

Portsmouth City Council

Park Homes Policy 2024

Henderson Park & Cliffdale Gardens



Introduction

Cllr Darren Sanders

Community, safety, and easy maintenance, there are many reasons to love living in your park home. At the council we're proud of our park home communities and are so glad you choose to live in them.

We want you to feel secure and confident in your home. That's why we've created this policy to bring together, in a clear and transparent way, the guidelines, rules, and requirements for both the council and for current and new park residents.

Many of you tell us you want a clearer idea of what the council will do to make where you live better. I hope this document shows we have listened to that and is our commitment to take responsibility for the site where you live. In it we have covered the rules and standards for works carried out to park home units or within the plot, we have marked out who is responsible for different parts of maintenance, and we have set out guidelines for safely enjoying your home. We have also included guidance on buying and selling your park home, should you choose to move on.

We hope that by compiling this information into one policy document we will provide you, our park residents, with this important information in an easy to access way. The policy will help us to ensure both our sites are safe, well-maintained and welcoming, somewhere you will be happy living for many years to come.



Cllr Darren Sanders

Cabinet Member for
Housing and Tackling
Homelessness

There are currently two park home sites managed by Portsmouth City Council, Cliffdale Gardens and Henderson Park.

Both parks are run by the park home management team. You can contact the park home management team via email at ParkHomes@portsmouthcc.gov.uk or by phone at **023 9260 6193**.

This policy provides information and advice to both current and potential residents of the sites, and should be read alongside the written statement, which is a legal document all park homeowners agree to when purchasing a home on either of the sites. The written statement outlines the rules and obligations for both residents and the council and a copy of this can be found on the Portsmouth City Council website by searching "Park Homes".

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Policy

Repairs

Repairs that are the responsibility of the site owner should be reported to the park homes management team. Emergency repairs that require attention out of hours should be reported to the out-of-hours service via **023 9282 4244**.

The council is responsible for:

- 🏠 Repairs within the common areas of the site
- 🏠 Repairs to the hard standing beneath the home
- 🏠 Drainage issues below the ground
- 🏠 Fresh water issues from fire hoses or communal taps
- 🏠 Perimeter fences
- 🏠 Signs around the site
- 🏠 Road signs
- 🏠 Lamp posts
- 🏠 Bollards
- 🏠 Traffic control measures
- 🏠 Repairs to council-responsibility sheds, excluding missing keys
- 🏠 Sewage leaks
- 🏠 Fresh water leaks (depending on rate of loss)
- 🏠 Street lighting
- 🏠 Meter Boxes

Residents are responsible for repairs regarding:

- 🏠 Interior of the home
- 🏠 Exterior of the home
- 🏠 Drainage pipes above the ground
- 🏠 Fresh water pipes from the external stop cock to the home
- 🏠 Party fences
- 🏠 Upkeep of the plot, this includes lawns, hedges, bushes, patio, fences, decking, driveway etc.
- 🏠 Gas leak from the meter to and within the home. If on the meter then it is the supplier, if before the meter responsibility is with SGN
- 🏠 Electricity issues from the meter to and within the home. If on the meter then it is the supplier, if before the meter then it is SSE
- 🏠 Replacement keys / changing the locks for sheds

Permissions

If you are considering constructing or replacing structures in your plot or making external alterations to your home, please be aware that some structures or developments require planning permission. Park Homes do not benefit from 'Permitted Development' rights like 'bricks-and-mortar' properties. Extensions, porches, sheds, and other structures may require full or partial planning permission. We highly recommend that you contact the council's planning department before undertaking works. If you fail to do so, you may be required to remove any unlawful structures by our planning enforcement team.

As both Cliffdale Gardens and Henderson Park are park homes sites, any construction must not be permanent. This is to ensure we retain our planning permission for use of the land as park home sites.

The council, as site managers, must ensure sites under our control remain safe. Due to the construction type and build materials of park homes, they are considered higher risk compared with typical 'bricks-and-mortar' properties. To manage the collective risk at park home sites, especially regarding fire safety, specific requirements regarding building works, temporary structures and stored items must be met.

Below is a list of typical building and construction works carried out to park homes and within individual plots, alongside information regarding rules and requirements for building works to ensure that park home sites remain safe and comply with the rules.

