

Code of Practice

Requirements for Manufacturing, Transporting, Siting, Commissioning and preparation of Park Home Bases

1 Manufacturing Requirements

- 1.1 Manufacturers are responsible for providing high quality Park Homes which are free of major defects and which have been designed and built using techniques and materials which are fit for purpose.
- 1.2 All Park Homes must be built to and comply with the requirements of BS3632.

2 Transporting Requirements

- 2.1 Storage
 - 2.1.1 Manufacturers must ensure that all Park Homes are stored at all times on firm ground and properly supported whilst awaiting collection.
 - 2.1.2 Park Homes must not be stored on wheels alone.
 - 2.1.3 The tyres on the Park Homes must be inflated at all times to the correct pressure.
 - 2.1.4 The Manufacturer or Park Owner must ensure that the Park Home is adequately supported at all times during transportation until the Park Home is permanently sited.
- 2.2 Notification to haulier
 - 2.2.1 The Manufacturer or Park Owner is responsible for supplying the following information to the person undertaking the transporting of the Park Home:
 - 2.2.1.1 maximum length, width and height, including projections such as eaves, gutters, bay windows, flues and roof hips;
 - 2.2.1.2 approximate gross weight of the Park Home;
 - 2.2.1.3 whether the Park Home is a single or twin unit and the number of axles per chassis;
 - 2.2.1.4 any other information regarding access to the Park Home site (including a telephone contact number); and
 - 2.2.1.5 a copy of the Code of Practice to ensure compliance is met.
 - 2.2.2 The Manufacturer is responsible for supplying a list of major contents and clearly marked boxes to enable inspection from wherever practicable, outside the Park Home.
- 2.3 Inspection, loading, supporting, anchoring, and dispatch inspection
 - 2.3.1 Inspection
 - 2.3.1.1 Prior to loading, the Manufacturer and the haulier must satisfy themselves that the Park Home is in satisfactory condition, undamaged and complete according to the list of contents.
 - 2.3.2 Loading and unloading
 - 2.3.2.1 All loading or unloading of the Park Home should be mechanically controlled at all times. Industry recognised safe loading and unloading techniques must be used at all times.

- 2.3.2.2 The haulier should unload the Park Home in a position with safe access and with firm, level ground wherever possible.
- 2.3.3 Supporting and securing
 - 2.3.3.1 When loaded, the Park Home should be jacked up, blocked and supported on the appropriate jacking points through its length (where braced chassis is used this should be under the vertical braced points). In such cases where a specific jacking point cannot be used, the Park Home should be supported to the Manufacturer's satisfaction.
 - 2.3.3.2 The axles or chassis should be blocked to ensure no weight is taken by the wheels.
 - 2.3.3.3 Supports should extend as far to the front and rear of the Park Home as possible.
 - 2.3.3.4 The overhang of any Park Home unit should not exceed 6ft (1830mm) beyond the last point of support on the trailer.
- 2.3.4 Anchorage of chassis
 - 2.3.4.1 The Park Home should be anchored to the trailer by chains or straps at positions pre-blocked by the Manufacturer over the chassis or axle areas.
- 2.3.5 Haulage
 - 2.3.5.1 Once the Park Home has been loaded, the haulier will be responsible for contacting the Park Owner to advise the likely time of arrival and make every effort to notify the Park Owner of any significant delays.
- 2.3.6 Delivery Inspection
 - 2.3.6.1 The Park Owner is responsible for carrying out a full external inspection of the Park Home when it arrives at its permanent site, in the presence of the haulier, to ensure no external damage has been incurred during transport.
 - 2.3.6.2 Any damage should be noted by the Park Owner on the delivery note and a copy given to the haulier personally and a copy sent to the transport company for insurance claims purposes.
 - 2.3.6.3 A full internal inspection must be made by the Park Owner within three working days of delivery of the Park Home and all interested parties notified of problems without delay.
 - 2.3.6.4 The Manufacturer must be satisfied that the haulier has adequate insurance cover for the transportation of the Park Home.

