

## **CABINET – 18TH NOVEMBER 2021**

### **Report of the Head of Strategic and Private Sector Housing Lead Member: Councillor Mercer**

#### **Part A**

#### **ITEM 7      THE INTRODUCTION OF REVISED LICENCE CONDITIONS FOR PERMANENT RESIDENTIAL MOBILE HOME SITES**

##### Purpose of Report

The report proposes the introduction of revised Licence Conditions for the licensing of permanent residential mobile home sites in Charnwood.

##### Recommendations

1. That Cabinet approves the adoption of revised Licence Conditions for existing and new permanent residential mobile home site licences see Appendix 1.
2. That Cabinet provides delegated authority to the Head of Strategic and Private Sector Housing, to make amendments to the model standards for permanent residential mobile homes sites in consultation with the Lead Member.

##### Reasons

- 1 & 2. The introduction of revised Model Standards for permanent residential mobile home sites provides an opportunity to update the Council's existing Licence Conditions and to clarify the current responsibilities of site owners.

##### Policy Justification and Previous Decisions

There are 11 permanent residential mobile home sites within Charnwood, providing approximately 282 homes. Each site is inspected annually to ensure compliance with the site licence and the Licence Conditions. The licence specifies the number of mobile homes that are allowed on site and the conditions detail health and safety precautions, including fire safety and maintenance requirements.

The current standard Licence Conditions are based on the 1989 Model Standards. Following a decision at the Health and Housing Committee 31<sup>st</sup> May 1989 (see background papers).

The introduction of revised Model Standards for permanent residential mobile home sites provide an opportunity to update the Council's existing Licence Conditions and to clarify the current responsibilities of site owners whilst reducing the risk of harm to residents.

## Implementation Timetable including Future Decisions and Scrutiny

The 2008 Model Standards guidance states that Local Authorities should allow a reasonable period of time after any site licence alteration for compliance with the revised conditions, unless the reason for making the alteration was to address a matter requiring immediate attention.

It is proposed that revised site Licence Conditions be issued to each site with mobile homes that are used as permanent residential units by March 2022. The licence holder will be notified of the decision to vary the licence and a copy of the licence, as varied, will be included. The Notice will set out the reason for the variation and inform the licence holder of the right to appeal against the decision.

### Report Implications

#### *Financial Implications*

There are no financial implications.

#### *Risk Management*

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
A Licence holder may appeal against the variation of Licence Conditions issued to them.	Likely (3)	Minor (1)	Low (3)	<p>The Council has consulted on the proposals and considered all representations made. Modification to proposed conditions have been made in response to the consultation in some cases and where this is not the case, reasoning has been provided.</p> <p>There is no statutory time period for the consultation process, but the guidance suggests 28 days, and this has been provided.</p> <p>The potential outcomes of an appeal are that the First Tier Tribunal can direct that the variation:</p>

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
				<ul style="list-style-type: none"> <li>- has effect without alteration,</li> <li>- is cancelled</li> <li>- has effect subject to such alteration as the tribunal makes.</li> </ul>

Key Decision: Yes

Background Papers: The Model Standards 2008 for Caravan Sites in England  
Health and Housing Committee Minutes 31/05/1989

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## Part B

### 1. Background

- 1.1 There are currently 11 permanent residential mobile home sites in Charnwood, with the smallest accommodating 5 units and the largest 57. In total there are approximately 282 households living in mobile homes, detailed in the table below:

Location of Permanent Residential Mobile Home Site	Number of Permanent Residential Mobile Homes on Site
Fox Park, North Street, Barrow Upon Soar	10
Proctors Park, Proctors Park Road, Barrow upon Soar	50 (estimate)
Whiteways, 19 Brisco Avenue, Loughborough	5
Palma Park, Milton Street, Loughborough	49
The Haven, Shelley Street, Loughborough	5
County Bridge, Zouch Road, Hathern	11
Berkeley Close, Linkfield Road, Mountsorrel	25
Blue Granite Park, The Green, Mountsorrel	20
Orchard Park, Upper Church Street, Syston	33
Inglenook Park, Barkby Thorpe Lane, Thurmaston	57
Unicorn Park, Unicorn Street, Thurmaston	17

- 1.2 The duration of each site licence reflects the duration of the Planning Permission for the site. The Planning Permission for each site is generally granted for an indefinite period and site ownership changes are very infrequent, which means that opportunities to review licenses and their associated conditions are few.
- 1.3 Each site is inspected annually to ensure compliance with the site licence and the Licence Conditions. The licence specifies the number of mobile homes that are allowed on site and the conditions detail health and safety precautions, including fire safety and maintenance requirements.

### 2. Proposals

- 2.1 Under Section 5(6) of the Caravan Sites and Control of Development Act 1960 (the Act), the Secretary of State may specify Model Standards with respect to the layout and provision of facilities, services and equipment for caravan sites. Although the Act uses the term caravan to describe the accommodation, they

are more commonly referred to as mobile homes or park homes by the site owners and the occupants.

- 2.2 The current standard Licence Conditions are based on the 1989 Model Standards and were approved by the Health and Housing Committee on the 31<sup>st</sup> May 1989 and applied to the Licence Conditions attached to permanent residential site licenses in Charnwood.
- 2.3 In 2008, revised Model Standards were issued. The Council were able to consider the revised standards in relation to any new site licence applications since 2008. However, the 1989 Model Standards remain for the vast majority of sites.
- 2.4 A comparison of the 1989 and 2008 Model Standards was undertaken to review the changes and assess the benefits of adopting the new standards. The revised standards incorporate a number of requirements, particularly in relation to maintenance of sites and flood protection measures, clarity around the duties of site licence holders under the Regulatory Reform (Fire Safety) Order 2005 (the Order) and the deletion of the standard relating to telephones. Details of this comparison can be seen in Appendix 2.
- 2.5 The review concluded that there would be benefits in amending the existing site Licence Conditions to reflect the revised Model Standards, in particular this will replace the requirement for fixed fire related standards, with a requirement for the site owner to make available the latest version of the fire risk assessment, carried out under the Order, for inspection by the residents and the Council. The Order disapplies some fire related standards in current site Licensing Conditions and places a duty on the licence holder to undertake a site specific fire risk assessment and decide what prevention and protection arrangements are appropriate and adequate to mitigate the identified risks.
- 2.6 Further benefits to the adoption of the revised Licence Conditions include the tolerance of non-combustible car ports and walkways, improved minimum footpath width for residents and visitors where practicable and the removal of outdated conditions relating to the provision of an accessible telephone on site.
- 2.7 In addition, the revised Licence Conditions include a specific requirement for trees within the site to be maintained.