These policies are based upon relevant legislation, national guidance (including the Model Standards 2008 for Caravan Sites in England), advice received from the Fire Service and Fire Risk Assessors as well as other sources, where applicable.

Sheds

All sheds located within plots, constructed of combustible materials (such as timber) should be built in consideration of appropriate separation distances between park home units and other combustible structures such as timber fences.

Any newly built sheds of combustible material must adhere to a minimum separation distance of 4.5 metres between any structure and adjacent unit.

Sheds must not be constructed over gas or electric meters, inspection chambers, or any other utilities access points.

Windows in sheds within the separation distance must not face towards another resident's park home.

If you install electrics to your shed, you must ensure that the electrics are installed correctly by a qualified person and are kept in repair and proper working order.

Storage of flammable material within sheds should be limited.

Steps and ramp(s)

Steps / ramp(s) must only extend into the separation distance by 1 metre.

There must be 5 metres separation distance between your steps or ramps and your neighbour's home, including a neighbour's porch. There should also be 4 metres between your steps or ramps and your neighbour's steps or ramps.

If your plot is on the end of a row, or the rear of your plot faces the boundary of the site, then steps or ramps where there is no adjacent park home may have a larger width.

Before constructing or replacing your steps / ramp(s), the park homes management team must be notified in advance so that they can lay an appropriate concrete hardstanding or inspect an existing hard standing. If you construct or replace your steps or ramps without an adequate hard standing, then your steps or ramps may need to be removed.

Any steps or ramps along the roadside should be the minimum distance of 1 metre from the roadside. If they are within 1- 2 metre distance of the roadside, then they should be easily removable to allow new or replacement homes access onto and off the site.

All steps and ramps must be standalone or removable from the home.

Driveways

New driveway:

All new driveways, regardless of location within the plot, should use permeable or porous surfacing, such as gravel, permeable concrete block paving, or porous asphalt. The rainwater can also be directed to a lawn, rain garden, or border with the capacity to suitably absorb run off rainwater to drain naturally.

Replacement driveways:

You can replace your driveway with 'like-for-like' materials as long as you are not expanding the size.

However, if you wish to change the type of materials used or expand the size of your driveway, you will need to use permeable materials (or porous surfacing, such as gravel, permeable concrete block paving or porous asphalt). The rainwater can also be directed to a lawn, rain garden or border with the capacity to suitably absorb run off rainwater to drain naturally.

Please visit www.gov.uk and search '**Guidance on the permeable surfacing of front gardens**' for a helpful guide to porous driveways.

Electric car chargers

Electric vehicles are prohibited from being charged within or beside plots unless there is over 6 metres clear distance from the car to any neighbouring park home.

Extensions

All extensions will be treated as part of the main home. Therefore, there must be at least 6 metres between the new extension and any adjacent home. This can be reduced to 5.25 metres if your extension has cladding which is of European Classification rating of A1 or A2 and proof of this certification can be demonstrated.

There must be a minimum distance between the new extension:

- 🏠 1 metre to any parallel fence
- 🏠 2 metres to the road / communal pathways
- 🏠 3 metres to the perimeter boundary of the site
- 🏠 All extensions must be built upon a chassis, and capable of being towed from site.

Extensions must not be constructed over gas or electric meters, inspection chambers or any other utility access.

Before constructing an extension, the park homes management team must be notified in advance so that they can lay a concrete hardstanding or inspect an existing hard standing. If you construct an extension without an adequate hard standing, then your extension may need to be removed.

The extension must be built to the specification of British Standard 3632. You may be asked to provide evidence of your compliance, such as written confirmation from your contractor. If you are unable to do so, then your extension may need to be removed.

Porches

The rules on porches depend upon where you intend to build your porch.

Porches can have a maximum depth of 1 metre and maximum width of 2 metres.

There must be a minimum of 5 metres between your porch and your neighbour's home, including any porches or extensions they have erected, as well as 4 metres distance from any steps or verandas attached to your neighbour's home. If your porch is clad with cladding that is certified as European Classification rating of A1 or A2 then this distance can be reduced to 4.25 metres. Please be aware that you may be asked to provide proof of this classification. If you are unable to do so, then your porch may need to be removed.

This distance must be clear of any other structures such as sheds, ramps, conservatories, decking, 1.8-metre combustible fences, garages, and car ports.

