



## A Site Operators Guide To Caravan Site Licensing

### Introduction

There are some many caravan sites located throughout East Cambridgeshire. These include sites for residential, holiday and touring caravans.

The Environmental Service's Domestic Team carries out regular inspections of these sites to ensure that site licence conditions are being complied with.

### Your Contact

Julia Atkins is the officer responsible for caravan site licensing. Julia will be pleased to deal with any queries you may have regarding your site licence or the conditions attached to it. You can contact her on:-

**01353 665555**

### Your Site Licence

All sites must be licensed by East Cambridgeshire District Council. Your site licence must be displayed at all times for residents and visitors to see.

### Your Site Licence Conditions

Each site licence has a set of conditions attached to it. These are mainly directed towards the safety of residents and the provision of facilities on the site. They cover such aspects as the spacing between units, fire fighting provision, water supply, drainage, lighting etc. Conditions are based on 'Model Standards' produced by central Government and these vary depending upon the category of the site. These standards are updated from time to time and therefore the conditions attached to your licence may differ from the latest standards. (Currently 1989)

Long term, it is East Cambridgeshire District Council's bring all sites in line with the latest standards.

### Change Of Ownership

If the site is to be sold or changes hands then the **existing site licence holder** must contact the licensing officer in writing to request that the licence be transferred into the new owners name and address.

## Health And Safety

It is the site owner's responsibility to look after the Health and Safety of employees, residents and visitors to the site. In simple terms this requirement means that you should look around the site and identify anything which could cause harm, for example LPG storage, play equipment, and any machinery, rivers or ponds. You need to be sure that reasonable precautions have been taken to prevent accidents relating to the areas identified. More information on this process, which is called 'Risk Assessment', is contained in East Cambridgeshire's information leaflet "A Site Operators Guide to Health & Safety" which can be obtained from the licensing officer.

## Planning Applications

As well as site licence conditions, many sites have specific requirements attached to their planning consents. These may deal with matters such as usage of the site, periods of occupancy, number of vans on site and tree planting etc. Any changes you wish to make to your site, for example, increasing the total number of vans or changing the use of vans or extending the occupation period will also need prior permission from East Cambridgeshire District Council's Planning Department.

If planning permission is granted, it is the **site owner's responsibility** to inform the licensing officer so that the licence conditions can be updated accordingly.

## Site Electrics

The site electrics must be tested on a **three yearly** basis by a competent person. An I.E.E. Certificate (Institute of Electrical Engineers) is required and this certificate should always be available for inspection.

## Sheds/Storage Units

In line with the current model standards, all sites are being urged to remove or replace wooden storage units with non-combustible structures, such as metal sheds. Site owners should make all residents aware of this requirement.

## Safety Policy

You are required to have a safety policy and if you employ 5 persons or more then you should put the details in writing. This document records the organisation and arrangements that you have adopted to comply with your responsibilities under the Health and Safety at Work Act. Help and advice on how to write a safety policy is again available from the Council.

## Porches

Porches are often a cause of concern and dispute on parks. Ultimately it is for you, the site owner, to decide whether or not to allow porches to be built on a mobile home.

Where they allowed, however, a porch should not be placed within the separation distance between caravans (normally 6 metres) unless it is of the open type and should not protrude more than 1 metre in to this space otherwise the conditions may be breached.

## **Useful Addresses & Contacts**

*In order to provide further help or advice the following addresses may be useful:-*

**Julia Atkins  
East Cambridgeshire District Council  
The Grange  
Nutholt Lane  
Ely  
Cambs CB7 4PL  
Tel. 01353 665555**

**National Caravan Council  
Catherine House  
Victoria Road  
Aldershot  
GU11 1SS  
Tel. 01252 318251**

**British Holiday &  
Home Parks Association  
Chichester House  
6 Pullman Court  
Gt Western Road  
Gloucester  
GL1 3ND  
Tel. 01452 526911**

**Independent Park Home  
Advisory Service  
17 Ashley Wood Park  
Tarrent Keyneston  
Blandford Forum  
Dorset  
DT11 9JJ  
Tel. 01985 216730**