### **3. Consultation**

- 3.1 The legislation does not require the “agreement” of a site owner to change the Licence Conditions, but there is a requirement to consult on the proposed changes. The Act specifies that:

“The conditions attached to a site licence may be altered at any time (whether by the variation or cancellation of existing conditions, or by the addition of new conditions, or by a combination of any such methods) by the Local Authority, but before exercising their powers under this subsection the Local Authority shall afford to the holder of the licence an opportunity of making representations.”

- 3.2 A consultation exercise was undertaken with Leicestershire Fire and Rescue (LFRS) in May 2021 in respect of the proposed adoption of the 2008 Model Standards for all sites accommodating permanent residential mobile homes. The LFRS response confirmed that the licence holder must ensure that a suitable and sufficient fire risk assessment is carried out and the findings recorded and recommended the use of the 2008 Model Standards and associated guidance.
- 3.3 In July 2021, all residential mobile home site owners and residents were written to, to advise them of the proposed amendments to the site Licence Conditions in line with the 2008 Model Standards and they were invited to make representations. The consultation was in place for a period of 6 weeks. An extension on the consultation period was requested by 1 licence holder and it was felt important to ensure that all views were captured before considering the consultation outcome, so an extension of 2 weeks was granted. Appendix 3 details the consultation responses.
- 3.4 Although 6 responses to the consultation were received (5 from residents and 1 from a site licence holder), 4 of these were regarding current licence compliance queries, rather than views on the new proposed conditions. These queries were picked up as part of the annual site inspections of the 2 sites that they related to. Details of the 2 representations relating to the consultation on the 2008 Model Standards, and consideration of the representations, can be found in Appendix 3.

#### **4. Next Steps**

- 4.1 The 2008 Model Standards guidance states that Local Authorities should allow a reasonable period of time after any site licence alteration for compliance with the revised conditions, unless the reason for making the alteration was to address a matter requiring immediate attention.
- 4.2 Following Cabinet approval it is proposed that revised site Licence Conditions be issued to each site with mobile homes that are used as permanent residential units by March 2022.
- 4.3 The licence holder will be notified of the decision to vary the licence and a copy of the licence, as varied, will be included. The Notice will set out the reason for the variation and inform the licence holder of the right to appeal against the decision.
- 4.4 A reasonable amount of time will be allowed for compliance with the conditions, and this will be based on the extent of the impact of the condition. For example, site licence holders have an existing obligation under the Regulatory Reform (Fire Safety) Order 2005 to assess fire risk and determine what level of fire fighting equipment is appropriate for their site, as such there will be no requirement for an extended timeframe for compliance in respect of this condition. However, compliance with a condition that involves an element of construction could be factored into a reasonable maintenance schedule, where required, and agreed with the site licence holder.

- 4.5 Following the consultation exercise, a further proposal has been made in relation to the introduction of revised Model Standard 2.4a:

*A porch attached to the caravan 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 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.*

- 4.6 In order to reduce possible alarm or distress to residents, it is proposed that the existing residents who do not meet this condition be protected against the changes until the porch in question is removed, altered or replaced. This could be managed through the inclusion of a schedule of affected mobile homes that is appended to the site licence. When the porch is either removed or is altered so it does comply with the condition, the address will be removed from the schedule of exceptions. Officers will work closely with site licence holders to identify affected homes for inclusion prior to the issuing of revised conditions.

## Appendices

Appendix 1	Permanent Residential Mobile Homes Licence Conditions
Appendix 2	Assessment of the 1989 and 2008 Model Standards
Appendix 3	Consultation Exercise Responses

**Permanent Residential  
Mobile Home Sites  
Licence Conditions**

# 1. The Boundaries and Plan of the Site

- 1.1 The boundaries of the site from any adjoining land shall be clearly marked by a man-made or natural feature.
- 1.2 No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.

*Or, where the above condition 1.2 is not appropriate for the relevant circumstances of the site:*

*Each caravan shall be not less than 3 metres from the boundary. If this is not possible the distance can be reduced to a minimum of 1 metre from the boundary provided that a 2-metre-high solid radiation wall is provided on the boundary.*

- 1.3 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.
- 1.4 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

- 2.1 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.
- 2.2 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.
- 2.3 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 an adjacent caravan may be reduced to a minimum of 5.25 metres.
- 2.4 In any case mentioned in subparagraph 2.1 or 2.3:
  - (a) A porch attached to the caravan may protrude 1 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 caravan. Where a porch is installed only 1 door may be permitted at that entrance to the home, either on the porch or on the home.

*(Where appropriate, consideration will be given to the inclusion of a schedule of affected mobile homes to be appended to the site licence. When the porch is either removed or is altered so it does comply with the condition, the address will be removed from the schedule of exceptions).*

- (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of 2 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.
- (c) Any structure including steps, ramps, etc (except 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 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 1 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 3 metres from an adjacent caravan.

2.5 The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

2.6 All site licence holders shall notify Charnwood Borough Council at least 7 days in advance of their intention to site a new caravan on the site or reposition an existing caravan.

### **3. Roads, Gateways and Overhead Cables**

3.1 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.

3.2 New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.

3.3 All roads shall have adequate surface water/storm drainage.

3.4 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.

3.5 One way system shall be clearly signposted.

3.6 Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical

3.7 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.

3.8 Roads shall be maintained in a good condition.

3.9 Cable overhangs must meet the statutory requirements.

## **4. Footpaths and Pavements**

- 4.1 Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- 4.2 Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

## **5. Lighting**

- 5.1 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.

## **6. Bases**

- 6.1 Every unit must stand on a concrete base or hard-standing.
- 6.2 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 conditions.

## **7. Maintenance of Common Areas, including Grass, Vegetation and Trees**

- 7.1 Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- 7.2 Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- 7.3 Grass and vegetation shall be cut and removed at frequent and regular intervals.
- 7.4 Trees within the site shall (subject to the necessary consents) be maintained.
- 7.5 Any cuttings, litter or waste shall be removed from the immediate surround of a pitch.

## **8. Supply and Storage of Gas, etc**

- 8.1 Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- 8.2 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

- 9.1 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.
- 9.2 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. A copy of the inspection certificate will be provided within 7 days of a written demand from an authorised officer of Charnwood Borough Council.
- 9.3 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.
- 9.4 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

- 10.1 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.
- 10.2 All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- 10.3 All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- 10.4 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

- 11.1 Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- 11.2 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.
- 11.3 All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- 11.4 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.