If you are intending to position your porch on a side of your home where there is no other adjacent home (for example the side faces the boundary of the site), then the size of your porch may be larger.

Porches must not exceed the height of your park home.

One door is permitted at the entrance of the home, either on the porch or on the home. If you choose to install a door to your porch, you must remove the internal front door.

Porches must not be constructed over gas or electric meters, inspection chambers or any other utility access, unless the construction allows for easy access. Porches should not render the home incapable of being moved; you must ensure that the porch can be detached from your home.

Before constructing a porch, the park homes management team must be advised so that they can lay a concrete hardstanding or inspect an existing hard standing. If you construct a porch without the council inspecting or installing an adequate hard standing, then your porch will need to be removed.

The porch must be built to the specification of British Standard 3632. You may be asked to provide evidence of your compliance, such as written confirmation from your contractor. If you are unable to do so, then your porch will need to be removed.

Conservatories

Before constructing a conservatory, the park homes management team must be advised so that we can lay a concrete hardstanding or inspect an existing hard standing. If you construct a conservatory without an adequate hard standing, then your conservatory will need to be removed.

The addition of a new or replacement conservatory must not affect the homes' compliance to BS3632. Written confirmation of your continued compliance must be obtained and retained from your contractor. If you are unable to produce this evidence, then you may need to remove your conservatory.

Conservatories must not be constructed over gas or electric meters, inspection chambers or any other utility access unless the construction allows for easy access. All conservatories must be 'standalone' or removable from the home.

Cladding

Cladding can be applied retrospectively to a home for aesthetic or energy efficiency purposes.

All the materials used in the cladding must be made from European Classification of A1 or A2. Evidence of compliance must be made available to the park homes management team, if requested. If no evidence can be produced, then you may be asked to remove the cladding.

Once installed there must be a minimum separation distance of 5.25 metres from the walls of your home to any other adjacent homes, including porches.

Fencing

New - All new wooden, composite, UPVC or any other material fencing must be a maximum of 1 metre (with 300mm of trellising, if desired). If using entirely metal fencing the height can be increased to a maximum of 1.8-metres.

Replacement - If you are replacing less than half of your fence, or a single panel / post, it can be replaced with 'like-for-like' (within a 12-month period).

If replacing the whole fence, this will need to be replaced with 1-metre high (and 300 mm of trellising, if desired). If using entirely metal fencing the height can be increased to a maximum of 1.8 metres.

Any fencing fronting the roadway should be easily removable.

If you wish to erect or replace a fence which runs between your own and another home (within the separation distance and physically touching both units), you must install a minimum of 1 metre fire break extending from your home. This should be constructed of a metal gate or panel. If this cannot be achieved, a 2-metre fire break within the fence line is also acceptable.

Decking / Veranda

Decking or a veranda must only extend into the separation distance by 1 metre.

If your plot is on the end of a row or the rear of your plot faces the boundary of the site, then decking where there is no adjacent park home may have a larger width.

All decking or verandas must be 'standalone' or removable from your home.

Storage containers

Consideration should be given to the congestion of these items to any one area of your plot and in relation to adjacent plots and structures.

Solar Panels

Solar panels are allowed to be mounted to the roof of your park home. Your contractor should consider the stability of your roof.

The panels must be connected to your own electric supply, not to connections in the shed owned by the council (if applicable). You must ensure that the electrics are installed correctly by a qualified person and are kept in repair and proper working order.

Gas Consent

If your home is currently supplied by LPG canisters, then you can consider adapting your home to connect to a mains gas connection. There may be energy efficiency schemes available to help finance a connection, please contact the energy team to enquire about any schemes available.

If you live at Henderson Park, SGN will need to take special precautions when working with contaminated land.

Hot tubs / Jacuzzis

Careful consideration should be given to the positioning of a hot tub to ensure it is not likely to cause a noise nuisance to neighbours.

Any electrical cabling must be installed correctly by a qualified person and kept in repair and proper working order. You may be asked to provide evidence upon request. The hot tub and any other cabling within the plot must be connected to your own electric supply, not to connections in the shed owned by the council.

Trampolines and Gazebos

Careful consideration should be given to the installation and positioning of trampolines and gazebos to ensure they are not likely to cause a nuisance to neighbours. Gazebos and trampolines must be of a non-combustible material.

