Applications) Determinations Policy

## OVERVIEW

The Caravan Sites and Control of Development Act 1960 (the 1960 Act) was amended by the Mobile Homes Act 2013 (the 2013 Act). As a result, local authorities must have procedures in place to deal with applications for site licences for relevant protected sites<sup>1</sup>, or for their transfer, under the new framework. These changes apply only to applications made on or after 01 April 2014.

This policy has been prepared having regard to the above Acts, the Mobile Homes (Site Licensing) (England) Regulations 2014, specific government advice<sup>2</sup> and other relevant legislation, guidance and good practice.

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<sup>1</sup>As per the definition in Appendix A of Department for Communities and Local Government Guidance: advice to local authorities on the new regime for applications for the grant or transfer of a site licence (March 2015).

<sup>2</sup>Department for Communities and Local Government: Mobile Homes Act 2013: advice for local authorities on the new regime for applications for the grant or transfer of a site licence (March 2015).

## 2. BACKGROUND

- 2.1 It is an offence under the 1960 Act for anyone to own and/or operate a caravan site on their land without holding a relevant licence. Thus, if a person purchased a site and a licence was subsequently refused or if they failed to apply for a licence where necessary, that person could be prosecuted and face an unlimited fine on conviction. In the meantime, the licence granted to the previous owner would continue in force. This is because (and subject only to such restrictions relating to planning permission) a licence continues in perpetuity until it is transferred or revoked by a court or tribunal (in certain circumstances only). The licence holder remains liable for obligations and liabilities arising out of the licence and any enforcement action.
- 2.2 Local authorities are able to charge a fee for considering applications for the grant, variation or transfer of a licence. They are also able to charge an annual fee for monitoring and administration of existing site licences<sup>3</sup>.
- 2.3 The regime applies to relevant protected sites which are the majority of residential caravan sites within Arun's district. The exemptions include static caravan holiday sites and touring caravan sites.
- 2.4 The council has discretion whether to grant or approve a transfer of a site licence and cannot grant or approve a transfer without making relevant enquiries into the proposed licence holder's suitability to hold the licence<sup>4</sup>.
- 2.5 The council may approve or refuse applications to grant or transfer site licences. Separately, licence conditions may be varied at the request of applicants or at the instigation of the council. In all cases there is a right of appeal in the first instance to the First Tier Tribunal (Property Chamber) within 28 days of notification of a decision.

## 3. REVIEW AND PUBLICATION

3.1 This policy is a working document that may be subject to change from time to time, for example, due to changes in legislation or national guidance. The determination policy was first adopted in March 2017. This version, 006 (May 2022) will be reviewed every five years. Minor changes and corrections can be made by the Group Head of Technical Services and will be recorded in Appendix A – History of Policy Revisions.

3.2 This policy will be published on Arun District Council's website at: [www.arun.gov.uk](http://www.arun.gov.uk).

<sup>3</sup>See Arun District Council's Mobile Homes Site Licensing Fees Policy (2022 Revision).

<sup>4</sup>The discretion does not exist on the death of an existing site licence holder.

