



## **Caravan Sites and Control of Development Act 1960**

### **Mobile Home Sites with Permanent Residents**

#### **Site Licence Conditions (Site Name)**

#### **Number of Mobile Homes, Site Plans and Boundaries**

- 1 The maximum number of mobile homes to be stationed on the site is (number).
- 2 The boundaries of the site and each pitch must be clearly marked by the appropriate man-made or natural features.
- 3 A plan of the site of a suitable level of quality and detail (not less than 1:500) must be supplied to the local authority whenever there is a material change to the boundaries or layout of the site. The location and boundaries of each pitch must be clearly marked.

#### **Amenity and Privacy**

- 4 For amenity and privacy reasons:
  - The distance between any two units should be not less than 6 metres where reasonably practicable
  - The density of mobile homes on a site must not exceed the density stated in the planning consent conditions, or if none is stated, 50 mobile homes per hectare of usable area.

#### **Roads, Gateways and Traffic Routes**

- 5 Roads must be constructed of hard durable materials (such as bitumen, macadam or concrete with a suitable compacted base) and must be provided so that no mobile home is more than 45 metres from a road. Roads must be capable of carrying vehicles with an axle loading of 14 tonnes as a minimum.
- 6 Roads must be designed to provide adequate access for emergency vehicles. Routes for emergency vehicles must be kept clear of obstructions at all times. Where necessary, suitable vehicle turning areas should be provided.

- 7 All roads must have adequate surface water/storm drainage. Roads must not be less than 3.7 metres wide unless they are designed for, and used by, one way traffic in which case they must not be less than 3 metres wide.
- 8 One-way systems must be clearly signposted.
- 9 Where existing two-way roads are less than 3.7 metres wide, passing places or a one-way system must be provided.
- 10 All gateways/entrance/exits to the site must be a minimum of 3.5 metres wide and have a minimum height clearance of 3.7 metres for vehicular access and be accessible at any time.
- 11 Roads must be maintained to a good standard.
- 12 Cable overhangs must meet the relevant statutory requirements
- 13 Salt or grit should be provided in conveniently located containers, for use to allow the safe movement of vehicles in icy conditions.
- 14 Where appropriate, suitable measures (e.g. signage or speed bumps) to control the speed of vehicles on the site should be provided.

### **Pedestrian Routes**

- 15 Every hard standing must be connected to a road by a footpath at least 0.9 metres wide with a hard surface which must be maintained in good condition.
- 16 Communal pedestrian routes should not be less than 0.9 metres wide. The route should be made of a hard surface and must be maintained in good repair and in a safe condition.
- 17 All pedestrian routes must have adequate surface and storm water drainage.
- 18 Salt or grit should be provided in conveniently located containers, for use to allow for safe movement of pedestrians in icy conditions
- 19 The surface and gradient of roads and all pedestrian routes should be designed and maintained to take into account the requirements of disabled households.

### **Parking**

- 20 Suitable and sufficiently located parking spaces shall be provided to meet the requirements of residents and their visitors.

### **Bases and Hard Standings**

- 21 Every mobile home must be sited safely and securely on a hard-standing or solid base.

- 22 The base must extend over the whole area occupied by the mobile home, and must where possible project at least 0.9 metres outwards from its entrance to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance current at the time of construction, and kept in a suitable condition with any necessary maintenance.

### **Supply and Storage of Gas**

- 23 Gas supply (liquefied petroleum gas (LPG) and natural) to the site and each caravan and the storage of LPG gas cylinders must meet relevant statutory requirements, and relevant Standards and Codes of Practice.
- 24 Any gas installations must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements. Any work on gas installations and appliances on the site must only be carried out by persons who are competent to do the particular type of work being undertaken.

### **Electrical Installations**

- 25 The site must be provided with an electricity supply and distribution network of adequate capacity to safely meet the reasonable demands of the mobile homes and other facilities and services within it. The electrical system on the site, including the distribution network and supplies to mobile homes and site buildings, must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements.
- 26 Any works on the electrical distribution network by persons who are competent to do the particular type of work being undertaken.

### **Oil Storage Tanks**

- 27 Oil storage tanks must be designed, constructed and located so as to comply with the relevant statutory requirements and British and/or European Standards.

### **Water Supply**

- 28 All pitches on the site must be provided with a water supply sufficient in all respects to meet the reasonable demands of the mobile homes situated on them, and all water supplied for human consumption must be of the quality required by relevant statutory requirements and British and/or European Standards.

- 29 The water distribution network and installations must be designed, installed, tested, inspected and maintained in accordance with the provisions of the relevant statutory requirements and British and/or European Standards.
- 30 All repairs and improvements to water supplies and installations must be carried out to conform to relevant statutory requirements and British and/or European Standards.
- 31 Work on water supplies and installations must be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with relevant statutory requirements and British and/or European Standards.
- 32 Water supplies should be adequately protected from frost damage.

