

Standard licence conditions for Gypsy, Roma and Traveller sites in Epping Forest District

Schedule of Conditions

General

- (i) **xxxxxxxx** site is licensed for a maximum of **xxxxxxxx** pitch/es for residential use.
- (ii) This licence shall only apply to that area of land in respect of which planning permission has been obtained to station mobile homes for residential use and the licence shall apply for the period of that permission.

1. The Boundaries and Plan of the Site

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No mobile home or combustible structure shall be positioned within 3 metres of the boundary of the site. However, any mobile home or combustible structure that contravenes this condition at the date on this site licence will be allowed
- (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 Mobile Homes

- (i) Except in the case mentioned in sub paragraph (iii) of this paragraph and subject to sub paragraph (iv), every mobile home (including tourer) must where practicable be spaced at a distance of not less than 6 metres (the separation distance) from any other mobile home. However, any mobile home, other than a touring caravan, that contravenes this condition at the date on this licence and cannot be readily relocated to meet the spacing requirement will be allowed to remain in position. *This condition will not apply to sites comprising just one mobile home.*
- (ii) No mobile home 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. However, any mobile home that contravenes this condition at the date on this licence will be allowed.
- (iii) Where a mobile home has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent mobile home may be reduced to a minimum of 5.25 metres. *This condition will not apply to sites comprising just one mobile home.*
- (iv) In any case mentioned in sub-paragraph (i) or (iii) other than a site comprising just one mobile home:

- (a) A porch attached to the mobile home may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the mobile home. Where a porch is installed such that there is a door to the porch and another door to the home, there shall be fitted in the porch and the living space of the home, within 6 months of the date on this licence, mains-powered, interlinked smoke detection with integral battery back up complying with current British Standards. However, where home owners prefer, battery powered detection is permitted in the porch and living space provided that they are interlinked. Porches attached to mobile homes which do not comply with the dimensions in this condition and that are in place at the date of this site licence will be allowed until the mobile home is eventually replaced. If, by virtue of size, form of construction, condition, location or other reason the Council considers an existing porch to be a fire risk or to offer some other potential danger, it may require the porch to be modified. From the date of this licence, all new porches if permitted will need to comply with this condition
- (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing mobile homes 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. *This condition will not apply to sites comprising just one mobile home.*
- (c) Any structure including steps, ramps, etc. (except a shed, amenity building, a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent mobile home. Any decking or porch attached to a mobile home that contravenes this condition at the date on this licence will be allowed to remain. *This condition will not apply to sites comprising just one mobile home.*
- (d) An amenity building, garage or car port may only be permitted within the separation distance if it is of non-combustible construction. Any such construction that contravenes this condition at the date on this licence will be allowed to remain. *This condition will not apply to sites comprising just one mobile home.*
- (e) Windows in structures within the separation distance shall not face towards the mobile home on either side. *This condition will not apply to sites comprising just one mobile home.*
- (f) Fences and hedges, where allowed and forming the boundary between adjacent mobile homes, should be a maximum of 2 metres high. *This condition will not apply to sites comprising just one mobile home.*
- (i) The height of a fence shall be calculated using the same guidelines as are applied under Planning legislation.
- (ii) A hedge is defined as ‘a number of woody plants, whether capable of growing into trees or not, which are so planted as to be intended to be in line and which, when mature, to be so integrated together as to form a screen or a barrier.’
- (g) Private vehicles may be parked within the separation distance provided that they do not obstruct entrances to mobile homes or access around them and they must be a minimum of 3 metres from an adjacent mobile home. *This condition will not apply to sites comprising just one mobile home.*
- (v) The density of mobile homes 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) All roads shall 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 and must comply with Section 12(i)
- (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 3 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) All roads shall be maintained in a good condition.
- (ix) Roads must have no overhead cables less than 4.5 metres above the ground.

4. Footpaths and Pavements

- (i) Every mobile home shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- (ii) Communal footpaths and pavements shall not be less than 0.9 metres wide.

5. Lighting

- (i) 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. *This condition will not apply to sites comprising just one mobile home.*
- (ii) The installed lighting should be appropriate to the location and not be so excessive as to be considered 'light pollution' whilst also providing safe movement around the site.

6. Bases

- (i) Every unit must stand on a concrete hard-standing.
- (ii) The concrete hard-standing must extend over the whole area occupied by the mobile home, touring caravan or other vehicle, 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. See Advice Note 1 attached to these conditions.
- (iii) There shall be no more concrete hard-standings constructed than the number of mobile homes permitted to be sited under this licence.

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 immediate surrounds of a pitch.

8. Supply & Storage of Gas etc

- (i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice. See Advice Note 2 attached to these conditions
- (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.
- (iii) Any work carried out on any gas or oil installations on the site shall be done by a qualified person fully conversant with the relevant statutory requirements.