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## 4. POLICY

- 4.1 Arun District Council will have regard to relevant published guidance, national documents and legislation in making site licensing decisions. It will be transparent in the decision-making process and will give written notifications to relevant parties of its decisions and the reason(s) for those decisions.
- 4.2 Applicants are required to and are taken to have read this policy prior to making a relevant application in order that they may submit at the outset any information they wish to have considered.
- 4.3 Determination of an application will be completed as soon as is reasonably practicable. This means that wherever reasonably practicable, the council will reach a decision within two calendar months of receipt of: a valid application; any further information required (see 4.4.3, below), whichever is the later.
- 4.4 A valid application will comprise:
  - 4.4.1 The information specified in the relevant application form made available on the council's website: by completion and submission of the form or in a written document containing the specified information. The form's declaration will be confirmed as being read and understood; the form will be dated and signed by the applicant or their agent. The making of electronic applications is strongly recommended but where a written application is made, it should contain affirmation of the same declaration and should be signed and dated by the applicant or their agent.
  - 4.4.2 The application must be accompanied by the relevant fee.
  - 4.4.3 Any further information reasonably required by the council: this may include, but is not limited to, details requested on the topics included as matters for consideration (below).
  - 4.4.4 Where subsequent information is required but not provided, the application may be refused. The fee will not normally be returned in such circumstances.
  - 4.4.5 Where subsequent information is provided by the applicant and this is not to the satisfaction of the council, the council may decide to determine the application using only the information available to them at a specified cut-off date.
  - 4.4.6 The council may decide to determine an application where the proposed licence holder does not actively engage with the council and/or respond to its enquiries either directly or through the applicant/agent.
- 4.5 In order to determine the suitability of the proposed site licence holder, it is for the council to decide what information or documents it will require and the weight

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given to these in order to evaluate and determine the application. This will include the proposed licence holder's management processes and financial standing, including information to help ascertain their interest or estate in the site (and the duration of any lease or any restrictions contained within any lease), the funding arrangements that will be in place for managing the site (including for meeting obligations under the licence) and the management structure that will apply to the site (including the competence of the purchaser and/or any nominated manager to manage a caravan site).

4.5.1 The above assessment is entirely separate to the process for determination of a Fit and Proper Person Test application<sup>5</sup>.

4.6 Where it is proposed to change the boundaries or extent of the site, this may require planning permission. If such planning permission is required and has not been sought or given, the council must not grant the site licence. If planning permission has been given, the council may still refuse the application if it considers that the development would have an adverse impact on the amenity of the site, its access of the quality of any site services, for example, where an extended site impacts adversely on the amenities already provided to existing residents (e.g. through removal of recreation space for additional pitches).

4.7 The council wishes to ensure existing sites that are licenced as whole sites are not divided amongst several licences or that land is removed from an existing licence if this would adversely impact upon the integrity of the site. In this policy, integrity means that the amenity of the site, access to its services and the quality of such services is not diminished by changes or by land being removed from a licenced area. It includes where evidence of long-term maintenance and/or improvements planned for the future sustainability of a site is lacking.

4.8 The council may refuse an application if granting the application would mean it would be unable to ensure the site as a whole is adequately managed or maintained, through the licence or otherwise.

4.9 Matters for consideration will include, but may not be limited to, the matters listed at 4.1 to 4.8 (above) and the following:

4.9.1 The suitability of the proposed licence holder to manage the site under the terms and conditions of the licence and to provide for the long-term maintenance of the site.

<sup>5</sup>See Arun District Council's Fit and Proper Person Test Determination Policy (2021).

4.9.2 Whether the proposed licensing arrangements would reduce the amenity of, access to or quality of services on the site.