3 Siting

- 3.1 Movement on the Park Home site
 - 3.1.1 Tyres must be correctly inflated and the Park Home must be moved with a suitable vehicle.
 - 3.1.2 Suitable tracking should always be used when moving the Park Home on soft or non-surfaced areas. Care should be taken to avoid damaging underside pipes and cables.
- 3.2 Display/storage
 - 3.2.1 Park Homes should always be adequately supported when stored on display areas, in storage or elsewhere until finally sited and raised off the wheels in accordance with the Code of Practice.
- 3.3 Siting the Home
 - 3.3.1 Preparation of the Base
 - 3.3.1.1 The Park Home site mains services should be properly laid to the Base in a workmanlike manner using suitable materials and labour.
 - 3.3.1.2 Special attention should be taken on parks where trees could be a problem. Roots may damage concrete bases, roads, drains and other services. Consideration must be given to other subsoil conditions.
 - 3.3.1.3 A hard core base to a minimum depth of 150mm, well consolidated and topped with 100mm of concrete (mix as BS5328, Part 1 & 2 1991) shall be used.
 - 3.3.1.4 The finished raft must be generally level with due allowance for surface drainage.
 - 3.3.1.5 Where the ground conditions so require, thickening or the introduction of reinforcement of the raft, should be taken into account.
 - 3.3.1.6 The dimensions of the base raft shall not be less than the external dimensions of the Park Home.
 - 3.3.2 Previously Occupied Base
 - 3.3.2.1 Where a Park Home is to be sited on a previously occupied base, the base should comply with the specifications in 3.3.1 above.
 - 3.3.2.2 The Park Owner must be willing to state that in his opinion the base will remain in a satisfactory condition for the period of the warranty granted to the Park Home under the GoldShield scheme and is free from any visible signs of deterioration.
 - 3.3.2.3 Any extension to the Base must comply with paragraph 3.3.1 above.
- 3.4 Siting the Park Home
 - 3.4.1 The Manufacturer's printed instructions must be studied and taken in to account when siting the Park Home.
 - 3.4.2 When sited, the Park Home should be raised and axles blocked with a suitable load bearing block (preferably high load bearing concrete blocks) adjacent to each wheel allowing wheels to be clear of the concrete Base.
 - 3.4.3 The Park Home must be level in both directions.
 - 3.4.4 All doors (internal and external) should be checked for clearance and aligned or adjusted if necessary by using the metal chassis supports.
 - 3.4.5 Jacking must be done only from the specified jacking points or below the axle, never from the timber structure.
 - 3.4.6 An alignment check should be carried out after approximately four weeks and levels adjusted if required.
 - 3.4.7 On Park Home sites subject to strong prevailing winds, it may be prudent to anchor the chassis to the concrete base via the holding down points.
 - 3.4.8 The use of ground screws or similar technology to anchor the park home is only acceptable with the full support of the manufacturer of the park home concerned.