Skips

All skips must be of the lockable kind unless there is over 6 metres distance between your skip and the nearest home. This is to ensure that any stored combustible materials within the skip do not present a fire hazard or risk of arson. This is regardless of whether you intend to only use for non-combustible material as it will prevent other people from putting dangerous waste into an open skip.

Skips must be positioned within your plot and not on the roadside. Skips must not block access to any fire hose reels, inspection chambers, utility access or electricity or gas meters.

There must be adequate access around the skip to your home.

BBQs

The use of chimineas, free-standing patio heaters, fire pits and all charcoal BBQs including the disposable type (in other words any appliance that will create sparks and leave embers) are prohibited.

The use of gas BBQs is allowed with certain conditions:

1. Propane or butane cylinders must be kept away from any heat source and stored in a safe secure place.
2. BBQs must be on firm, level ground.
3. BBQs must be at least 2 metres away from any park home.

It is recommended that your insurance company be made aware if you are using gas BBQs on your plot, to ensure your insurance conditions are up to date. Propane or butane cylinders should not be stored within your park home.

Terracing embankments (Cliffdale Gardens only)

Digging into the embankment at Cliffdale Gardens is strictly prohibited.

If your plot has historic terracing, this structure remains the responsibility of the resident and any future residents of the plot. No further works should be carried out to these structures so as to not undermine the safety and stability of the site. If you do carry out this work, you may be liable for the significant cost of any works to rectify or maintain the stability of the embankment.

Garden furniture

There must not be excessive garden furniture within the separation distance between two homes. Garden furniture will be considered excessive where it presents a safety risk (such as blocking an escape route or creating a fire hazard) or negatively impacts the appearance of the sites. There must be a clear distance between the furniture and any surrounding homes or structures.

Replacement Homes

If you are replacing your home, you will need to submit full details and a plan for the new home that you wish to purchase. This will be considered by the park homes management team and permission will either be granted or declined. If it is declined, we will outline the reasons why and what amendments you would need to make. Council officers can provide assistance with this process where needed through signposting and advice.

The documents that you will need to provide are:

- ◆ Measurements of the intended new park home (height, width, length).
- ◆ Measurements from the new home to all fixed points in the pitch, such as fences, neighbouring park homes, sheds, roadways, fire hoses and pathways.
- ◆ The location of all doors, steps and windows on the home
- ◆ Location of utilities e.g. gas meter, electric meter, and water pipes (fresh and drainage).
- ◆ Drainage plan which explains how the guttering will drain away, such as a new soakaway, gullies, or a porous material.
- ◆ Documentary evidence of the make, model and serial number of the new park home.
- ◆ Documentary evidence to show that the new park home complies with British Standard 3632.
- ◆ Confirmation as to whether the new park home is set up for LPG or natural gas.

Once the park homes management team have received the documentation above, we will make a decision as to whether your request complies with Model Standards 2008 for Caravans. If it does not comply, we will make recommendations. You should not purchase any park home before the park homes management team have granted permission to position the specific park home onsite.

The siting of the home must allow for:

- 🏠 2 metres distance between your park home and the road / pathway
- 🏠 3 metres distance between your park home and the site boundary
- 🏠 6 metres distance between your park home and any other park home. This can be reduced to 5.25 metres if your replacement park home is clad using fire rated materials of class 0 or 1 (evidence of this status will need to be provided)
- 🏠 1 metre distance around your park home and any other structure e.g., electric meter cupboard, concrete shed, hedge, or fire hose cabinet
- 🏠 Capable of being fitted with a 50mm towing hitch to enable removal from site
- 🏠 Adequate space underneath your park home to allow it to be connected to the services and for repair work to be carried out

Our team may visit your plot to verify the information you have provided.

It is important to bear in mind that you will remain liable for the full pitch fee amount whilst the plot is unoccupied.

Gas

If your new park home is equipped for natural gas, this can be connected to the site if there is an existing meter. If there is no current mains gas connection, and you wish to have one, then you will be liable for the cost of having this laid and the ongoing maintenance of the pipes from the park home to the meter.

If the park home uses LPG, this cannot be connected to the mains, and you will need to pay for bottled gas. If you wish to adapt your system from LPG to natural gas you will need to pay for a gas safe engineer to do so and you may need to replace your appliances.