4.9.3 The conduct of any existing licence holder.

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- 4.9.4 Whether the existing licence holder has been convicted of failing to comply with any compliance notice relating to the site.
- 4.9.5 Whether the existing licence holder is being investigated in relation to an offence pertaining to the site regarding a breach of condition(s).
- 4.9.6 Whether the existing site licence holder is involved in proceedings relating to 4.9.4 (above) where a determination is pending.
- 4.9.7 Whether, in relation to an existing site licence holder for the relevant site, the council has applied to a court or tribunal for an order revoking the site licence and a determination is pending.
- 4.9.8 Whether any licence conditions need to be attached to a new licence or retained or amended on an existing site licence.
- 4.9.9 Evidence that the existing or proposed licence holder or any director, manager secretary or similar other officer of any company associated with the management or running of the site has been investigated, prosecuted or is under investigation for offences relating to caravan sites anywhere in the United Kingdom of Great Britain and Northern Ireland.
- 4.9.10 Where relevant, whether the council has asked for, or the existing or proposed licence holder (or both) has provided a written undertaking. The Council will consider, but is not bound to accept, any undertaking. Such undertakings would be in relation to:
- i. The carrying out of works considered necessary by the council to ensure a suitable standard of maintenance and remedy any breach of a licence condition.
  - ii. The payment of any money owed to the council in relation to the site.
  - iii. The taking of any action considered necessary by the council in respect of improving the standard of management.
  - iv. The substitution of any parties in relation to any notices served under caravan site licensing legislation or any relevant court or tribunal proceeding that has been commenced but not yet disposed of.
- 4.9.11 Any other matters not mentioned above and prescribed in The Mobile Homes (Site Licensing) (England) Regulations 2014.
- 4.9.12 Any other matters deemed to be relevant by the council in the particular circumstances of any application.
- 4.10 The council will support contact from anyone planning to buy, sell or transfer a relevant protected site to check whether the council would accept an application for the transfer of a licence or to grant a new licence in replacement of an existing licence. This approach should ensure that a tentative decision can be reached in advance of a formal application which could therefore be dealt with relatively quickly.

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- 4.11 The council recommends that formal applications for the grant or transfer of a licence should be made before ownership is transferred, or in the case of a new site, acquired. This would ensure the proposed licence holder does not fall foul of the criminal offence (operating a site without a licence) in section 1 of the 1960 Act.
- 4.12 Where the application is for a transfer of a licence, the council will not alter the conditions of the licence. However, if such an application was received and the council was planning to change the licence conditions, it can refuse the application and request that an application is made for the grant of a new licence. Nonetheless, it is expected that the applicant would agree with the local authority at the pre-application discussion stage (4.10, above), regarding the type of application required.
- 4.13 The council has a wide discretion in determining site licence conditions. Determining site Licence conditions may arise from the Council's own initiative or by application of the site owner. In either case, the council will have regard to the current, relevant Model Standards<sup>6</sup> when setting conditions. When considering whether to alter or amend existing site licence conditions and when proposing conditions for a new site, the council may consult with relevant parties. This may include site owners, Residents' Associations or individual caravan occupiers/owners. The consultation period will be a minimum of 28 days. For new applications, relevant parties will be given a seven day period within which to comment on proposed conditions.
- 4.14 The options for the council at determination are as follows:
- 4.14.1 To grant a new site licence, normally with conditions<sup>7</sup>.
  - 4.14.2 To grant a request to transfer an existing site licence.
  - 4.14.3 To grant a request to transfer and vary an existing site licence.
  - 4.14.4 To grant a request to change site licence conditions.
  - 4.14.5 To refuse a request to transfer an existing site licence but with a counter-request to apply for a new licence (where the council was planning to change the licence conditions).
  - 4.14.6 To refuse an application to grant a new site licence.
  - 4.14.7 To refuse an application to transfer a site licence.

<sup>6</sup>For relevant protected sites, these are currently the Model Standards 2008 for Caravan Sites in England, Department for Communities and Local Government (April 2008). Model standards also exist for other types of site.

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- 4.14.8 To refuse a request to transfer and vary a site licence.
  - 4.14.9 To refuse a request to change site licence conditions.
  - 4.14.10 To vary a site licence, on receipt of an application in a way different to that proposed by the licence holder.
  - 4.14.11 After initiating a proposed variation, to not vary a condition (to which there is no right of appeal).
  - 4.14.12 Where necessary, to revoke a site licence.
- 4.15 Once a determination has been made, the council will notify the relevant parties of the decision, the reason(s) for the decision and the details of any appeal procedure. Where appropriate, the notification will explain the effect of the decision on all parties, for example, where a refusal means the existing licence holder will remain until such time as either the council's decision is successfully appealed or a new application is made and the council decides to issue, or consent to, the transfer of the site licence.
- 4.15.1 There is no right of appeal against a decision to issue a new, varied or transferred licence.
  - 4.15.2 There is a right of appeal against conditions contained in a new licence; this does not extend to transferred or varied licences.
  - 4.15.3 There is a right of appeal against decisions to refuse.
  - 4.15.4 Appeals may be made by the applicant to the First Tier Tribunal (Property Chamber) within 28 days from the date of receipt of the notification of the decision. The tribunal may have regard to any undertakings given by either the existing licence holder or the proposed licence holder.

