

**STANDARD LICENCE CONDITIONS FOR PERMANENT RESIDENTIAL PARK  
HOME SITES IN EPPING FOREST DISTRICT COUNCIL**

**These Licence Conditions relate to the licence number LNXXXXX dated xxxxxx**

**Schedule of Conditions**

**General**

- (i) **xxxxx** site is licensed for a maximum of **xx** residential park homes;
- (ii) All residential park homes sited must be manufactured in accordance with the version of BS 3632: 'Residential park homes – Specification' applying at the time of siting or replacement;
- (iii) No park home may be occupied by numbers of persons in excess of that for which the park home was designed to accommodate.
- (iii) This licence shall only apply to that area of land in respect of which planning permission has been obtained to station park homes for permanent residential use.

**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 park home or combustible structure shall be positioned within 3 metres of the boundary of the site. However, any park 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 Park Homes**

- (i) Except in the case mentioned in sub paragraph (iii) of this paragraph and subject to sub paragraph (iv), every park home must where practicable be spaced at a distance of not less than 6 metres (the separation distance) from any other park home which is occupied as a separate residence. However, any park home that contravenes this condition at the date on this licence will be allowed. *This condition will not apply to sites comprising just one park home.*
- (ii) No park 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 park home that contravenes this condition at the date on this licence will be allowed.
- (iii) Where a park 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 park home may be reduced to a minimum of 5.25 metres. *This condition will not apply to sites comprising just one park home.*
- (iv) In any case mentioned in subparagraph (i) or (iii):
  - (a) A porch attached to the park 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 park 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 park 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 park 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

park 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 park home.*

(c) Any structure including steps, ramps, etc (except a shed, 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 park home. Any decking or porch attached to a park 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 park home.*

(d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction. *This condition will not apply to sites comprising just one park home.*

(e) Windows in structures within the separation distance shall not face towards the park home on either side. *This condition will not apply to sites comprising just one park home.*

(f) Fences and hedges, where allowed and forming the boundary between adjacent park homes, should be a maximum of 2 metres high. *This condition will not apply to sites comprising just one park 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) Where Park Rules allow, private cars may be parked within the separation distance provided that they do not obstruct entrances to park homes around them and they must be a minimum of 3 metres from an adjacent park home. *This condition will not apply to sites comprising just one park home.*

(v) The density of park 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.
- (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) Cable overhangs must meet the statutory requirements.

#### **4. Footpaths and Pavements**

- (i) Every park 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**

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 park home.*

#### **6. Bases**

- (i) Every unit must stand on a concrete hard-standing.
- (ii) The concrete hardstanding 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.

- (iii) There shall be no more concrete hard-standings constructed than the number of park 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.
- (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 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 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 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.
- (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.

#### **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 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. Where effluent is removed from the site the licensee shall provide the local authority if demanded, with a copy of their Discharge Consent as issued by the Environment Agency.
- (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 & Disposal**

- (i) Domestic waste including green waste originating from the individual plots are 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.

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

**15. 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 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. *This condition will not apply to sites comprising just one park home.*
- (iii) A copy of the current site licence shall be available for inspection in a prominent place on the site.
- (iv) In addition at the prominent place the following information shall also be available for inspection at the prominent place: *This condition will not apply to sites comprising just one park home*
  - (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. *This condition will not apply to sites comprising just one park home.*

**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 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 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 Council.

**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 section only apply if the site is **NOT** subject to the Regulatory Reform (Fire Safety) Order 2005.

**Fire Points**

- (ii) These shall be located so that no park 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 park home or site building involved is evacuated.
- II. Raise the alarm.
- III. Call the fire brigade (the nearest phone is sited at .....)."

### **19. Licence Fee**

This Council reserves the right to charge park owners for licensing functions in line with any future statutory legislation introduced.