All new park homes with gas will need to be commissioned. This process involves gas being run through the system to ensure compliance and working order. This must be organised and paid for by the resident once the park home is in place. Evidence of this will need to be provided to the park homes management team.

Hardstanding

Your new park home needs to stand upon a concrete hard standing which the park homes management team is responsible for maintaining. The hard standing shall extend over the whole area occupied by the park home and additional footings shall be provided for steps to the new park home.

Once the old park home is removed, we will arrange for a contractor to inspect the existing hard standing.

- 🏠 Some existing park homes do not sit upon hard standings. These will require a new hard standing to be laid.
- 🏠 If your new park home is the same size and you already have a concrete hard standing, we will inspect the condition of the hard standing and carry out any remedial works, if necessary.

- 🏠 If your new park home is larger, we will either increase the size of the existing hard standing or replace all or part of the existing hard standing depending upon condition.

We will arrange for our contractors to lay the hard standing at the earliest availability. Once it has been laid it will require time to set. This will take approximately three weeks, weather permitting.

Delivery

The new park home will need to be delivered and positioned on the site by your chosen contractors. They will need to provide a copy of their insurance. The park homes management team will need to be notified of the date in advance so we can advise other residents of disruption in advance and arrange for an officer to be onsite. You will need to provide the electrical installation condition report (EICR) for the park home to confirm the electrical safety of the park home before it is connected.

If you have increased the size of your park home, then your pitch fee may be re-categorised from the date that your new home arrives. Please ask for details of the current fees.

Pitch Fees

Residents are required to pay a pitch fee for the rent of the pitch where their park home is situated. Failure to pay your pitch fee is a breach to the agreement you have with the council and could result in action being taken against you and put your occupancy at the park home site at risk.

The pitch fee is a commercial rent, and includes the costs of running the management services, maintenance of sites and any planned works or improvements. A review is carried out at the beginning of every financial year and residents are informed if there is going to be any changes in the amount they pay. More detail can be found on the end of year review form. You can pay your pitch fee in several ways, including:

- 🏠 direct debit
- 🏠 standing order
- 🏠 at the bank / post office / building society
- 🏠 automatic payment line
- 🏠 online - www.portsmouth.gov.uk
- 🏠 payment card

If you have any questions or concerns regarding payment of your pitch fee, please contact the park homes management team.

If you are experiencing financial difficulties, there is local advice available to help you:

- 🏠 check which benefits you're entitled to
- 🏠 get support with debts
- 🏠 keep your bills and everyday costs down
- 🏠 make your money go further.

Advice Portsmouth, supported by the council, can help you if you are not sure what to do. Their service is for anyone who lives or works in Portsmouth, and they offer free, confidential, and local advice on bills, benefits, debt, housing, and employment issues. Call **023 9279 4340**, text **07789 550593** or email **advice.portsmouth@theyoutrust.org.uk**.

Citizens Advice Portsmouth have a team of specialist money advisers on hand to advise and support you with all your money and debt queries. To speak with a specialist money adviser, call **023 9400 6600** or email **contactus@caportsmouth.org.uk**

Site Rule breaches

There are a number of site rules which residents living on park home sites in Portsmouth must adhere to. These are laid out in detail in your written statement, which all residents agree to when they rent a pitch on a park home site.

For more details regarding your obligations and our responsibilities as site owners and managers please refer to your written statement agreement.

Where appropriate, the park homes management team will work with residents to informally address site rule breaches and provide advice and guidance. However, where a resident fails to properly address breaches to the site rules the council may take further action to resolve the breach, including legal escalation via the first-tier tribunal. This could result in a resident's agreement to occupy a pitch ending.

Information and support is available for residents through the Lease Park-Home service, available online at **lease-advice.org** by searching Park Homes or by calling **080 8196 2212**.

Fire risk assessments

As site owners, the council is responsible for conducting regular fire risk assessments at park home sites we own and manage. This is a requirement under the Regulatory Reform (Fire Safety) Order 2005.

An assessment will be undertaken by an independent and qualified assessor to understand the fire safety of the site. These reports can be made available for residents should they wish to review these, and the council will inform residents of any findings that concern their pitch or property, and any action that may be required to mitigate the risk.

There is no strict requirement for when these need to take place, however the council are required to keep these under regular review. Generally, the council will conduct these Fire Risk Assessments every three years unless they believe an earlier assessment is needed. If we require access to your pitch during the assessment you will be given suitable notice of this.