## 12. Domestic Refuse Storage and Disposal

- 12.1 Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- 12.2 All refuse disposals shall be in accordance with all current legislation and regulations.

## 13. Communal Vehicular Parking

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

## 14. Communal Recreation Space

- 14.1 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 close proximity to the site.

## 15. Notices and Information

- 15.1 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, 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).
- 15.2 A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.
- 15.3 A copy of the current site licence shall be available for inspection in a prominent place on the site.
- 15.4 In addition, at the prominent place 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.
- 15.5 All notices shall be suitably protected from the weather and from direct sunlight.

## 16. Flooding

- 16.1 The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.

16.2 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 and on what appropriate measures to take.

## **17. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005**

17.1 The Licence Holder 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.

## **Assessment of the 1989 and 2008 Model Standards Mobile Home Sites Containing Permanent Residential Units**

An assessment has been carried out to identify the potential positive, and any potential negative, impacts of the adoption of the 2008 Model Standards for permanent residential site Licence Conditions on residents and site licence holders, rather than retaining the existing conditions.

The 2008 Model Standards detail a range of model conditions that can be used to prevent common issues occurring on permanent residential mobile home sites that would disadvantage site residents or put their health and/or safety at risk. It may not be necessary to apply every condition to every site as some conditions may not be relevant on some sites eg the requirement for 'recreational space where practicable' is not relevant to a site where it is not practicable and where there is sufficient public recreational space close by. The assessment was carried out in 2 parts, as detailed below:

### **Assessment 1:**

The current range of site Licence Conditions used have been reviewed against the 2008 Model Standards to identify the differences and any implications of changing the conditions.

Where it is proposed to retain or use conditions not forming part of the 2008 Model Standards these have been highlighted and a justification for their inclusion is given.

Where feedback from the consultation has resulted in an amendment or a suggested approach these have been highlighted.

### **Assessment 2:**

The 2008 Model Standards which have no equivalent in the 1989 Standards have been reviewed to assess the benefits of the standards and the impact of the condition on the site licence holder and residents.

Positive implications arising as a result of the proposal to adopt the 2008 Model Standard highlighted in both assessments. Similarly, potential negative impacts have been highlighted.

**Assessment 1:**

<p><b>Current Site Licence Conditions – based on 1989 Model Standards:</b></p>	<p><b>2008 Model Standard condition proposed to replace the current condition:</b></p>	<p><b>Implications and Mitigations for site licence holders and residents:</b></p>
<p><b>1. Density and Space between Caravans</b></p> <p>(a) The number of caravans stationed on the site at any one time shall not exceed a gross density of 50 caravans per hectare or such lower figure as may be necessary to ensure compliance with the spacing and other requirements contained in the site licensing conditions.</p>	<p>Proposed that this be replaced by Condition 2.5 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(b)(i) Each caravan shall be not less than 6 metres from any existing inhabited dwelling or other caravan in separate occupation.</p>	<p>Proposed that this be replaced by Conditions 2.1 and 2.3 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>b(ii) Each caravan shall be not less than 2 metres from a road.</p>	<p>Proposed that this be replaced by Condition 2.3 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>b(iii) Each existing caravan shall be not less than 3 metres from the boundary. If this is not possible the distance can be reduced to a minimum of 1 metre from the boundary provided that a 2-metre-high solid radiation wall is provided on the boundary.</p>	<p><b>Condition 1.2 of 2008 Model Standards revises this standard, however, it is proposed that the 1989 Model Standard condition 1b(iii) will be retained in place of condition 1.2 of the 2008 Model Standards for some sites.</b></p>	<p><b>Condition 1.2 of the 2008 model standards is less flexible and does not allow the reduction of the distance to 1 metre. This is not a fire safety requirement, the 3 metre separation distance inside the boundary serves the purpose of ensuring privacy from whatever is on the other side of the boundary, such as a road or housing.</b></p>

		<p>Since many sites have units that are positioned at a reduced distance from the boundary in line with the current conditions and due to the size of the site are unable to position units at a 3metre distance from the boundary.</p> <p>It is proposed that the 1989 Model Standard 1b(iii) will be retained in place of condition 1.2 of the 2008 Model Standards for such sites.</p>
<p>b(iv) All new or repositioned caravans shall comply with the 3 metre separation requirement.</p>	<p><b>Condition 1.2 of 2008 Model Standards revises this standard, however, it is proposed that the 1989 Model Standard condition 1b(iii) will be retained in place of condition 1.2 of the 2008 Model Standards for some sites.</b></p>	<p>As with 1b(iii) above.</p>
<p>(c) Porches may intrude no more than 1 metre into the 6 metre separation distance but must be of the open type.</p>	<p>Proposed that this be replaced by Condition 2.4a of 2008 Model Standards.</p>	<p><b>Could impact financially on Mobile Home residents that have an existing porch that has 2 doors</b></p> <p>Following consultation 2008 the Model Standard Condition 2.4a will be included, however it is recommended:</p> <p>In order to reduce possible alarm or distress, it is recommended that the existing</p>

		<p>residents who do not meet this condition be protected against the changes until the porch in question is removed, altered or replaced.</p> <p>This can be managed through the inclusion of a schedule of affected mobile homes that is appended to the site licence.</p> <p>When the porch is either removed or is altered so it does comply with the condition, the address will be removed from the schedule of exceptions.</p>
<p>(d) Where awnings are used, the distance between any part of the awning and an adjoining caravan shall be not less than 3 metres. They shall not be used for sleeping accommodation and must not face each other or touch. In the event of cars being parked between caravans the use of the awnings will <u>not</u> be permitted.</p>	<p>Remove.</p> <p>No reference is made to awnings in the 2008 Model Standards.</p> <p>However, any issues with awnings between units will be addressed within the site licence holder's fire risk assessment.</p>	<p>No, or insignificant burden on site licence holders or residents</p> <p><b>Approval must be obtained from Charnwood Borough Council prior to the erection of the awning.</b></p>
<p>(e) Eaves, drainpipes and bay windows may extend into the 6 metre space provided that the total distance between the extremities of two adjacent units is not less than 5.25 metres.</p>	<p>Proposed that this be replaced by Condition 2.4.2 of 2008 Model Standards but reduces separation distance from 5.25 to 5 metres.</p>	<p>No, or insignificant burden on site licence holders or residents</p>
<p>(f) Ramps, verandas and stairs extending from the unit shall be not less than 4.5 metres from an adjoining caravan and two such items shall not face each other. If they are enclosed, they will be considered as part of the unit and must not therefore intrude into the 6 metre space.</p>	<p>Proposed that this be replaced by Condition 2.4.4 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents</p>

