

LICENCE CONDITIONS FOR SITES FOR STATIC HOLIDAY AND TOURING CARAVANS.

1. Site Boundaries

The boundaries of the site shall be clearly discernible on the ground and be provided with adequate fencing. A three metre wide area shall be kept clear within the inside of all boundaries.

2. Site Plan

A plan of the site layout shall be given by the site owner to the Council showing the following:

- (a) Each caravan stand shall be indicated clearly by a number which shall not be altered without informing the Council.
- (b) The position of fire fighting equipment, electrical intake, sewers, toilets, etc.

3. Number of caravans/ tents permitted

The number of caravans on the site shall not exceed 63 static caravans and 20 touring caravans. The number of tents on the site shall not exceed 20.

4. Density

The overall gross density shall be consistent with safety standards, health and amenity requirements. The gross density shall not exceed 60 caravans 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) rather than the total site area.

5. Conditions of Caravans

No caravan shall be stationed on the site unless it:

- (a) is weatherproof, clean and maintained internally and externally in a good state of repair;
- (b) is of a proprietary or similar type and all caravans brought onto the site shall comply with BS 4989 or BS4626 with the exception of specifications relating to materials used in their construction or subsequent modifications thereof;
- (c) complies with British Standards on flueing, BS 5440:Part 1:1990 with regards to caravan gas multi- point water heaters;
- (d) is provided with adequate means of permanent ventilation;
- (e) has windows of a sufficient area to give a satisfactory standard of natural lighting; and
- (f) is maintained in such condition as to be capable of mobility and transportation.

6. Sleeping accommodation

No caravan stationed on the site shall be used for sleeping accommodation by a greater number of persons at any time than the number it can reasonably be regarded as having been designed to accommodate.

7. Space between caravans

- a. Subject to the following variations, the minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties shall be not less than 5 metres between units, 3.5 metres at the corner (see specimen layout in Appendix 1). For those with a plywood or similar skin it shall not be less than 6 metres. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance shall be 6 metres between such caravans. The point of measurement of porches, awnings, etc. is the exterior cladding of the caravan, excluding the draw bar.
- b. Porches may protrude 1 metre into the 5 or 6 metre space and shall be of the open type.
- c. Where awnings are used, the distance between any part of the awning and an adjoining caravan shall not be less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they shall not face each other or touch.
- d. Eaves, drainpipes and bay windows may extend into the 5 or 6 metre space provided the total distance between the extremities of 2 adjacent units is not less than 4.5 metres in a 5 metre space, or 5.25 metres in a 6 metre space.
- e. Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 3.5 metres clear space between them (4.5 metres if mixture of caravans) and such items shall not face each other in any space. If they are not enclosed, they may need to be considered as part of the unit and, as such, shall not intrude into the 5 or 6 metre space.
- f. A garage, a shed or a covered space shall be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around the unit so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the unit in either side. Car ports and covered walkways shall in no circumstances be allowed within the 5 or 6 metre space. For cars and boats between units, see paragraph 31.

8. Roads, Gateways and Footpaths

- a. Roads and footpaths shall be designed to provide adequate access for fire appliances (detailed guidance on turning circles etc. is available from the Northern Ireland Fire Brigade). Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road.
- b. Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing shall be connected to a carriageway by a footpath or hard surface.
- c. Roads shall 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 shall not be less than 0.75 metres wide.
- d. Roads shall have no overhead cable less than 4.5 metres above the ground.
- e. They shall be suitably lit taking into account the needs and characteristics of a particular site.
- f. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.

9. Hard standings

Every caravan shall stand on hard standing of suitable material, which shall extend over the whole area occupied by the caravan placed upon it and shall project not less than 1 metre outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.

10. Landscaping

Without prejudice to any planning condition, the licensee shall plant and properly maintain such trees and/ or shrubs as may be required by the District Council.

11. Fire Points

Conditions as drawn up by the Fire Authority in their post inspection report of 20 June 2007 will be complied with in full, and in any case within two months of date of issue of licence.

12. Fire Warning

A means of raising the alarm in the event of a fire shall be provided at each fire point. This could be a battery or mains powered fire alarm and sounder or by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren. The advice of the Northern Ireland Fire Brigade shall be sought on an appropriate system.

13. Maintenance

- a. All alarm and fire fighting equipment shall 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 shall be kept to record all test and any remedial action.
- b. All equipment susceptible to damage by frost shall be suitably protected.
- c. A clearly written and conspicuous notice shall 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 shall include the following:

“On discovering a fire:

- (i) ensure the caravan 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, only 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.”

14. Fire Hazards

Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of combustible materials.

15. Telephones

An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

16. Storage of Liquefied Petroleum Gas (LPG)

1. LPG supplied from tanks shall comply with Guidance Booklet HSG 34 "The storage of LPG at fixed Installations" or, if LPG is supplied from cylinders, with Guidance Note CS4 "The Keeping of LPG in cylinders and similar containers" and Guidance Note CS8 "Small Scale Storage and display of LPG at retail premises."
2. If 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.
3. Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.
4. LPG installations shall conform to British Standard 5482, "Code of Practice for domestic butane and propane gas- burning installations, Part 2: 1997: Installations in caravans and non- permanent dwellings". Attention shall be drawn to the LPG Industry Technical Association Code of Practice No. 21 " Guidelines for caravan ventilation and flueing checks". Installation and maintenance work associated with LPG shall be carried out by a competent person.