4 Commissioning

- 4.1 Commissioning Schedule
 - 4.1.1 The Manufacturer will supply a commissioning schedule for each Park Home. This will include details of all tasks to be undertaken during final commissioning. This schedule should be used and retained by the Park Owner.
- 4.2 Plumbing and Water Bylaws
 - 4.2.1 The soil drain pipes and waste water pipes on the Park Home site should be connected to the park drainage system in a proper and workmanlike manner, by a competent person, supported at regular intervals as necessary.
 - 4.2.2 When connecting the Park Home, ensure that all relevant Water Bylaws are complied with. Particular attention should be paid to the insulation of the rising main. Your water provider will be able to give guidance on Bylaw compliance.
 - 4.2.3 The cold water system should be connected ensuring that there is a suitable stop valve to the mains connection to the Park Home. When the connections are complete, the Park Home should be water tested and visually inspected for leaks.
 - 4.2.4 Central heating systems should be flushed and commissioned in accordance with the Manufacturer's appliance instructions.
- 4.3 Gas Supply
 - 4.3.1 The Park Owner is responsible for ensuring that a CORGI registered heating engineer checks and commissions all gas appliances (both those supplied with the Park Home and any additional appliances) as required by the current gas safety regulations.
- 4.4 Oilfired/solid fuel fired heating systems.
 - 4.4.1 Oil fired/solid fuel fired heating systems should be commissioned by a qualified engineer.
- 4.5 Electricity Supply
 - 4.5.1 The Manufacturer is responsible for ensuring that the wiring installation in the Park Home complies with the current British Standard and that a certificate to this effect is supplied with the Park Home.
 - 4.5.2 The approved contractor (as a member of NICEIC or a member of the Electrical Contractors Association) shall ensure that the supply to the Park Home is safe and satisfactory before connecting.
- 4.6 Smoke Alarms
 - 4.6.1 The Park Owner is responsible for ensuring that the smoke alarms are fitted properly and in working order.
- 4.7 Flues/Cowls
 - 4.7.1 Visual inspection of flues and terminals should be carried out on delivery by the Park Owner. All open flued appliances should pass the smoke spillage test. Flue extensions must be fitted to comply with Manufacturers instructions.
- 4.8 Ventilation
 - 4.8.1 Park Owners should check to ensure that all the fixed ventilators are clear, clean and unobstructed.
- 4.9 Fire notices
 - 4.9.1 Permanent notices giving simple fire prevention advice and setting out the action to be taken in the event of a fire must be fixed inside the Park Home where readily seen.
- 4.10 The Manufacturers offer clear guidance on the air gap between the Park Home and any fixed steps or decking.
 - 4.10.1 They also give clear instruction regarding decking drainage and splash zones. Failure to observe and apply this advice and guidance may invalidate the GoldShield Warranty.
- 4.11 Users Handbook
 - 4.11.1 The Manufacturer should provide a users handbook which should be kept in the Park Home.

5 Skirting The Park Home

5.1 Settlement Period

- 5.1.1 Before skirting is carried out the Park Owner should allow a period of time for any settlement to take place. This will not only permit easy readjustment of the Park Home but prevent doors and window frames from being fixed out of alignment. The level of the Park Home should be checked and all external plumbing joints be inspected for leaks.

5.2 Skirting Details

- 5.2.1 Regardless of material used, a consistent air gap should be provided and maintained all around the top of the skirting. Skirting must be properly ventilated and built in a manner to prevent damp penetrating the home and also be built clear of any chassis steel work to allow access to any water drain cocks.
- 5.2.2 A minimum 25mm gap between the top of the skirt and the Park Home should be allowed. This space must remain open at all times.
- 5.2.3 Skirting should be set back a minimum 25mm from the lowest part of the wall of the Park Home.
- 5.2.4 Ventilator grilles (150s.cms. approx.) should be positioned in the skirting at points relative to each room. For Park Homes with LPG, grilles should be as low as possible and for natural gas grilles should be as high as possible.
- 5.2.5 In cases where a brick/stone built wall is used it is recommended that it incorporates a damp membrane at 150mm from the ground.
- 5.2.6 Sufficient access hatches should be provided for inspection and maintenance, providing adequate access to the underside of the Park Home and each side of the axle.

6 Maintenance

- 6.1 Maintenance information is included in the Manufacturers handbook, supplied with the home and should be adhered to by the Owner.
- 6.2 The Park Owner should ensure that the handbook is passed to the Owner for which they should obtain a signed receipt.

7 Documentation and Maintenance

- 7.1 The Park Owner must ensure that all documentation (without exception) relating to the use of the Park Home supplied by the Manufacturers and Gold Shield is made available to the Park Home Owner on or before the day that the Park Home Owner takes up residence in the Park Home.
- 7.2 The Park Owner must make sure that the Park Home Owner is fully made aware of the need for regular maintenance both initially when the Park Home Owner takes up residence and at regular intervals thereafter”.