<p>(g) Garages, sheds or covered storage spaces will only be permitted between units if constructed of non-combustible material (including the roof) and sufficient space is left around each unit so as not to prejudice means of escape from fire. Windows in structures must not face towards the units on either side.</p>	<p>Proposed that this be replaced by Condition 2.4.3 to 2.4.5 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents</p>
<p>(h) Car ports and covered walkways are <u>not</u> permitted within the 6-metre space.</p>	<p>Proposed that this be replaced by Condition 2.4.4 of 2008 Model Standards</p>	<p>No, or insignificant burden on site licence holders or residents</p> <p><b>Condition 2.4.4 tolerates the existence of covered walkways and car ports subject to them being made of non- combustible materials, which may benefit some residents.</b></p>
<p><b>2. Condition of Caravans</b></p> <p>Every caravan on the site shall be a purpose-built unit suitable for permanent residential accommodation and be maintained in a sound and satisfactory state of repair.</p> <p>All replacement caravans shall comply with BS 3632:1981 or with any subsequent relevant British Standard.</p>	<p>Remove.</p> <p>Not listed in proposed 2008 Model Standard site Licence Conditions (see note in Implications and Mitigations column).</p>	<p>No, or insignificant burden on site licence holders or residents.</p> <p>It may impact upon private rented tenants renting units on some sites.</p> <p>However, the Council would be unable to take enforcement action by way of a Compliance Notice to remedy any breach relating to the condition of the units as the physical condition of the units on a site cannot be remedied using the Caravan and Control of Development Act 1960.</p>
<p>(b) All derelict/abandoned caravans must be removed outside the boundary of the licensed caravan site within a timescale agreed by Charnwood Borough Council.</p>	<p>Remove.</p>	<p>No, or insignificant burden on site licence holders or residents</p>

	Not listed in proposed 2008 Model Standard site Licence Conditions.	Site licence holders can remedy such matters as a breach of their Agreement with the owner of the caravan under the Mobile Homes Act 1983.
(c) All site licence holders shall notify Charnwood Borough Council at least 7 days in advance of their intention to site a new caravan on the site or reposition an existing caravan.	Not listed in proposed 2008 Model Standard site Licence Conditions.  <b>It is proposed that the existing condition 2(c) be retained</b>	No, or insignificant burden on site licence holders or residents.  <b>Retention will ensure that the Council is made aware of proposed changes to the layout of the site and allow time for checks on density and spacing requirements.</b>
(d) All site licence holders must provide Charnwood Borough Council with a plan drawn to an appropriate and suitable scale of not less than 1/500 showing the layout of the caravan site and including the following information: d(i) The siting of the caravans and the separation distance in metres from the boundary of the site and adjoining caravans. d(ii) The positioning of the roads and footpaths on the site including the means of access. d(iii) The location of all fire points. d(iv) The location of any communal amenity facilities provided on the site. d(v) The date the plan was drawn.	Proposed that this be replaced by Condition 1.3 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.
<b>3. Roads and Footpaths</b>  (a) No caravan shall be located more than 50 metres from a road. All access roads shall be constructed of suitable materials, maintained in a satisfactory state of repair, adequately drained and designed to provide access for all emergency vehicles.	Covered by Conditions 3.1-3.3 and 3.7 - 3.8 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.

<p>(b) Each caravan standing shall be connected to a carriageway by a footpath with a hard surface with a minimum width of 0.75 metres. All footpaths are to be maintained in a satisfactory state of repair and adequately drained.</p>	<p>Proposed that this be replaced by Condition 4.1 - 4.2 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p> <p><b>Improved minimum footpath and pavement width for residents and visitors, from 0.75m width to, where practicable, 0.9m.</b></p>
<p>(c) Carriageways shall be not less than 3.7 metres wide or if they form part of a one way traffic system 3 metres wide.</p>	<p>Proposed that this be replaced by Conditions 3.4 - 3.5 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(d) Gateways shall be 3.1 metres minimum wide and have minimum height clearance of 3.7 metres.</p>	<p>Proposed that this be replaced by Condition 3.7 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(e) Roads must have no overhead cable less than 4.5 metres above ground.</p>	<p>Proposed that this be replaced by Condition 3.9 of 2008 Model Conditions.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(f) Emergency routes must be kept clear at all times.</p>	<p>Proposed that this be replaced by Condition 3.1 of 2008 Model Conditions.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(g) All roads and footpaths shall be provided with artificial lighting, as necessary, to allow safe use of the site by residents during periods of darkness.</p>	<p>Proposed that this be replaced by Condition 5 of 2008 Model Conditions.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p><b>4. Hard Standing</b></p> <p>(a) Subject to sub-paragraph (b) below, every caravan shall stand on a concrete hardstanding which shall extend over the whole area occupied by the caravan placed upon it and shall project not less than 1 metre outwards from the entrance or entrances of the caravan.</p> <p>(b) With the agreement of Charnwood Borough Council, full hard standings may be dispensed with in situations where a caravan is situated on ground that is firm and safe in poor weather conditions.</p>	<p>Proposed that this be replaced by Condition 6 of 2008 Model Standards <b>except for current Condition 4b.</b></p>	<p>No, or insignificant burden on site licence holders or residents</p> <p><b>We have not, to date, dispensed of the requirement for hard standing on any site within the Borough, and given climatic changes and increased flooding risks it is not anticipated that we would identify a site where</b></p>

		<p><b>hardstanding would not be appropriate for a unit.</b></p>
<p><b>5. Fire Fighting Appliances</b></p> <p>(a) Fire points shall be provided so that no caravan or site building is more than 30 metres from a fire point. They must be housed in a weatherproof structure, be easily accessible and clearly and conspicuously marked 'FIRE POINT'.</p>	<p>Proposed that this be replaced by Condition 17 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p> <p><b>Site licence holders have an existing obligation under the Regulatory Reform (Fire Safety) Order 2005 to assess fire risk and determine what level of fire-fighting equipment is appropriate for each specific site. Removal of conditions that may conflict with this will improve clarity for both residents and site licence holders.</b></p>
<p>(b)(i) Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point. There must be a reel complying with BS 5306 Part 1 1977 (1988) with a hose of not less than 30 metres in length, 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 control nozzle. Hoses shall be housed in a box painted red and marked "HOSE REEL."</p> <p>b(ii) Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants must be installed within 100 metres of every caravan standing. Hydrants must conform to BS 750 1984. Access to hydrants and other water supplies must not be obstructed or covered.</p>		