Electrical Installations

17. Sites should be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

18. Any electrical installations, which are not NIE works and circuits shall be installed, tested and maintained in accordance with the provision of the Institution of Electrical Engineers' (IEE) Regulations for Electrical Installations for the time being in force.

19. Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, 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 shall be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding three years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current regulations.

The inspector shall within one month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.

20. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified.

Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.

21. If there are overhead electric lines on site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

22. Water Supply

All sites shall be provided with an adequate and wholesome water supply complying with British Standard Code of Practice CP 310 (1965).

Every caravan not provided with a piped supply shall have an adequate piped supply which shall be available at standpipes within 45 metres of the caravan. Standpipes to be provided at the rate of one to every 75 caravans.

23. Drainage, Sanitation and Washing Facilities

Satisfactory provision shall be made for foul drainage, either by connection to public sewage treatment works or by discharge to a properly constructed septic tank approved by the Department of the Environment.

24. There shall be adequate surface water drainage for site roads, footways and paved areas and the site generally.

25. Properly designed disposal points for the contents of chemical closets shall be provided, with an adequate supply of water for cleaning the containers.

26. a. Where caravans are connected to the main drainage system and have any of the facilities installed, the communal facilities may be reduced pro-rata to the scale required.

b. Caravans provided with a piped water supply inside the caravan and/ or a water closet shall be air-tight when not in use. In the case of caravans without a piped water supply inside the van, waste water, if not discharging directly over a trapped gully shall be collected into a bucket and emptied as often as may be necessary into a properly trapped gully and satisfactory drainage system.

c. Where drainage facilities are provided to individual caravans the work shall be to a standard required by the Building Regulations and the current British Standard Code of Practice, and to the satisfaction of the Council. Not less than 48 hours notice shall be given to the Environmental Health Department before commencing any such work.

27. For caravans without their own W.C.s, baths or showers, clean and properly maintained communal toilet blocks shall be provided with facilities on at least the following scales:

- Men: 1 W.C. and 1 urinal per 15 caravans or less;
 - Women: 2 W.C.s per 15 caravans or less;
 - 1 wash basin for each 2 W.C.s or urinals
 - 1 Shower or bath with hot and cold water per 8 W.C.s or urinals
- Provision shall be made for the hygienic disposal of sanitary towels.

Toilet blocks shall be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath. Each block shall have adequate certified lighting available both internally and externally.

28. Laundry facilities shall be provided, in a separate room, on the scale of one deep sink with hot and cold water per 30 caravans. Alternatively an adequate number of mechanically

operated washing machines may be provided, but there shall also be at least one deep sink with hot and cold water. Satisfactory artificial lighting must be provided and maintained in the laundry room.

29. Disabled Persons

Particular consideration shall be given to the needs of disabled persons in the provision made for water points, toilets, washing points and showers.

30. Refuse Disposal

Every caravan standing shall have an adequate number of suitable non- combustible refuse bins with close fitting lids, plastic wheeled bins or plastic bags. Arrangements shall be made for the bins to be emptied regularly. Where communal refuse bins are also provided these shall be of similar construction and housed within a properly constructed bin store which shall be provided with a facility to enable it to be hosed down with clean water.

31. Parking

One car only may be parked between adjoining caravans provided that the door of the caravan is not obstructed. Additional suitably surfaced parking spaces shall be provided with space for at least one car for every four caravan standings to meet the requirements of the occupants and their visitors.

Plastic or wooden boats shall not be parked between caravans.

32. Recreation Space

Where children stay on site, space equivalent to about one- tenth of the total area shall be allocated for children's games and/ or other recreational purposes. This provision will normally be necessary because of the limited space available around the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

Notices

33. A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.

34. A copy of the site licence with its conditions shall be prominently displayed on the site.

35. Notices and a site plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They shall show where the Police, Fire Brigade, Ambulance and local Doctors can be contacted, and the location of the nearest public telephone. The notices shall also 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 shall be displayed giving advice about the operation of the flood warning system.

36. All notices shall 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.

Inspection

37. The Council's officers shall have the right to inspect the caravan site and the caravans thereon and all sanitary conveniences, cesspools, septic tanks, ablution buildings and other similar installations at all reasonable times.

38. No apparatus or equipment shall be operated at any time or in such a manner as to cause nuisance by noise.

39. The bringing of caravans onto the land is prohibited until the works required by the conditions attached to this licence have been carried out to the satisfaction of the Council.

40. No tents or structures other than caravans as defined by the Caravans Act shall be erected or maintained on the site without the prior consent in writing of the licensing authority.

First Aid

41. An adequate and suitable first aid kit shall be available on the site. On those sites situated adjacent to a lake, a river, or the sea, suitable life- saving equipment shall be provided in a readily accessible and conspicuous position.