<sup>7</sup> Where the local authority has granted a new licence and there is an existing licence in force for the site, the local authority must revoke the existing licence from the date immediately prior to the new licence coming into force. Department for Communities and Local Government, Advice to local authorities on the new regime for applications for the grant or transfer of a site licence, s.102 (March 2015).

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### APPENDIX A History of Policy Revisions

The below table provides a history of changes to this policy:

<b>Policy version no.</b>	<b>Date</b>	<b>Status</b>	<b>Summary of change(s)</b>
1	January 2017	Original	N/A
2	20 January 2017	Approved by Full Council	Changes agreed at Licensing Committee: Page 4 – advice to applicants brought forward in document Page 5 – clarification on planning versus licensing decisions Page 8 – appeals information included
2	March 2017	Approved by Full Council	No changes required
3	April 2017	-	Amendments to typographical errors and layout
4	December 2017	-	Amendments to typographical errors and layout
5	April 2019	-	Cover – change to photograph Page 10 (Appendix A) – update ADC logo
6	May 2022	For approval by committee	Amendments to typographical errors and layout 4.5.1 – add reference to Fit and Proper Person test Removal of example applications (now online) and example decision notice Minor wording changes for improved clarity Update indexing

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### APPENDIX B Decision Matrix

The following information explains the determination process, the types of information used and the weight given in decision making. Applicants should have regard to this when making applications and providing information. All applications will be determined on their own merits and according to the particular circumstances.

Policy reference	Description	Considerations	Weighting
4.4	Validity of application and determination period.	An application will not be considered valid and the period for determination will not commence until all required information, plans and documents, together with the correct fee, has been provided.	Full compliance expected.
4.5	Suitability of proposed licence holder Evidence that the licence holder and any relevant persons or companies are in good financial standing, sufficient to ensure the obligations for managing, maintaining and improving the site will be met.	Evidence that persons and companies involved in operating the site have sufficient interest in the estate to meet their obligations. Short leases, for example, may indicate that the applicant is not in a position to ensure longer-term obligations or to develop plans for the future sustainability of the site. Evidence that persons and companies involved in operating the site have sufficient experience and / or suitable qualifications relevant to their duties and obligations. Examples may include business accounts, banking or other financial statements, the duration or restrictions of any leases, inspection procedures, maintenance plans, evidence of qualifications or experience. The Council must be wary of proposed licence holders that do not disclose to it sufficient information to make an informed judgement on financial viability.	The Council must be satisfied that day to day management and repair of the site is provided for. It must also be satisfied that long-term maintenance and, where necessary, improvements are undertaken or planned for. Lack of evidence of compliance may be sufficient in its own right to refuse an application.
4.6	Amenity impacts.	The planning regime includes consideration of a development's effects on the surrounding environment, places, people and buildings. The licensing regime provides for the protection of the residents of the site with regard to site integrity, residents' amenity and the provision of services to them. Impacts compliant with planning requirements may still adversely affect the management and running of a site in these respects. Site operators should aim to maintain a site's provisions at the very least and	Evidence that changes to a site have resulted, or will result in, a reduction in the level of services and amenities provided to residents may be sufficient in their own right to refuse an application. Evidence that changes have come about through