<p>b(iii) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) complying with BS EN3 or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.</p>		
<p>(c) A means of raising the alarm in the event of fire and approved by the Fire Authority shall be provided at each fire point.</p>		
<p>(d)(i) All alarm, and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and available for inspection by or on behalf of Charnwood Borough Council. A logbook or test labels on individual items of equipment must be kept to record all tests and any remedial action. d(ii) All equipment susceptible to damage by frost shall be suitably protected.</p>		
<p>(e) 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 and the location of the nearest telephone. This notice shall include the following: “On discovering a fire: (i) ensure the caravan or site building involved is evacuated; (ii) raise the alarm; (iii) call the Fire Brigade (the nearest telephone is sited .....); (iv) attack the fire using the fire fighting equipment provided, if safe to do so. It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.”</p>		
<p>(f) Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans</p>	<p>Proposed that this be replaced by Conditions 7.1 – 7.5 of 2008 Model Standards.</p>	<p><b>This will include the specific requirement for trees within the site (subject to necessary consents) to be maintained.</b></p>

<p>must not be used for the storage of combustible materials.</p>		
<p>(g) An immediately accessible telephone shall be available on the site or alternatively a telephone, which is reasonably accessible, and its location identified, for calling the police, fire brigade, ambulance or other services in an emergency. A notice by the telephone must include the address of the site.</p>	<p>Remove.  Not listed in proposed 2008 Model Standard site Licence Conditions.</p>	<p><b>This is an outdated condition as most people now have a mobile phone.</b>  <b>Furthermore, raising an alarm in the event of a fire will form part of the fire risk assessment.</b></p>
<p><b>6. Storage of LPG</b></p> <p>(a) Where LPG is supplied from tanks the installation must comply with LP Gas Association Code of Practice 1 Part 1 – Design Installation and Operation of Vessels Located above Ground and Part 4 Buried/Mounded LPG Storage Vessels. Where LPG is supplied from cylinders, with LP Gas Association Code of Practice 7 1999 “Storage of Full and Empty LPG Cylinders and Cartridges.”</p> <p>(b) Where there are metered supplies from a common LPG storage tank – LP Gas Association Code of Practice 25 1999 LPG Central Storage and Distribution Systems for Multiple Consumers.</p> <p>(c) A maximum of 2 exposed gas bottles or cylinders may be sited within the separation boundary of an adjacent unit providing neither of the gas bottles/cylinders are closer than 5 metres to the next mobile home.</p> <p>(d) LPG Installations in caravans must conform to BS 5482 “Code of Practice for Domestic Butane and Propane Gas Burning Installations, Part 2: 1977 – Installations in Caravans and Non-Permanent Dwellings,” the Gas Safety (Installation and Use) Regulations 1998.</p> <p>(e) Any Mains gas supply must conform to the Pipelines Safety Regulations 1996 and The Gas Safety (Installation and Use) Regulations 1998.</p>	<p>Proposed that this be replaced by Conditions 8.1 – 8.2 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>

<p>(f) In cases where the site licence holder supplies gas to caravans on the site, any required authorisation to do so from OFGAS under the Gas Act 1986 must be obtained prior to the commencement of any supply.</p>		
<p><b>7. Water Supply</b></p> <p>The site shall be provided with a water supply to each caravan in accordance with appropriate Water Byelaws and statutory quality standards piped to the caravans. The supply shall be maintained at an adequate flow rate and pressure even when the system is placed under maximum demand.</p>	<p>Proposed that this be replaced by Condition 10.1 - 10.4 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p><b>8. Storage Space</b></p> <p>Where it is agreed between the occupier of a caravan and the site licence holder that covered storage space is required then either a garage or shed providing at least 2.75 sq metres of covered storage space shall be provided for each standing. The structure shall be separate from the caravan, capable of being locked and, if sited less than 6 metres from any caravan, made of non-combustible material (including a non-combustible roof).</p>	<p>Proposed that this be replaced by Conditions 2.4.2 - 2.4.4 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p><b>9. Drainage, Sanitation and Washing Facilities</b></p> <p>(a)(i) Satisfactory provision shall be made for foul drainage by a connection to a public sewer or sewage treatment works; or  (ii) Satisfactory provision shall be made for foul drainage by discharge to a properly constructed septic tank or cesspool.  (b) Each caravan must have its own supply of hot and cold water together with a bath or shower and water closet. Connections to the foul drainage system shall be</p>	<p>Proposed that this be replaced by Conditions 11.1 – 11.4 <b>except for current condition 9b.</b></p>	<p>No, or insignificant burden on site licence holders or residents. Note, current condition 9b would no longer be used, however it would not be appropriate to continue to use it as The Caravan Sites and Control of Development Act 1960 is not designed to legislate for the physical condition of the units on a site.</p>

<p>provided and shall be capable of being made airtight when not in use.</p> <p>(c) Every site and hard standing must be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.</p>		
<p><b>10. Refuse Disposal</b></p> <p>Every caravan hard standing must have an adequate number of suitable non-combustible refuse bins with close-fitting lids or refuse bags. Arrangements must be made for the bins to be emptied regularly. Where communal refuse bins are provided these must be of similar construction and housed within a properly constructed bin store.</p>	<p>Proposed that this be replaced by Condition 12 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p><b>11. Car Parking</b></p> <p>One car <b>only</b> may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces must be provided to meet the additional parking requirements of the occupants and their visitors. Plastic or wooden boats must not be parked between units.</p>	<p>Proposed that this be replaced by Condition 2.7 and 13 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents:</p> <p><b>Following consultation – 2008 Model Standard Condition 15.1 will be amended to read:</b></p> <p><b>“Suitably surfaced parking spaces shall be provided to meet the reasonable requirements of residents and their visitors.”</b></p>
<p><b>12. Recreation Space</b></p> <p>(a) Subject to sub-paragraph (b) below where children live on the site, space equivalent to at least one-tenth of</p>	<p>Proposed that this be replaced by Condition 14 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>

