

Site Management Information – Land at Nethertown Road, St Bees

Proposal: Change of use of land for 5 holiday pods



Applicant: Sunshine Properties West Coast Ltd

June 2024

SRE Associates - Planning and Development Consultancy



1.0 Site Management Information

- 1.1 This site management information document has been prepared on behalf of the applicant in support of a planning application for a holiday development on land at Nethertown Road, St Bees. The site is owned by, and will be operated by, Mr Graeme Morgan of Sunshine Properties West Coast Ltd.
- 1.2 The site will need to comply with the Caravan site and control of Development Act 1960. The requirements of this are expanded upon in the appended document.
- 1.3 A Site Licence will need to be issued from Cumberland Council Environmental Health Department.
- 1.4 The previous conditions for a holiday pod site in Cumberland are attached. The applicant would comply with all the criteria including the following:
- 1.5 A suitable sign should be prominently displayed at the site entrance indicating the name of the site.
- 1.6 A copy of the site licence with its conditions should be displayed prominently on the site.
- 1.7 Notices and a plan should be displayed on the site setting out the action to be taken in the event of an emergency, they should:
 - show where the police, fire brigade, ambulance and local doctors can be contacted and the location of the nearest public telephone.
 - give the name and location/telephone number of the site licence holder or his/her accredited representative.

In addition to the information in the Site Licence, the applicant will manage the site in accordance with the following points:

- 1.8 The occupancy of each pod will be restricted to two adults only.
- 1.9 Booking will not be taken for single night occupation to reduce journeys to the site.
- 1.10 Party groups will not be permitted by the applicant.
- 1.11 Arrival to the site will be arranged between 2pm and 6pm.

Caravan Sites and Control of Development Act 1960

Conditions for Sites with Holiday Statics/Camping Pods

Site Boundaries

1. The site boundaries should be clearly marked, for example, by fences or hedges.
The site owner should give the local authority a plan of its layout.
A 3 metre wide area should be kept clear within the inside of all boundaries.

Density and Space between Caravans/camping pods

2. Subject to the following variations, the minimum spacing distance between caravans/camping pods is as follows:
 - For caravans/camping pods made of aluminium or other materials with similar fire performance properties, the distance should not be less than 5 metres between units, 3.5 metres at the corners.
 - For those with a plywood or similar skin the distance at any point should not be less than 6 metres.
 - For a mixture of holiday caravans/camping pods of aluminium and plywood the distance at any point should be 6 metres.
 - For a mixture of holiday caravans/camping pods and permanent residential homes, the distance at any point should be 6 metres.

The point of measurement for porches, awnings etc, is the exterior cladding of the caravan/camping pod.

- Porches may protrude 1 metre into the 5 metre separation distance between units and should be of the open type.
- Where awnings are used, the distance between any part of the awning and an adjacent caravan/camping pod, should not be less than 3 metres. They should not be of the type which incorporates sleeping accommodation and they should not face each other or touch.
- Eaves, drainpipes and bay windows may extend into the 5 metre space provided the total distance between the extremities of two adjacent units is not less than 4.5 metres.
- Where ramps for the disabled, verandas and stairs extend from the unit, there should be 3.5 metre clear space between them (4.5 metre if mixture of caravans/camping pods) and such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, should not intrude into the 5 metre (or 6 metre) space.

- A garage, shed or covered storage space should be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures should not face towards the unit on either side. Car ports and covered walk-ways are **not** allowed within the 5 or 6 metre space. For cars and boats between units, see standard (28).
3. The density should be consistent with safety standards and health and amenity requirements.

The gross density should not exceed 60 caravans/camping pods to the hectare, calculated on the basis of the usable area (i.e excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans/camping pods) rather than the total site area.

Roads, Gateways and Footpaths

4. Roads and footpaths should be designed to provide adequate access for fire appliances (detailed guidance on turning circles etc is available from fire authorities).

Roads of suitable material should be provided. No caravan/camping pod standing should be more than 50 metres from a road.

If the approach to the caravan/camping pod is across ground that may become difficult or dangerous to negotiate in wet weather, each standing should be connected to a carriageway by a footpath with a hard surface.

Roads should not be less than 3.7 metres wide or if they form part of a clearly marked one way traffic system, 3 metres wide.

Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

Footpaths should not be less than 0.75 metres wide.

Roads should have no overhead cables less than 4.5 metres above ground.

They should be suitably lit, taking into account the needs and characteristics of a particular site.

Emergency vehicle routes within the site should be kept clear of obstruction at all times.

Hard Standings

5. Where possible every caravan/camping pod should stand on a hard standing of suitable material, which should:
- extend over the whole area occupied by the caravan/camping pod placed upon it; and
 - project a sufficient distance outwards from the entrance(s) of the caravan/camping pod to enable occupants to enter and leave safely.

Hard standings may be dispensed with if the caravans/camping pods are removed during the winter or if they are situated on ground which is firm and safe in poor weather conditions.

Fire Fighting Appliances

Fire Points

6. These should be established so that no caravan/camping pod or site building is more than 30 metres from a fire point.

They should be housed in a weatherproof structure, easily accessible and clearly and conspicuously marked '**Fire Point**'.

Fire Fighting Equipment

7. 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 should be situated at each fire point.

There should be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, having a means of connection (preferably a screw thread connection) to a water standpipe with a water supply of sufficient pressure and terminating in a small hand control nozzle.

Hoses should be housed in a box painted red and marked '**Hose Reel**'.

8. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants should be installed within 100 metres of every caravan standing.

Hydrants should conform to British Standard 750.

Access to hydrants and other water supplies should not be obstructed or obscured.

9. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point should be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

Fire Warning

10. A means of raising the alarm in the event of a fire should be provided at each fire point. This could be by means of a manually operated sounder, e.g metal triangle with a striker, gong or hand operated siren.

The advice of the fire authority should be sought on an appropriate system.

Maintenance

11. All alarm and fire fighting equipment should be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of the Council.

A log book should be kept to record all tests and any remedial action.

12. All equipment susceptible to damage by frost should be suitably protected.

Fire Notices

13. A clearly written and conspicuous notice should 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 should include the following:

“On discovering a fire:

- (i) ensure the caravan/camping pod 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”.

Fire Hazards

14. Long grass and vegetation should be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans/camping pods, buildings or other installations on the site.

Any such cuttings should be removed from the vicinity of caravans/camping pods.

The space beneath and between caravans/camping pods should not be used for the storage of combustible materials.

Telephones

15. An immediately accessible telephone should be available on the site for calling the emergency services.

A notice by the telephone should include the address of the site.

Storage of Liquefied Petroleum Gas (LPG)

16. LPG storage supplied from tanks should comply with Guidance Booklet HSG34 “The Storage of LPG at Fixed Installations” or where LPG is supplied from cylinders, with Guidance Note CS4 “The Keeping of LPG in Cylinders and Similar Containers” as appropriate (see Guidance Note attached). The Gas Safety (Installation and Use) Regulations also apply to LPG storage supplied from tanks.

Where there are metered supplies from a common LPG storage tank, then Guidance Note CS11 “The Storage and Use of LPG at Metered Estates” provides further guidance. In this case and where a British Gas Mains Supply is available, then the Gas Safety (Installation and Use) Regulations 1998 and the Pipelines Act 1962 may also be applicable.

Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit where there is only the minimum separation distance between the units.

LPG installations should conform to British Standard 5482 “Code of Practice for Domestic Butane and Propane Gas Burning Installations, Part 2: 1977 Installations in Caravans/camping pods and Non-permanent Dwellings”.

For main gas supply, the 1998 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

In cases where the site owner supplies gas to caravans/camping pods on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

Gas Appliances within Caravans/camping pods and Mobile Homes

17. Gas appliances installed in caravans/camping pods and mobile homes sited on holiday home parks for let, or similar sites, are subject to the Gas Safety (Installation and Use) Regulations 1998. Such gas appliances should be inspected yearly by a Gas Safe registered plumber and a certificate kept for inspection.

Electrical Installations

18. Sites should have supplies sufficient to meet the reasonable needs of the caravans/camping pods situated on them.
19. Excluding installations belonging to the electricity supply company and wiring subject to regulations under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947, all electrical installations should be installed, tested and maintained in accordance with the current institution of Electrical Engineers (IEE) Regulations and, where appropriate, to the standard required by the Electricity Supply Regulations 1988.
20. Any work on the electrical installations should be by a competent person such as 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, or a qualified person acting on behalf of one of the above.

The installations should be inspected and judged against the current regulations. In addition, existing installations should be inspected every year (or such longer period not exceeding 3 years as may be appropriate). The inspector should provide a Certificate on the IEE prescribed form within 1 month of such an inspection.

The Certificate should be displayed with the site licence. The cost of inspection and report should be met by the site owner.

21. Where an installation does not meet the standard of the regulations in force at the time it was installed, any deficiencies should be made good. Any major alterations or extensions should comply with the current regulations.
22. If there are overhead electric lines on site, suitable warning notices should be displayed at the site entrance and on line supports. Where appropriate, particular attention should be drawn to the danger of boat masts contacting the lines.

Water Supply

23. All sites should be provided with a water supply in accordance with appropriate water byelaws and statutory quality standards.

Drainage, Sanitation and Washing Facilities

24. Satisfactory provision should be made for foul 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.
25. Properly designed disposal points for the contents of chemical closets should be provided, with an adequate supply of water for cleaning the containers.
26. For caravans/camping pods without their own water supply and water closets, communal toilet blocks should be provided, with adequate supplies of water, on at least the following scales:
 - Men: 1 WC and 1 urinal per 15 caravans/camping pods
 - Women: 2 WCs per 15 caravans/camping pods
 - 1 wash hand basin for each WC or group of WCs
 - 1 shower or bath (with hot and cold water) for each sex per 20 caravans/camping pods

Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.

Refuse Disposal

27. Every caravan/camping pod standing should either have an adequate number of suitable non-combustible refuse bins with close fitting lids or a system involving the use of plastic refuse bags.

Arrangements should be made for the bins to be emptied regularly.

Where communal refuse bins are also provided these should be of suitable non-combustible construction with close fitting lids and housed within a properly constructed bin store.

In either case it would be preferable to use wheeled bins.

Parking

28. One car only may be parked between adjoining caravans/camping pods provided that the door to the caravan/camping pod is not obstructed.

Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors.

Plastic or wooden boats should not be parked between units.

Recreation Space

29. Where children stay on site, space equivalent to about one tenth of the total area should be allocated for children's games and/or other recreational purposes.

This provision will normally be necessary because of the limited space available round the caravans/camping pods, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

Notices

30. A suitable sign should be prominently displayed at the site entrance indicating the name of the site.
31. A copy of the site licence with its conditions should be displayed prominently on the site.
32. Notices and a plan should be displayed on the site setting out the action to be taken in the event of an emergency, they should:
- show where the police, fire brigade, ambulance and local doctors can be contacted and the location of the nearest public telephone.
 - give the name and location/telephone number of the site licence holder or his/her accredited representative.

At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.

33. All notices should be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

NB

Please note where guidance or certain British Standards have been mentioned these may have been updated since the Secretary of State published the model standards.

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