### **Drainage and Sanitation**

- 33 The mobile home site, including every hard standing, must be provided with a suitable drainage system for the hygienic disposal of foul, rain and surface water from the site, buildings, mobile homes, roads and footpaths.
- 34 The surface and foul drainage network and installations must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements.
- 35 Each mobile home and site building must be connected to a foul drainage system. The connection should be capable of being made air-tight when not in use.
- 36 Provision must be made for foul drainage either by connection to a public sewer, a sewage treatment facility or to an appropriate septic tank or treatment system approved by the local authority or, where appropriate, the Scottish Environment Protection Agency (SEPA). Septic tanks and treatment systems should be registered with SEPA in accordance with their requirements.

### **Flooding**

- 37 The site licence holder should establish whether the site is at risk from flooding by referring to SEPA's Flood Maps.
- 38 Where the site is at risk of flooding the licence holder should sign up to SEPA's Flooding service, establish an evacuation plan, and display notices prominently on the park with all the relevant information.

### **Lighting**

- 39 Roads and pedestrian routes must be provided with an adequate working artificial lighting system between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.
- 40 Where appropriate, communal buildings should have adequate working artificial internal and external lighting.
- 41 The lighting systems and installations must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements.

## **Domestic Waste**

- 42 Each mobile home must be provided with, or have ready access to, appropriate facilities for the recycling of waste material and for the disposal of residual waste. Communal arrangements may be provided. Such facilities must be to the satisfaction of Aberdeen City Council, in consultation with the licensee, and located on a suitable stance. The bin(s) and stance shall be cleaned on a regular basis.
- 43 The licence holder shall ensure the site is maintained free of litter and any debris.

## **Notices and Information**

- 44 The following information displayed in a prominent place:
- i. details of how to contact the Police, the Fire and Rescue Service, and emergency and local medical services;
  - ii. the name, contact address and telephone number of the site licence holder or the site manager (if different from the site licence holder) and their emergency contact details;
  - iii. a copy of the Site Rules. If the site rules are more than one page long the first page can be displayed, along with details of a specific place on the site that the full site rules can be inspected on request;
  - iv. A copy of the Site Licence

All notices must be suitably protected from the elements

- 45 The site licence holder shall obtain and maintain sufficient and appropriate public liability insurance.

## **Site Maintenance**

- 46 The site licence holder should ensure that the site and all the facilities on it are maintained in a good order and condition, and function as intended.

- 47 Grass and vegetation shall be cut and removed at frequent and regular intervals.
- 48 Trees (subject to the necessary consents) within the site shall be maintained to prevent the damage from roots or falling branches.
- 49 The licence holder shall establish and maintain suitable arrangements to remedy, as soon as reasonably practicable, any disruption to the services of the site such as loss or interruption of electricity or water supply of blocked drainage; and to deal with any foreseeable emergency on the site.
- 50 Other relevant information should be provided to the local authority if requested, including a copy of documents showing the on-going maintenance and inspection of the site and its facilities.

### **Additional Structures and Alterations to Existing Structures**

- 51 New structures on the site and buildings or structures undergoing a change of use, alteration or adaption must comply with relevant building standards Regulations. Planning Permission may also be required and any conditions complied with.

### **Mobile Homes Let by the Site Licence Holder for Permanent Accommodation**

- 52 Each mobile home let by the site licence holder must be maintained in a good state of repair by the site operator, be weatherproof, free from damp, and comply with the relevant British Standard at the time of manufacture (at time of publication BS 3632:2015). The standard covers the manufacture of mobile homes, for use as permanent places of residence.
- 53 Every caravan let by the licence holder shall be provided internal with:
- i. a w.c with an efficient flushing mechanism, properly connected to the site water and drainage systems;
  - ii. a hand wash basin with adequate piped supplies of hot and cold water located in the same apartment as the w.c. and properly connected to the site water and drainage systems;
  - iii. a fixed bath or shower provided with adequate piped supplies of hot and cold water and properly connected to the site water and drainage systems;
  - iv. a suitably located sink with adequate piped supplies of hot and cold water, of sufficient size to enable the washing of cutlery and crockery and the preparation of food to be carried out and suitably connected to the drainage systems;

v. an adequate and safe water heating system which will be connected to the wash hand basin, the bath or shower and the sink mentioned in i), ii), iii) and iv).

vi. adequate cooking and food storage facilities.

vii. a suitable and sufficient means of providing adequate space heating.

54 Every rented caravan that is rented as a unit of accommodation shall be fitted with a smoke detector alarm to the satisfaction of the Fire Authority. If gas appliances are provided a carbon monoxide monitor and alarm must also be fitted.

55 The licence holder will ensure that periodic inspection of the electrical and gas installation is carried out at intervals recommended by the competent persons. In the case of gas installations these shall be inspected at a minimum of 12 monthly intervals.

### **"Protected Sites"**

56 If the site is a 'Protected Site' as defined in the Mobile Homes Act 1983, the Licence Holder must give each occupier of a mobile home a Written Statement conforming with the requirements of the Mobile Homes (Written Statement) (Scotland) Regulations either:

(a) before the occupation starts, or

(b) if not previously given, within 30 days after the license takes effect

57 The Licence Holder must at all times maintain the obligations owed by the owner of the Protected Site to the Occupiers of pitches by the Protected Site Agreements.