

**If you need this leaflet 'Residential caravan sites – Frequently asked questions' please telephone the Translation Unit on 024 7678 5612/5613.**

**Urdu**

اگر آپ کو یہ لیف لیٹ بعنوان 'رہائشی کیمپس' کی معلومات عام طور پر پوچھے جانے والے سوالات درکار ہے، تو براہ کرم ٹرانسلیشن یونٹ کو 024 7678 5612/5613 پر فون کیجئے۔

**Panjabi**

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਪਤ੍ਰਿਕਾ 'ਰਿਹਾਇਸ਼ੀ ਕਾਰਵਾਂ ਸਥਾਨ - ਅਕਸਰ ਪੁੱਛੇ ਜਾਣ ਵਾਲੇ ਪ੍ਰਸ਼ਨ' ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਟ੍ਰਾਂਸਲੇਸ਼ਨ ਯੂਨਿਟ ਨੂੰ 024 7678 5612/5613 'ਤੇ ਫੋਨ ਕਰੋ।

**Hindi**

यदि आपको यह पत्रिका 'आवासीय कारवाँ स्थल - अक्सर पूछे जाने वाले प्रश्न' चाहिए हो, तो कृपया ट्रांसलेशन यूनिट को 024 7678 5612/5613 पर फोन करें।

**French**

**Pour vous procurer le dépliant « Sites de maisons mobiles de parc – Questions fréquemment posées », veuillez appeler le service de traduction au n° 024 7678 5612/5613.**

**Somali**

Hhadii aad u baahan tahay warqaddan 'Dhismaha deegaano kooxo ah ama isku dhowdhow-Su'aalaha aalaaba la is waydiiyo' fadlan kawac qayta turjumida halkan 024 7678 5612/5613.

For more information please contact:

Housing Policy and Services  
Housing Enforcement Team  
4th Floor  
Spire House  
New Union Street  
Coventry  
CV1 2PW  
Tel: 024 7683 1804

**REF NO: HPS 01/05**

**Useful contacts**

National Association of Park Home Residents  
Tel: 01492 535677  
Email jim@naphr.org.uk  
Independent Park Home Advisory Service  
IPHAS PO Box 665, York, YO30 2WT



If you need this information in another format or language please contact us  
**Telephone: 024 7678 5612/5613**  
**Fax: 024 7683 2796**  
**Email: housing.enforcement@coventry.gov.uk**



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**Housing Policy and Services**

**Residential caravan sites**

**Frequently asked questions**

## Introduction

The Council is responsible for the licensing of residential caravan sites in the city. The sites are inspected annually and the site owners are required to comply with approved standards contained within the site licence.

This leaflet contains information for both site residents and site owners.

## Information for site residents

### Are all sites licensed?

Generally, all permanent residential sites have to be licensed. Information on the sites that are exempt is contained in the "Information for site owners leaflet".

A licensed site is a 'protected' site and residents will have the protection of both the Caravan Sites Act 1968 and the Mobile Home Act, which provide a degree of security.

### What is a site licence?

The site licence contains provisions regulating the maintenance and running of the park. A copy of the site licence conditions that apply to Coventry sites can be obtained by contacting the Housing Enforcement Team (\* see 'useful contacts' details on page 3 of this leaflet). It is the responsibility of the owner to apply to the local authority for a site licence.

### As a resident of a licensed site, what rights do I have?

As an occupier of a mobile home on a licensed site you have protection under the Caravan Sites Act, regardless of whether you own or rent your home. Under the legislation an occupier is entitled to occupy a caravan under a residential contract. You cannot be forced to leave the park unless the site owner obtains a court order.

If you have reason to suspect that you have been unlawfully evicted you should contact Coventry City Council, Housing Enforcement Team, (\* see useful contacts details on page 3 of this leaflet).

If the site owner wants you to leave they must first give you 28 days notice of their wish for you to leave. If you do not leave by then, they must obtain a Court Order from the County Court.

### What do I do if I believe that the site licence has been breached?

You should in the first instance contact the site owner. If the site owner refuses to comply with the conditions in the licence you can contact the Housing Enforcement Team, Housing Policy and Services, (\* see useful contacts details on page 3 of this leaflet). The Local Authority will inspect the site once a year to check that the site conditions are met.

### If I wish to make alterations to my mobile home, who do I need get permission from to do this?

The site licence will stipulate the space there should be between each caravan. This is to reduce the risk of any fire spreading if it starts.

It is therefore essential that you seek permission from the site owner before erecting porches, sheds or other structures.

If you don't, it could give the owner grounds to obtain a Court Order for possession of your home. If you are granted consent from the site owner you should then contact Planning Control on: 024 7683 3232 as some structures will need planning permission.

## Information for site owners

### Do I need a site licence?

You will normally need a site licence, however Schedule 1 of the Caravan Sites and Control of Development Act 1960 lists a number of situations where land can be used to house caravans without a site licence.

### In brief these include:

- the occasional use of a caravan parked at someone's home, for example: a guest who may be staying.
- use by a person travelling with a caravan for one or two nights.
- use of holdings of 5 acres or more in certain circumstances.

### How do I apply for a site licence?

An application has to be made to the local authority by the site owner. You can make an application by contacting the Housing Enforcement Team using the contact details below.

To obtain a site licence the land must have planning permission for use as a caravan site.

### Useful contacts:

Housing Enforcement Team  
Housing Policy and Services,  
Tel: 02476 831804

### Other useful contacts:

National Association of Park Home Residents  
Tel: 01492 535677  
Email: [jim@naphr.org.uk](mailto:jim@naphr.org.uk)

Independent Park Home Advisory Service  
IPHAS PO Box 665, York, YO30 2WT  
Website: <http://www.iphas.co.uk>