<p>the total area of the site shall be allocated for children's games and/or other recreational purposes.</p> <p>(b) Sub-paragraph (a) shall not apply where there are suitable alternative publicly provided recreational facilities, which are readily accessible <u>and</u> prior written consent to dispense with the requirements of sub-paragraph (a) has been obtained from Charnwood Borough Council.</p>		
<p><b>13. Electrical Installations</b></p> <p>(a) Sites shall be provided with an electricity supply and installations sufficient in all respects to meet the reasonable demands of the caravans.</p>	<p>Proposed that this be replaced by Condition 9.1 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(b) Such electrical installation (other than Electricity supplier works and circuits subject to regulations made by the Secretary of State for Energy, under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947) shall be installed, tested and maintained in accordance with BS 7671:1997, the requirements for electrical installations for the time being in force, and where appropriate, to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, SI 1988 No 1057.</p>	<p>Proposed that this be replaced by Condition 9.2 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(c)(i) The site licence holder shall ensure that all electrical installations of which he/she have control are safe.</p>	<p>Proposed that this be replaced by Condition 9.2 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>c(ii) Without prejudice to the generality of sub-paragraph 13(c)(i) above, the site licence holder shall ensure that all existing and new installations are periodically inspected by a competent person at intervals of no more than <b>three years</b> and shall obtain from such inspector a certificate in the form required by BS 7671 1997, or such later</p>	<p>Proposed that this be replaced by Condition 9.2 of 2008 Model Standards.</p>	<p><b>Current regulations require that electrical safety checks (eg EICRs) are now carried out every 5 years not every 3 years, as specified in the current Licence Conditions. Use of the 2008</b></p>

standard in force from time to time, within one month of the carrying out of the inspection.		<b>Model Standard condition will remove this contradictory requirement.</b>
c(iii) The site licence holder shall retain safe custody of such inspection certificates, as mentioned in sub-paragraph 13(c)(ii) above and produce them on demand to an authorised officer of Charnwood Borough Council.	<b>It is proposed that the following to supplementary condition be applied in conjunction with 9.2 of the 2008 Model Standards: “A copy of the inspection certificate will be provided within 7 days of a written demand from an authorised officer of Charnwood Borough Council.”</b>	No, or insignificant burden on site licence holders or residents.
c(iv) For the purposes of sub-paragraph 13(c)(ii), a ‘competent person’ shall be: The Manufacturer’s appointed Agent; The Electricity Supplier; A professionally qualified electrical engineer; A member of the Electrical Contractor’s Association; A contractor approved by the National Inspection Council for Electrical Installation Contracting; A qualified person acting on behalf of one of the above.	Proposed that this be replaced by Conditions 9.3 – 9.4 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.
(d) If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies must be rectified. Any major alterations and extensions to an installation together with all parts of the existing installation affected by them must comply with the <b>latest</b> version of the IEE Wiring Regulations.	Proposed that this be replaced by Condition 9.2 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.
(e) Where there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line.	Proposed that this be replaced by Condition 3.9 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.
<b>14. Notices</b>  (a) A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.	Proposed that this be replaced by Condition 15.1 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.

<p>(b) A copy of the site licence with its conditions shall be displayed prominently on the site.</p>	<p>Proposed that this be replaced by Condition 15.3 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(c) Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They must show where the police, fire brigade or ambulance and local doctors can be contacted and the location of the nearest public telephone. The notice must indicate the name, address and telephone number of the site licence holder or their accredited representative. At sites subjected to flood risk, warning notices must be displayed giving advice about the operation of the flood warning system. All notices must be suitably protected against the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.</p>	<p>Proposed that this be replaced by Conditions 15.1 – 15.5 and 16.1 – 16.2 of 2008 Model Standards <b>except for current condition 14c where we have to date required a site licence holder to provide details of the nearest location of a public phone and details of how to contact the emergency services.</b></p>	<p>No, or insignificant burden on site licence holders or residents.</p> <p><b>Removal of the outdated requirement to provide details of the nearest location of a public phone reflects the fact that most people have a mobile phone nowadays and know how to contact emergency services.</b></p> <p><b>Furthermore, means of raising an alarm in the event of a fire will form part of the fire risk assessment.</b></p> <p><b>Following consultation – 2008 Model Standard Condition 15.1 will be amended to read:</b></p> <p><b>“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</b></p>

		<b>required to be available under this standard (see 15.3) can be viewed and between which times (if not displayed on the notice board).</b>
(d) The site licence holder shall notify Charnwood Borough Council of any changes in personal circumstances at the earliest opportunity. If the site licence holder is aware that he/she will not be available for an extended period of time, he/she must provide Charnwood Borough Council with details of an alternative responsible person who will manage the site to cover this period of time.	Remove.  Not listed in proposed 2008 Model Standard site Licence Conditions.	Replaced by the requirement for the site licence holder to be a 'Fit and Proper Person', which includes having adequate management arrangements in place, including during periods of absence.
(e) Addresses for service of all notices and legal process relating to the site, to the site licence and the enforcement of these conditions Charnwood Borough Council's address for service shall be:  Charnwood Borough Council, Southfield Road, Loughborough, Leicestershire, LE11 2TX, or the address of such other office of the Council of which it notifies the site licence holder or his accredited representative in writing. This address for service shall be deemed to be the Council's usual place of business. The site licence holders address for service shall be: (i) The address of the site licence holder or his accredited representative set out in the notices referred to in subparagraph (c) above which shall be deemed to be the site licence holders usual place of business; or (ii) Where the site licence holder has failed to provide a site notice setting out his address or that of his accredited representative in contravention of subparagraph (c) above, the site licence holders address for service shall be the address of site licence holder set down in the	Remove.  Not listed in proposed 2008 Model Standard site Licence Conditions.	No, or insignificant burden on site licence holders or residents.  Notices are served to the registered address of site licence holder. Section 16 Requisition of Information as per Local Government Miscellaneous Provisions Act 1976 can be used to establish addresses for service if required.

licence, which such address shall be deemed to be the site licence holders last known usual place of business.

**PROVIDED ALWAYS:**

(iii) That where the site licence holder notifies the Council in writing of an alternative address for service that address shall be the site licence holders address for service in substitution of any address mentioned in (i) or (ii) above from the date of receipt by the Council of the site licence holders written notification, and the address set out in such notification shall be deemed to be the site licence holders usual place of business.