9. Electrical Installations

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the mobile homes, touring 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. See Advice Note 3 attached to these conditions.
- (iii) Any work on electrical installations and appliances shall be carried out only by persons who are qualified 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 qualified person fully conversant with the appropriate statutory requirements.

10. Water Supply

- (i) All pitches on the site shall be provided with a wholesome water supply sufficient in all respects to meet all reasonable demands of the mobile homes and touring caravans situated on them.
- (ii) All new water supplies, water distribution systems and any plant fittings connected to the supply shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- (iii) All repairs and improvements to water supplies and installations shall be carried out to conform to current legislation and British or European Standards.

- (iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.
- (v) Where the water supply is not provided by a recognised water undertaker, the Local Authority shall be informed as to the nature of the supply.

11. Amenity Buildings

- (i) Where all or some toilet, washing, cooking and dining facilities are provided other than in the individual mobile home they shall be provided in a suitably constructed amenity building of non-combustible material affording adequate wholesome water supply, electricity supply, ventilation and facilities to meet the needs of the family occupying that pitch.
- (ii) Where a new amenity building is being proposed, a 'to-scale' sketch plan of the building elevation and layout shall be submitted for prior approval by Local Authority officers. Where these facilities are required by a site licence, permitted development rights will apply.

12. Surface Water Drainage

- (i) There shall be satisfactory provision for surface water drainage, either by connection to a public surface water sewer, use of Sustainable Drainage Systems (SuDS), discharge to a pond/lake or a watercourse providing the relevant permissions are in place and water quality and/ or environmental quality are not adversely impacted. A soakaway will not be suitable unless the results of a percolation test, carried out in accordance with Approved Document H of the Building Regulations (or as updated or amended), indicate that the ground has sufficient permeability and the infiltration must be clean surface water only into uncontaminated ground. The surface water drainage system must be approved by the Local Authority.

All systems must be properly functioning and maintained and any system proposed must not increase flood risk to the site and/or to neighbouring land and properties.

- (ii) Prior written consent from the Environment Agency, for a main river, and Local Authority (Land Drainage), for ordinary water courses, is required for any proposed works or structures, in, under, over or within 8 metres of the top of the bank of a watercourse.

13. Foul Water Drainage

- (i) There shall be satisfactory provision for foul and waste water drainage either by connection to a public foul water sewer or sewage treatment works or by discharge to a properly constructed and installed septic tank or cesspool, approved by the Local Authority and with a permit from the Environment Agency where appropriate. The foul water treatment or containment facility shall be of sufficient capacity for the number of persons living/visiting the site and for the type of effluent that it is intended to receive. Where effluent is removed from the site the Licensee/owner/occupier shall provide the Local Authority if requested, with a copy of the Discharge Consent as issued by the Environment Agency and/or Waste Transfer Notes. The treatment plant or containment facility must be adequately maintained by a suitably qualified or competent person.
- (ii) All drainage and sanitation provision shall be in accordance with all current legislation and British and European Standards, including Approved Document H of the Building Regulations (or as updated or amended). For new sites, approval from the Council's Building Control, or an approved inspector, will be required for the foul and waste water system/s prior to installation and occupation of the site. At no time shall the foul and

waste water system/s pollute any land or watercourse, or pose a risk to public health or cause a nuisance.

- (iii) Work on drains and sewers shall be carried out only by persons who are competent in the particular type of work being undertaken and in accordance with current legislation and British or European standards, which are applicable to the system/s to be/already installed.
- (iv) Prior written consent from the Environment Agency, for a main river, and Local Authority (Land Drainage), for ordinary water courses, is required for any proposed works or structures, in, under, over or within 8 metres of the top of the bank of a watercourse.
- (v) Approval by the Local Authority will have due regard to the Environment Agency's foul drainage assessment protocol.

14. Domestic Refuse Storage & Disposal

Domestic waste including green waste originating from the individual plots is to be disposed of in a safe and proper manner using the Council's waste collection facilities. Disposal of waste from all common parts is to be dealt with as commercial waste.

15. Communal Vehicular Parking

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

16. 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. *This condition will not apply to sites comprising just one mobile home.*

17. Notices and Information

- (i) The name of the site shall be displayed on a sign in a prominent position at the entrances to the site.
- (ii) Where the site is occupied by more than one unrelated family, the site owner shall make available the following information for inspection by a resident or Local Authority officer at all reasonable hours:
 - a) A copy of the current site licence.
 - b) A copy of the most recent periodic electrical inspection report.
 - c) A copy of the site owner's certificate of public liability insurance.
 - d) A copy of the local flood warning system and evacuation procedures, if appropriate.
 - e) A copy of the fire risk assessment made for the site.

18. Flooding

- (i) The site owner and/or the potential occupiers must refer to the Environment Agency's flood map. If the site falls within a Flood Zone 2 or 3 and the occupation of the site so determines, a Flood Risk Assessment must be carried out, before occupation of the site, in order to demonstrate that the proposed development will be safe for the duration of its lifetime. The Flood Risk Assessments must be approved by both the Environment Agency and the Local Authority.