Legionella

The council is required to carry out testing to water outlets that are typically used less than once per week. A legionella risk assessment must be in place for both park home sites and reviewed at least every three years.

Drainage

Residents are responsible for drainage pipes above the ground on their pitch and freshwater pipes from the external stop cock to the home. The council is responsible for drainage issues below the ground. These are explained in the implied terms of the written statement.

The council is only responsible for supplying mains water to the pitch, any connections to the park home itself are the responsibility of the homeowner. The condition and state of repair of pipework under the home remains the responsibility of the homeowner, including initial installation, and forms part of the home. This pipework is often provided with the park home when purchased.

For urgent or emergency repairs regarding either sewage leaks or severe water leaks resident should contact Repairs Support Team on **023 9284 1311** / Out of Hours Service, on - **023 9282 4244**.

Guidance

Sales

Buying and selling a park home is an independent process, and the council do not hold information on current sales listings. If you are interested in purchasing a park home, we recommend looking online and contacting local estate agents for listings.

If you're selling a park home on a residential park, there are two transactions that happen at the same time:

1. The sale of the park home itself
2. The transfer ('assignment') of the seller's occupation agreement to the buyer

In 2013, the government introduced a new procedure that must be followed whenever a used residential park home is bought or sold on a site in England.

One effect of this is that both buyers and sellers of park homes now have much more responsibility to ensure that the transaction is completed properly. If any mistakes are made, this could lead to the assignment of the agreement being unlawful, and result in costly disputes between the two parties.

The council does not lead on the sales process and is unable to accept any responsibility if the correct process is not followed by the buyer or seller. We recommend that buyers and sellers seek independent legal advice when selling or purchasing a park home.

The below links to the government website contains useful guides for both buying and selling a park home. This policy does not replace these, and these guides should be read carefully before buying or selling a park home.

- 🏠 Selling or gifting a park home factsheet - which can be found at [gov.uk](https://www.gov.uk) by searching 'selling or gifting a park home - fact sheet'.
- 🏠 Buying a park home - which can be found at [gov.uk](https://www.gov.uk) by searching 'buying a park home'.

Current owners who are seeking to sell their home must arrange the following works before completion:

- 🏠 Electrical Installation Condition Report (EICR) certificate by a qualified electrician
- 🏠 A Gas Safety Record certificate by a qualified gas safe engineer (where applicable)

During the sales process the seller will need to sign a declaration that this has been completed. The council may request to see evidence of the documents on providing suitable notice.

The seller must supply the proposed buyer with certain prescribed information and documents using a 'Buyer's Information Form'. The purpose of this form (and the documents accompanying it) is to give the proposed buyer the necessary information to enable them to decide whether they want to purchase the home. This form and more information can be found at [gov.uk](https://www.gov.uk) by searching 'buyers information form park homes'.

If the seller is not able to provide some of the information or documents that are required to be given within the 'Buyer's Information Form', they must advise the proposed buyer what this is and explain why they are unable to provide it.

The seller must also ensure any outstanding pitch fee balances are cleared prior to the sale taking place. If the current owner purchased their home before 2013 then they will need to provide the council with a 'Notice of Proposed Sale form (Schedule 2)'. The form provides the council with confirmation of the sale price and confirmation that the buyer meets the rules. This can be found at 'notice of proposed sale form: park homes' - [gov.uk](#)

In addition to this, all sellers will need to transfer the pitch agreement to the buyer through an 'Assignment Form (Schedule 4)' Assignment form: park homes - [gov.uk](#). The form provides confirmation of the agreed purchase price and the pitch fee payable by the new occupier. The seller must provide the proposed buyer with their forwarding address, and all the correct paperwork, including the agreement, written statement and site rules.

If the current owner purchased their home on or after 26 May 2013, they can proceed straight to the 'Assignment form (Schedule 4)' and are not required to provide a 'Notice of Proposed Sale form (Schedule 2)'. The 'Assignment Form (Schedule 4)' will need to be provided to the council, clearly showing the date that it is signed, as evidence of transfer of ownership.

Within seven days of the assignment, the buyer (new occupier), must send the council a 'Notice of assignment form' (Notice of assignment form: park homes) together with several documents. These documents are:

- 🏠 A copy of the assignment instrument
- 🏠 A copy of any pre commencement rules/site rules
- 🏠 A copy of the agreement, implied terms, and written statement
- 🏠 Documentary evidence of the price paid for the park home

The new occupier will need to sign the form and confirm the information and documents supplied are true and up to date.