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		make improvements where reasonable to do so.	consultation with residents and with their agreement will be considered as mitigation.
4.7	Site Integrity	For the protection of residents, to reduce adverse impacts on a site's integrity and to assist in the prevention of site operators avoiding obligations under a licence, the Council wishes to ensure existing sites are not divided amongst multiple licences, or that land is not removed from a licence. Evidence of long-term maintenance and/or improvements planned for the future sustainability of a site will be considered in this respect; the lack of such evidence may be taken as indicating a reduction in a site's future integrity.	An application may be refused if the Council cannot ensure the site as a whole is adequately maintained or managed – through the licence or otherwise.
4.8	Compliance with terms and conditions	In addition to 4.5 (above), the Council may seek evidence that consideration has been given to the impact of pitch fees, service charges and other costs on residents of the site. It is recognised that site operators must ensure the success of their business in order to manage and maintain sites. The occupancy profile of a site will have a bearing on the ability to raise money through service charges.	The ability to fund routine repairs and long-term maintenance will contribute to the assessment at 4.5 (above).
4.9.1 and 4.9.2	Amenity and Services	Fragmentation of sites and/or the creation of complex management systems through a variety of companies or individuals creates obstacles to residents and enforcers. Licence holders and site operators are expected to cooperate with the licensing authority and provide transparency.	The ability to identify responsible bodies and to ensure routine repairs and long-term maintenance will be undertaken will contribute to the assessment at 4.5 (above).
4.9.2 to 4.9.7, 4.9.9 and 4.9.10	Conduct etc. of existing licence holder	It is important that anyone planning to buy or transfer a relevant protected site should contact the licensing authority before applying to do so. Existing licence holders should not attempt to avoid responsibilities by withholding information from a purchaser or by attempting a transfer of a licence during periods of licensing authority investigation or enforcement. A failed application to grant or transfer a licence may result in a new owner operating a site without the requisite licence; a person or company can be prosecuted and face an unlimited fine on conviction for this offence.	A licence should not normally be granted or a transfer agreed if the result is likely to allow an existing licence holder to avoid the consequences of any pending or existing enforcement action, etc.. The application may be granted where a written undertaking has been given by the existing licence holder or proposed licence holder (but

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		<p>Under this policy and in addition to matters listed in the DCLG guidance, account will be taken of whether the existing or proposed licence holder, or any director, manager, secretary or other similar officer of any company associated with the management or running of a site has been convicted of failing to comply with relevant notices or is being or has been investigated in relation to offences relevant to the running of caravan sites elsewhere in the UK – and the outcomes of those investigations, if any. The licensing authority may make such enquiries as it deems necessary to establish the position in relation to these factors.</p> <p>Undertakings between the licensing authority and an existing or proposed licence holder can be considered, although there is no obligation on the licensing authority to either seek an undertaking or agree to one if offered.</p>	<p>not a third party) to the satisfaction of the licensing authority. A lack of enforcement action or history of investigation(s) should be deemed to support the application.</p>
4.9.8, 4.12 and 4.13	Licence conditions	<p>An applicant may propose new licence conditions, or amendments to or removal of, existing conditions. Reasons for the proposal must be submitted at the same time. Consideration will be given to any such proposals, in particular with regard to the suitability of the conditions proposed and the ability of the proposed licence holder to follow them.</p> <p>The licensing authority may also make proposals regarding conditions for new licences (or at any time within the scope of the licence application regime). The cooperation of the applicant is expected. A transfer application should not be submitted where the licensing authority was planning to change the licence conditions. In this case the application will normally be refused and an application for a new licence will be requested.</p>	<p>Evidence that any licence conditions will be adhered to should be deemed to support the application.</p> <p>Evidence of a failure to do so in relation to any caravan site licence held, currently or previously, may contribute to a decision to refuse an application but is unlikely to lead to a refusal in its own right.</p>
4.8.11	Any other matters (1)	<p>The current Regulations may provide for matters other than those detailed in this Policy to be considered.</p>	<p>Such matters will be determined according to the merits and circumstances of each application and will be weighted accordingly.</p>
4.8.12 and 4.10	Any other matters (2)	<p>The licensing authority may consider any other matter deemed to be relevant in the particular circumstances of any application. Applicants may also submit at the outset, any information they wish to have considered.</p>	<p>Such matters will be determined according to the merits and circumstances of each application and</p>

