

Site Licence Conditions

Number of Mobile Homes, Site Plans and Boundaries

1. The maximum number of mobile homes to be stationed on the site is detailed on the licence.
2. The boundaries of the site and each pitch must be clearly marked by appropriate man-made or natural features.
3. A plan of the site of a suitable level of quality and detail must be supplied to the local authority whenever there is a material change to the boundaries or layout of the site.

Amenity and Privacy

4. For amenity and privacy reasons:
 - The distance between any two units should generally not be less than 6 m.
 - The density of mobile homes on a site must not exceed the density stated in the planning consent conditions, or if none is stated, 50 mobile homes per hectare of usable area (excluding lakes, watercourses, high flood risk areas, roads, common service areas, and other areas unsuitable for the siting of mobile homes).

Roads, Gateways and Traffic Routes

5. Roads must be constructed of hard durable materials (such as suitable bitumen macadam or concrete with a suitable compacted base) and must be provided so that no mobile home is more than 45 metres from a road. Roads must be capable of carrying vehicles with an axle loading of 14 tonnes as a minimum.
6. Roads must be designed to provide adequate access for emergency vehicles. Routes for emergency vehicles must be kept clear of obstructions at all times. Where necessary, suitable vehicle turning areas should be provided.
7. All roads must have adequate surface water/storm drainage. Roads must not be less than 3.7 metres wide unless they are designed for, and used by, one way traffic in which case they must not be less than 3 metres wide.
8. One-way systems must be clearly signposted.
9. Where existing two-way roads are less than 3.7 metres wide, passing places or a one-way system must be provided.
10. All gateways/entrance/exits to the site must be a minimum of 3.5 metres wide and have a minimum height clearance of 3.7 metres for vehicular access and be accessible at any time.
11. Roads must be maintained to a good standard.

12. Cable overhangs must meet the relevant statutory requirements.
13. Salt or grit should be provided in conveniently located containers, for use to allow the safe movement of vehicles in icy conditions.
14. Where appropriate, suitable measures (e.g. signage or speed bumps) to control the speed of vehicles on the site should be provided.

Pedestrian Routes

15. Every hard standing must be connected to a road by a footpath at least 0.9 metres wide with a hard surface which must be maintained in good condition.
16. Communal pedestrian routes should not be less than 0.9 metres wide. The route should be made of a hard surface and must be maintained in good repair and in a safe condition.
17. All pedestrian routes must have adequate surface and storm water drainage.
18. Salt or grit should be provided in conveniently located containers, for use to allow the safe movement of pedestrians in icy conditions.
19. The surface and gradient of roads and all pedestrian routes should be designed and maintained to take into account the requirements of disabled households.

Bases and Hard Standings

20. Every mobile home must be sited safely and securely on a hard-standing or solid base.
21. The base must extend over the whole area occupied by the mobile home and must where possible project at least 0.9 metres outwards from its entrance to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance current at the time of construction and kept in a suitable condition with any necessary maintenance.

Supply and Storage of Gas

22. Gas supply (liquefied petroleum gas (LPG) and natural) and the storage of LPG gas cylinders must meet relevant statutory requirements, and relevant Standards and Codes of Practice.
23. Any gas installations must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements. Any work on gas installations and appliances on the site must only be carried out by persons who are competent to do the particular type of work being undertaken.

Electrical Installations

24. The site must be provided with an electricity supply and distribution network of adequate capacity to safely meet the reasonable demands of the mobile homes and

other facilities and services within it. The electrical system on the site, including the distribution network and supplies to mobile homes and site buildings, must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements.

25. Any work on the electrical distribution network on the site and equipment connected to it must be carried out only by persons who are competent to do the particular type of work being undertaken.

Oil Storage Tanks

26. Oil storage tanks must be designed, constructed and located so as to comply with relevant statutory requirements and British and/or European Standards.

Water Supply

27. All pitches on the site must be provided with a water supply sufficient in all respects to meet the reasonable demands of the mobile homes situated on them, and all water supplied for human consumption must be of the quality required by relevant statutory requirements and British and/or European Standards.