**Assessment 2:**

<b>New conditions (based on 2008 Model Standards) not included in the current Licence Conditions</b>	<b>Justification for inclusion in new Licence Conditions</b>
1.1) The boundaries of the site from any adjoining land shall be clearly marked by a man-made or natural feature.	<b>Inclusion of this condition will ensure that the limit of the site owner's responsibility is clearly defined and provide privacy for site residents.</b>
2.4.6) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.	<b>Including this condition will minimise combustible structures, both natural and man-made likely to increase the risk of fire spread between units in the event of a fire occurring.</b>
15.4) The following information shall be available for inspection at the prominent place: a copy of the most recent periodic electrical inspection report, a copy of the site owner's certificate of public liability insurance, a copy of the local flood warning system and evacuation procedures, if appropriate, and a copy of the fire risk assessment made for the site.	<b>The displaying of this information is not overly onerous and provides occupiers with confidence that the site is being run safely. In addition, occupiers should reasonably be expected to have access to safety certificates for the site, such as the fire risk assessment, and be fully aware of the measures the site licence holder has put in place to mitigate against the dangers posed by flooding on the site, if applicable.</b>
16) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map. 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.	<b>Inclusion will reduce the risk of a site suffering from flooding and having no counter measures in place to safeguard vulnerable occupiers.</b>

## Responses received during the 2021 consultation with site licence holders and residents of residential mobile home sites in respect of the implementation of the 2008 Model Standards

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p><b>Response 1</b> Representation from a site resident:</p>	
<p>I have lived here for nearly 20 years and have what I consider a nice hedge at the boundary of my plot alongside the grass. I would object to it being virtually cut down to comply with some new rule. I think it is an attractive feature on my plot alongside my rose bushes. Along with the rest of my plot I have looked after it for nearly 20 years. It was already on the plot when I arrived and looked well established even then.</p> <p>But having said all that, it is my remit to look after and maintain my plot. The drastic cutting of the hedge which you apparently are going to ask for is beyond my responsibility. Therefore, you would need to refer to the site owners.</p>	<p>This representation relates to the proposed 2008 Model Standard condition: “Fences and hedges, where allowed and forming part of the boundary between adjacent caravans, should be a maximum of 1m high”.</p> <p>This condition is aimed at reducing the spread of fire between units and a large hedge that is wide and several feet high forms a significant combustible structure.</p> <p>When considering taking enforcement action in relation to any potential breach of a site licence condition, consideration is given to the severity of the breach and the likely risks associated with it. In considering the enforcement of separation distances, consultation would be arranged with Leicestershire Fire and Rescue Service. The views of the site owner and affected residents would be sought before any steps are taken to enforce breaches of this standard.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p><b>Response 2</b>  <b>Representations received from a site licence holder:</b></p>	
<p>2.1: This condition requires the licence holder to notify the council of their intention to site a new caravan at least 7 days in advance. This is a major burden even for a fully residential park where park homes may stay in situ for decades. At Proctors Park the location of caravans is changing daily. Most of the caravans are sited or moved by customers as they come and go to their chosen location. This condition is not only unduly burdensome, but impractical, as customers are coming and going with their caravans all the time. It will be extremely costly to operate and threatens the viability of the business as these customers will be lost if our clients have to ask them for prior notification with a plan of exactly where they intend to pitch their caravan, for our clients to pass on to the Council. And then, what if the Council cannot confirm that this is OK within 7 days? There is no history on this site of caravans being incorrectly sited as our clients always allow 6m separation distance irrespective of occupational type. Customers are advised the same. This separation distance is already secured by proposed condition 3.1 and therefore there is no need to duplicate with this unnecessary condition. This is not a 2008 Model Standard condition. We suggest this condition is removed.</p>	<p>Although not a 2008 Model Standard condition, the purpose of this condition is to ensure the Council is provided with the opportunity to review the proposed location of any new residential mobile home <i>before</i> it is located on the site. Allowing sufficient time to ensure that there is sufficient space to accommodate the unit and that the relevant site licence conditions can be complied with.</p> <p>The conditions that have been consulted on would apply only to sites that contain mobile homes that are used as permanent residential units.</p> <p>The site in respect of which this representation has been made is used for a mixture of purposes and as such has a residential site licence, a holiday site licence and a touring site licence.</p> <p>The proposed conditions would only be applied to the residential site licence. There would be no requirement to notify the Council of any new holiday or touring caravans being positioned on site.</p> <p>It is not unreasonable to expect the site licence holder to have a system in place to record the location of mobile homes on site that are used for residential purposes. In fact, the lack of clarity as to where residential mobile homes are located on the mixed site has been an issue in terms of site licensing since the definable area on the site for residential mobile homes, which was once in place, is no longer used.</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p><b>Response 2</b>  <b>Representations received from a site licence holder:</b></p>	
	<p>It is recommended that this proposed condition is retained in respect of all residential site licences.</p>
<p>2008 Model Standard Condition 2.4(a): This condition requires that 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. Although this condition may conform with the 2008 Model Standards, it is not a condition of the current licence and is an unnecessary burden to apply this retrospectively on existing static caravans at the site which may have 2 doors for reasons of improved thermal insulation or security. Our client understands that this condition may have arisen for fire safety reasons and suggests that the conditions should stipulate only one door should be kept locked at any time, as an unlocked door is no different to any other internal door within the caravan.</p>	<p>It is appreciated that some residential mobile homes may already have a porch fitted that would be in breach of this proposed condition. It is not the intention of the new conditions to inconvenience residents either in terms of their finances (the cost of replacing or altering the porch, or increased heating costs), or comfort levels (thermal comfort or security) unless the risk is significant.</p> <p>As such, it is recommended that this proposed condition is retained in respect of all residential site licences, however, in order to reduce possible alarm or distress, it is recommended that the existing residents who do not meet this condition be protected against the changes until the porch in question is removed, altered or replaced. This could be managed through the inclusion of a schedule of affected mobile homes that is appended to the site licence. When the porch is either removed or is altered so it does comply with the condition, the address will be removed from the schedule of exceptions.</p>
<p>2008 Model Standard Condition 2.4(b): This condition refers to 'subparagraph (iii), which does not exist. We think that you may mean to refer to paragraph 3.3..</p>	<p>Noted. This was due to a differing number structure for the site-specific proposed licence conditions but will be amended.</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p><b>Response 2</b>  <b>Representations received from a site licence holder:</b></p>	
<p>2008 Model Standard Condition 2.4(f): This condition requires that fences and hedges, forming part of the boundary between adjacent caravans, should be a maximum of 1 metre high. Again, although this is a 2008 Model Standard condition it is an unnecessary burden being applied retrospectively at a park where such condition did not exist before. The site has already been developed with low level fences of approximately 1.2m. It would be unduly burdensome to ask caravan owners to remove and replace these with slightly lower fencing. Our client therefore suggests that the maximum should be set at 1.25m.</p>	<p>This condition is aimed at reducing the spread of fire between units, in the event of a fire occurring, by minimising combustible material between units.</p> <p>When considering taking enforcement action in relation to any potential breach of a site licence condition, consideration is given to the severity of the breach and the likely risks associated with it. In considering the enforcement of separation distances, consultation would be arranged with Leicestershire Fire and Rescue Service.</p> <p>The views of the site owner and affected residents would be sought before any steps are taken to enforce breaches of this standard.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p><b>Response 2</b>  <b>Representations received from a site licence holder:</b></p>	
<p>2008 Model Standard Condition 2.4(g): This condition requires that cars parked within the separation distance must be a minimum of 3 metres from an adjacent caravan. Again, although this may match the 2008 Model Standards, it is being applied retrospectively and as there was no 3m restriction previously customers have existing parking bays within the 3m. We consider it an unnecessary burden to require customers to change the position of their driveways with further adverse consequences for their gardens and/or sitting out areas. There appears no clear fire safety basis for this condition as it cannot make any difference whether the car is within 3m of a unit to its left or it's right. We would therefore request that the wording be amended so the cars may be 3m from either the occupiers caravan, or adjacent caravan.</p>	<p>Although this condition is for health and safety considerations it is about privacy from neighbouring mobile homes and ideally a car should be parked closer to the mobile home to which it is associated, allowing privacy for occupants of adjacent mobile homes.</p> <p>When considering taking enforcement action in relation to any potential breach of a site licence condition, consideration is given to the severity of the breach and the likely risks associated with it. In considering the enforcement of separation distances, consultation would be arranged with Leicestershire Fire and Rescue Service and the views of the site owner and affected residents would be sought before any steps are taken to enforce breaches of this standard.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>