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			will be weighted accordingly.
4.8.12	Any other matters (3)	<p>The licensing authority will want to consider the future sustainability of the site, to have regard to whether residents will become homeless.</p> <p>Protected residential sites by definition mean that residents do not have alternative accommodation; the ability to move from one site to another, or to find alternative housing, is usually dependent on the value of the mobile home and pitch. However the Council will have regard to the moral hazard of retrospective conditions which incentivise site owners to breach conditions with impunity</p>	Evidence of matters which may reduce a site's sustainability or interfere with the stability of residents' housing provision may contribute to the assessment at 4.6 (above).
4.8.12	Any other matters (4)	<p>Statutory procedures for increasing pitch fees are in place through the Mobile Homes Act 2008, as amended by the Mobile Homes Act 2013: Implied Terms in Park Home Pitch Agreements.</p> <p>The above implied terms also provide for the consultation of residents and residents' associations. In particular, a site owner is obliged to consult a resident about improvements to the site in general.</p> <p>Consultation of a residents' association is required for all matters which relate to the operation and management of, or improvements to, the site which may affect residents either directly or indirectly.</p>	Evidence that adherence has been paid, or will be paid, to these procedures may be deemed to support the application. A lack of such evidence, or evidence to the contrary may be used in considerations for refusal, including at 4.6 (above).

## **APPENDIX C**

### **Example Licence Conditions from the Model Standards 2008 for Caravan Sites (England)**

**Note:** The following example conditions do not comprise an exhaustive list of possible conditions. The council may add, remove or amend site licence conditions (subject to consultation provisions) at any time. It is the council's intention under this policy to ensure licence conditions are suitable and relevant to individual sites on a case-by-case basis and may include conditions relating to items including, but not restricted to, site rules, financial matters (including hardship) or site integrity.

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

- i. The boundaries of the site from any adjoining land shall be clearly marked by a manmade or natural feature.
- ii. No caravan or combustible structure shall be positioned within three 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 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 six metres (the separation distance) from any other caravan which is occupied as a separate residence.
- ii. No caravan shall be stationed within two 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 material to its facing walls, 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 two metres in length and one 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 that the total distance between the extremities of two facing caravans is not less than five metres, except where sub-paragraph (iii) applies, in which case the extension into the separation distance shall not exceed 4.24 metres.

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- (c) Any structure, including steps, ramps etc. (except a garage or car port), which extends more than one 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 one 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 three 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 kept clear of obstruction at all times.
- ii. New roads shall be constructed and laid of suitable bitumen macadam 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 three 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 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.

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### **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 a sufficient distance outward 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 Areas, 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 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 electrical 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.

### **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 supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.

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

### **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 wastewater drainage by either 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.
- 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.

### **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 entrance 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 site entrance.

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- iii. A copy of the current site licence shall be available for inspection in a prominent place on the site.
- iv. In addition, the following information shall 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.
- 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 Environment Agency's Flood Map.
- ii. Where there is a risk of 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.
- ii. **Fire Points:** 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'.
- iii. **Fire Fighting Equipment:** where water standpipes are provided:
  - (a) The water supply shall be of sufficient pressure to project a jet of water not less than five metres from the nozzle.
  - (b) There shall be a reel that complies with the current British or European Standard, with a hose of not less than 35 metres long, having a means of

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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 (two x nine litres) which comply with the current British or European Standard.
- vii. **Fire Warning:** a suitable means of raising the alarm in the event of a fire shall be provided at each fire point.
- viii. **Maintenance and Testing of Fire Fighting Equipment:** 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.
- xi. **Fire Notices:** 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:

- Ensure the caravan or site building involved is evacuated
- Raise the alarm
- Call the Fire and Rescue Service (the nearest telephone is sited at:.....)'