28. The water distribution network and installations must be designed, installed, tested, inspected and maintained in accordance with the provisions of the relevant statutory requirements and British and/or European Standards.

29. All repairs and improvements to water supplies and installations must be carried out to conform to relevant statutory requirements and British and/or European Standards.

30. Work on water supplies and installations must be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with relevant statutory requirements and British and/or European Standards.

31. Water supplies should be adequately protected from damage by frost.

Drainage and Sanitation

32. The mobile home site, including every hard standing, must be provided with a suitable drainage system for the hygienic disposal of foul, rain and surface water from the site, buildings, mobile homes, roads and footpaths.

33. The surface and foul drainage network and installations must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements.

34. Each mobile home and site building must be connected to a foul drainage system. The connection should be capable of being made air-tight when not in use.

35. Provision must be made for foul drainage either by connection to a public sewer, a sewage treatment facility or to an appropriate septic tank or treatment system

approved by the local authority or, where appropriate, the Scottish Environment Protection Agency (SEPA). Septic tanks and treatment systems should be registered with SEPA in accordance with their requirements.

Flooding

36. The site licence holder should establish whether the site is at risk from flooding by referring to SEPA's Flood Maps.

37. Where the site is at risk of flooding the licence holder should sign up to SEPA's Floodline service, establish an evacuation plan, and display notices prominently on the park with all relevant information.

Lighting

38. Roads and pedestrian routes must be provided with an adequate working artificial lighting system between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

39. Where appropriate, communal buildings should have adequate working artificial internal and external lighting.

40. The lighting systems and installations must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements.

Domestic Waste

41. Each mobile home must be provided with, or have ready access to, appropriate facilities for the recycling of waste material and for the disposal of residual waste.

Notices and Information

42. Displayed in a prominent place must be:

- a) details of how to contact the Police, the Fire and Rescue Service, and emergency and local medical services;
- b) the name, contact address and telephone number of the site licence holder or the site manager (if different from the site licence holder) and their emergency contact details;
- c) a copy of the Site Rules. If the site rules are more than one page long the first page can be displayed, along with details of a specific place on the site that the full site rules can be inspected on request;
- d) a copy of the Site Licence.

All notices must be suitably protected from the elements.

Other relevant information should be provided to the local authority if requested, including a copy of documents showing the on-going maintenance and inspection of the site and its facilities.

Site Maintenance

43. The site licence holder should ensure that the site and all the facilities on it are maintained in a good order and condition, and function as intended.

Additional Structures and Alterations to Existing Structures

44. New structures on the site and buildings or structures undergoing a change of use, alteration or adaption must comply with relevant building standards Regulations. Planning Permission may also be required, and any conditions complied with.

Mobile Homes Let by the Site Licence Holder for Permanent Accommodation

45. Each mobile home let by the site licence holder must be maintained in a good state of repair by the site operator, be weatherproof, free from damp, and comply with the relevant British Standard at the time of manufacture (at time of publication BS 3632:2015). The standard covers the manufacture of mobile homes, for use as permanent places of residence.

Parking

46. Sufficient and appropriate provision should be made for car parking by residents and their visitors.

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

The Caravan Sites and Control of Development Act 1960 made it an offence to use land as a caravan site without a Licence. Although there are some exceptions to this requirement, the overwhelming majority of residential, holiday and touring sites are licensed by their Local authority. Local Authorities have powers under Section 5 of the Act to attach conditions to caravan site licences. In deciding what conditions to attach to a Site Licence, the Local Authority is to have regard to the Government Model Guidance Standards. All sites are required to comply with conditions attached to their Site Licences. Compliance with the Site Licence Conditions is the responsibility of the Site Operator. Dumfries and Galloway Environmental Health are responsible for the enforcement of Site Licence conditions. The responsibility for the enforcement of the Licence Holders obligations in terms of Fire Safety matters however, lies with the Scottish Fire and Rescue Service. Should you have any questions relating to the licensing of caravan sites please contact Dumfries and Galloway Environmental Health.

The issuing of Site Licences is linked by section 3 (3) of the Act to the existence of Planning Permission for the use of the land as a caravan site. A Site Licence can only be issued by a Local Authority if the applicant has Planning Permission to use land as a caravan site.