All new buyers will need to provide proof of photo ID (such as a current passport or driving licence) to the park homes management team following the purchase of their home. If the seller is the first person to have rented the pitch from the council, both the seller and buyer will need to attend an appointment with the park homes officer so that the written statement can be signed over to the buyer in the presence of the officer.

If the pitch has been rented more than once, neither the seller nor buyer will need to attend an appointment with the park homes officer, as the incoming owner will not receive their own written statement. The seller is responsible in these circumstances to provide the incoming buyer with the current written statement, which is assigned as part of the Schedule 4.

If you owned the park home prior to 26 May 2013, and intend to sell or gift the home, you must provide the park homes management team with a 'Notice of Proposed Sale Form'. This can be found at gov.uk by searching 'notice of proposed sale form park homes'.

This should be provided when you have accepted an offer or decide to gift your home to a family member. Where the agreement was assigned after 26 May 2013 you may sell or gift your park home, and assign the agreement, without first needing to inform the site owner (park homes management team). The new occupier must notify the site owner within seven days after completion of sale/gift.

New owners will be provided with information such as, how to pay pitch fees, the site rules, and the council's privacy notice.

Insurance

As per your written statement agreement, residents are required to obtain a specific park home insurance policy for their property. Residents should be able to provide this to us upon request.

Grounds Maintenance

The grounds maintenance for park home sites is managed by the council's Green and Clean service. They are responsible for grass cutting, hedge cutting and weeding. Green and Clean can also attend for ad-hoc services when requested, for things affecting the common parts of sites.

Grounds maintenance is completed on a cycle, so there is no need for residents to contact Green and Clean to request the site be attended. However, residents can get in touch with the service directly to request someone attend or raise a concern via **023 9268 8444**.

Trees on Park Homes Sites

Trees in Portsmouth are periodically reviewed to check they are safe and healthy, and do not pose a risk to residents.

If residents are concerned or have any questions regarding trees that are the responsibility of the council, they can get in touch with the arboriculture officer by searching '**trees in Portsmouth**' on the Portsmouth City Council website or by contacting the city helpdesk via **023 9282 2251**.

Waste Management

The waste management team at the council are responsible for collecting rubbish and recycling. Residents are responsible for presenting their household waste for collection, and generally doing so in a clean and tidy way. This includes only placing securely tied bags within the communal bins at Cliffdale Gardens.

For more information or if you have any questions regarding your household waste services you can contact waste management online via the council website and searching 'Recycling and rubbish' or by calling **023 9284 1105** or email [**recyclingandrubbish@portsmouthcc.gov.uk**](mailto:recyclingandrubbish@portsmouthcc.gov.uk)

Glossary

* Separation Distance

The Separation Distance is the distance referred to between two park homes.

* BS3632

BS3632 is the British Standard to which residential park homes are built.

Legal Definition of a caravan

Following any alterations to your home, your park home must remain under the legal definition of a caravan. The wording of the legislation can be found below:

Section 29 (1) of the Caravan Sites and Control of Development Act 1960 defined a caravan as:

"... Any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted but does not include

(A) Any railway rolling stock which is for the time being on rails forming part of a system, or (B) Any tent"

Section 13 (1) of the Caravan Sites Act 1968, which deals with twin-unit caravans. Section 13 (1) provides that:

"A structure designed or adapted for human habitation which:

- Is composed of not more than two sections separately constructed and designed to be assembled on a site by means of bolts, clamps and other devices; and
- Is, when assembled, physically capable of being moved by road from one place to another (whether being towed, or by being transported on a motor vehicle or trailer), shall not be treated as not being (or have been) a caravan within the means of Part 1 of the Caravan Sites Control of Development Act 1960 by reason only that it cannot lawfully be moved on a highway when assembled".

Amendment of the definition of caravan 2006:

- Length (exclusive of any drawbar) 20m (65.6FT)
- Width: 6.8m (22.3ft)
- Overall height (measured internally from the floor at the lowest level to the ceiling at the highest level) 3.05m (10ft)



You can get this information in large print, Braille, audio or in another language by calling 023 9260 6193