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<p><b>Response 2</b>  <b>Representations received from a site licence holder:</b></p>	
<p>2008 Model Standard Condition 3.1: Our Client appreciates that this is a 2008 Model Standard, however the large main road within the site is approximately 7m wide and allows for parking as well as maintaining an adequate 3.7m access for emergency vehicles. For the avoidance of doubt our client request that the condition is amended to: "Roads shall be designed to provide adequate access for emergency vehicles and <u>3.7m wide</u> routes within the site for such vehicles must be kept clear of obstruction at all times.</p>	<p>The proposed condition states that:</p> <p>"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."</p> <p>Where a road is 7m wide and can accommodate parked vehicles, as well as allow for the passing of emergency vehicles, this would be considered an adequate access route that complies with the above condition.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>
<p>2008 Model Standard Condition 5: Our client appreciates that this is a 2008 Model Standard but requiring street lighting to be alight all night appears very outdated and irresponsible in sustainability and biodiversity terms. It is not a requirement of the current site licence and therefore will be an added cost to our client and in turn their customer, not to mention an annoyance to their customers. As the council turn their own streetlights off at midnight to save costs, energy, and the environment, we consider that the same lighting protocol should apply to the park. Our client therefore requests that this condition is amended to require that the site is adequately lit from dusk until midnight and from 7am until dawn.</p>	<p>This condition only applies to the areas of the site used for residential mobile homes.</p> <p>Although it is appreciated that there are benefits to lights not being operational through the whole night, it is appreciated that some people work late or early shifts and will need to be able to negotiate their way home safely on site.</p> <p>In addition, emergency vehicles may need to navigate their way around the site and without a physical road and address system that can be navigated it is more important that there is adequate lighting to assist in finding the correct mobile home.</p>

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	<p>When considering taking enforcement action in relation to any potential breach of a site licence condition, consideration is given to the severity of the breach and the likely risks associated with it. In considering the enforcement of this condition, the views of the site owner and affected residents would be sought before any steps are taken to enforce a breach.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>
<p>2008 Model Standard Condition 13: Our client appreciates that this is a 2008 Model Standard, however, it is not a condition of the current licence and the park has not been developed in this way. Making changes now would be an unnecessary burden and cost for our client. Residents and visitors have always been able to park next to their caravans. My client is concerned that this new condition, as worded, would allow residents to demand unlimited extra parking space to be provided. We would therefore request that the wording should be amended to "...to meet the reasonable requirements..."</p>	<p>The proposed condition states:</p> <p>"Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors."</p> <p>In line with the representation, it is recommended that the condition be amended to state:</p> <p>"Suitably surfaced parking spaces shall be provided to meet the reasonable requirements of residents and their visitors."</p>

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<p>2008 Model Standard Condition 15.2: This condition requires the display of a plan of the site with roads and pitches. This is a new condition, and although it is a 2008 Model Standard, those standards relate to static residential mobile home parks, not to sites with a mix of static and touring pitches with constantly changing caravan locations. Our client therefore requests the removal of this condition which is not a requirement of the 1989 Model Standards for holiday caravan sites.</p>	<p>The conditions that have been consulted on, based on the 2008 Model Standards, would apply only to sites that contain mobile homes that are used as permanent residential units. The requirement for a site plan detailing roads and pitches would only apply to the residential mobile homes on the site.</p> <p>The benefit of such a plan is to assist residents, visitors and more importantly - any emergency services, to locate a home on the site and plan a route to get there. This is of particular importance for larger sites.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>
<p>2008 Model Standard Condition 15.1: We appreciate that this is derived from the 2008 Model Standards, however, we consider that the implied interplay between the second sentence and information listed in 15.3 could be made clearer by inserting the text "(see 15.3)" between '...and other information required to be available under this standard', and '...can be viewed.', within the second sentence of this paragraph 15.1.</p>	<p>The proposed conditions state:</p> <p>15.1 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. 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).</p>

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	<p>15.2 Current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.</p> <p>15.3 In addition, at the prominent place the following information shall be available for inspection at the prominent place:</p> <ul style="list-style-type: none"> <li>a) A copy of the most recent periodic electrical inspection report</li> <li>b) A copy of the site owner's certificate of public liability insurance.</li> <li>c) A copy of the local flood warning system and evacuation procedures, if appropriate.</li> <li>d) A copy of the fire risk assessment made for the site.</li> </ul> <p>In line with the representation, it is recommended that condition 15.1 be amended to state:</p> <p>"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 (see 15.3) can be viewed and between which times (if not displayed on the notice board).</p>