The definition of "Caravan" includes 'Mobile Home' and 'Park home'. Similarly reference to site includes 'Mobile Home site/park' and 'Park Home site'. Also 'twin units' which are transported in no more than two pieces and then assembled on site.

Under Planning legislation, all mobile homes or caravans whether they are residential, holiday statics or any other form of caravan have no permitted development rights and therefore any building erected in association with any caravan requires planning permission. Buildings or structures which would require Planning Permission include sheds, verandas, decking and extensions (including conservatories). In addition, any fence, gate, wall etc. exceeding 1.0m in height and within 20m from a road would require Planning Permission. Planning Permission would also be required in all cases where the fence, gate, wall etc. exceeds 2.0m in height. If you have any questions regarding the planning process, please contact Dumfries and Galloway Environmental Health. Alternatively Planning contact information is also available at www.dumgal.gov.uk

A Building Warrant is not required to create a caravan site or for the siting of individual accommodation units but it is required in certain instances e.g. for the installation of any drainage system. If you have any questions regarding this process or any works that may or may not require Building Warrant please contact Dumfries and Galloway Building. In Scotland any structure designed or adapted for human habitation exceeding the following limits is not a caravan for the purposes of the legislation:

- length- 60 feet (18.288m)
- width- 20 feet (6.096m)
- overall height of living accommodation measured internally from the floor at the lowest level to the ceiling at the highest level: 10 feet (3.048m)

All sites are required to comply with current Fire Safety legislation. As explained above, the responsibility for the enforcement of Fire Safety on caravan sites rests with the Scottish Fire and Rescue Services. If you have any questions relating to fire safety issues please contact the Scottish Fire and Rescue Services on 01387 252222 or 0141 646 4501

<https://www.gov.scot/publications/practical-fire-safety-guidance-existing-premises-sleeping-accommodation/documents/>

In addition all sites are required to comply with the provisions of the Health and Safety at Work etc. Act 1974 and legislation made thereunder including the Management of Health and Safety at Work Regulations 1999.

Your responsibilities under the Health and Safety at Work etc. Acts 1974 extend to any employees you have and also cover non- employees such as workmen who come onto the site, visitors and the caravan site residents.

The Management of Health and Safety at Work Regulations 1999 impose a duty on employers and the self-employed to make assessments of risks to the health and safety of employees and any persons affected by their work. To do this you need to think about what in your business might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have identified the risks, you need to decide how to control them and put the appropriate measures in place. Site activities you would need to risk assess could include moving and siting units, groundwork's to lay drainage and electrical connections, roads and footpath maintenance, grounds maintenance, working with machinery or chemicals, electricity or gas.

The Management of Health and Safety at Work Regulations 1999 link in closely with the Act and also for example specific duties under the Electricity at Work Regulations 1989 and the Electrical Safety, Quality and Continuity Regulations 2002 (as amended).

Two Trade Associations of the caravan and parks industry- the British Holiday & Home Parks Association and the National Caravan Council have published a PRACTICAL GUIDE to the Safety Management of Electrical Installations and Distribution on Parks.

The objective of the Guide is to assist park owners and operators in the safe management, operation and maintenance of electricity supplies and distribution systems on residential, holiday and touring sites. The British Holiday Home & Home Parks Association can be contacted at, 6 Pullman Court, Great Western Road, Gloucester GL1 3ND tel. 01452 526911 and the National Caravan Council Limited at Catherine House, Victoria Road, Aldershot, Hampshire. GU11 1SS tel. 01252 318251.

Generally, Health and Safety on your site is enforced by Health and Safety inspectors from Dumfries and Galloway Council. Should you have any questions on Health and Safety matters relevant to caravan sites please contact Environmental Health, environmentalhealth@dumgal.gov.uk

The Health and Safety Executive publish lots of Guidance on health and safety covering safety policies, risk assessments and specific matters on their website.

Free confidential help and advice for businesses is provided by Healthy Working Lives tel. 0800 019 2211.

www.healthyworkinglives.scot