- (ii) No occupation of mobile homes intended for permanent residential use is allowed if the site falls within a functional floodplain (Zones 3a and 3b).
- (iii) Occupation of mobile homes intended for permanent residential use is only permitted in zone 2 if it passes the flood risk Sequential and Exception test.
- (iv) Subject to (ii) and (iii) above, if the site falls within a Flood Zone 2 or 3, in addition to a Flood Risk Assessment being submitted the owner and/or occupier must sign up to the Environment Agency's Floodline Warnings Direct system. The owner and/ or occupier must also submit to the Local Authority an Evacuation Plan including reference to safe access and egress routes and take any other reasonable measures, as approved by the Local Authority, to ensure the safety of the occupants of the site. All residents must be made aware of any evacuation plan and procedures. A copy of the approved Evacuation Plan must be lodged with the Council's Emergency Planning Officer.
- (vi) Any approval given by the Local Authority will always take into consideration any potential flood risk and safety issues to neighbouring properties and land, in addition to the site itself and the occupants of the site.

19. Fire safety measures for a site occupied by a family unit

- (i) The standards in this section apply to sites with only one pitch or to sites occupied by one family, which may include extended family, but where the family live as one unit.

Fire Points

- (ii) These shall be located so that no mobile home 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".

Fire Fighting Equipment

- (iii) Where water standpipes are provided:
 - a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
 - b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 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 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 (2 x 9 litres) which comply with the current British or European Standard.

Fire Warning

- (vii) A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

Maintenance and Testing of Fire Fighting Equipment

- (viii) 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.

Fire Notices

- (xi) 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:

- I. Ensure the mobile home or site building involved is evacuated.
- II. Raise the alarm.
- III. Call the fire brigade "999."

20. Fire safety measures for a site that is occupied by different family groups

- (i) Where the site is occupied by more than one family living as a separate occupancy, so that there are common shared areas, the Regulatory Reform (Fire Safety) Order 2005 applies. In these situations 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 Council.

21. Licence Fee

An annual licence fee will be charged to the site owner in accordance with the current Epping Forest District Council Licence Fee Policy.

Advice Notes to the Standard Site Licence Conditions for Gypsy Roma and Traveller Sites in Epping Forest District

Advice Note 1: Bases

New bases should be laid as a minimum in accordance with the current industry guidelines issued by the National Park Homes Council and the British Holiday and Home Parks Association.

The Industry's current standard for the bases provides:

“A hard core base to a minimum depth of 150 mm, well consolidated and topped with 100 mm of concrete (mix as BS8500-2:200610) shall be used. The finished raft must be generally level with due allowance for surface drainage. Where the ground conditions so require, thickening or the introduction of reinforcement of the raft may be necessary.”

Particular attention should be paid to the terrain of the site before a base is laid, which may mean a thicker base is needed. The base should be sufficient to handle the load placed upon it by the caravan and its contents.

Advice Note 2: Gas

The safe use, maintenance and storage of portable and bulk gas supplies and appliances is closely controlled by legislation.

The HSE website, www.hse.gov.uk, provides details and information about the various legislative requirements, guidance and contacts if further information is needed.

In addition the trade body for LPG suppliers, uklpq, www.lpga.co.uk, also has useful guidance and information.

The only people allowed to carry out work on gas (including natural gas) or oil installations are those that are suitably qualified and they must be GasSafe Registered. Details of qualified contractors can be found on line at [Gas Safe Register](http://www.gasregisters.co.uk) or by calling on **0800 408 5500**.

Advice Note 3: Electrics

The safe use, maintenance and supply of electricity to domestic premises including mobile home sites is closely controlled by legislation.

The electrical installations on the site will be a distributor's network either belonging to the local regional electricity network operator or the owner of the site.

The HSE website: www.hse.gov.uk contains information on the electricity legislation which may apply to the site and can provide guidance and contacts if further information is needed.

The only people allowed to carry out electrical work on electrical installations and appliances, including maintenance and inspections, are those that are suitably qualified. This includes a professionally qualified electrical engineer, a member of the Electrical Contractors Association, a contractor approved by the National Inspection Council for Electrical Installations Contracting, or a qualified person acting on behalf of the above.

All new installations must meet the requirements of the current regulations and must be maintained at that standard.

Advice Note 4: Water Supply

OFWAT lay down service standards for the water suppliers and details can be found on their website at www.ofwat.gov.uk.

Anyone involved in the provision or maintenance of water supplies to the site must be suitably qualified which may be by NIC certification or other approved body. Details of the NIC scheme are found at www.niccertification.com.

Advice Note 5: Environment Agency

For further information on obtaining Flood Defence Consent, or to determine whether a water course is classed as a main river, please contact the Environment Agency on 01707 632639.

For information regarding permits for non-mains foul water drainage systems, please contact the Environment Agency customer contact number on 08708 506 506.