Site Licence Part 1

Economy, Environment and Infrastructure

Caravan Sites and Control of Development Act 1960

Dumfries and Galloway Council as Licensing Authority under the Caravan Sites and Control of Development Act 1960 (the Act) hereby grant to

The Occupier of the land, a Licence authorising them to cause or permit the use of the land at

for the purposes of a caravan site as defined in section 1(4) of the Act subject to the attached conditions forming Part 2 of this Licence

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<th>Licence Number</th>
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<tr>
<td>Licence Current from</td>
<td>Planning Permission Granted</td>
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<tr>
<td>Approved Plan Identification Reference</td>
<td>Residential Holiday Static Touring</td>
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<td>Type of Site</td>
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<td>Site Occupancy Dates</td>
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Signed ............................... (Environmental Health Manager)

Dated.................................

This Licence and the Approved Plan must be displayed onsite in a conspicuous place
Site Licence Part 2

Site Licence Conditions

1. Site Plans and Boundaries

(i) The boundaries of the site shall be clearly marked by appropriate man-made or natural features.

(ii) (a) A plan of the site shall be supplied to the local authority upon any application for a Licence and, thereafter whenever there is a material change to the boundaries or layout of the site. The Licence Holder shall thereafter maintain an up to date plan of the site (the Approved Plan).

(b) The plan of the site must be of a suitable scale and quality and must clearly detail the layout of the site including all relevant structures, services, features and facilities and access points.

(c) The boundaries of the area(s) used for common and recreational uses and for different types of accommodation on the site i.e. residential, holiday static and touring (as applicable) must be clearly shown on the plan.

The site shall be laid out in accordance with the Approved Plan docquettled and signed relative to this licence.

(iii) The location and boundaries of each pitch shall be clearly and uniquely numbered on the Plan.

2. Use of the Site and Spacing & Density of Units

(i) This Site Licence is granted for Residential and Holiday Static and Touring use only. No caravans stationed on the site shall be occupied as either the sole or principal residence of the occupant unless planning permission has been granted allowing residential occupation.

(ii) The Residential use relates only to the xxx caravans/mobile homes shown to be located within the area coloured RED on the approved plan.

(iii) The use of the xxx caravan/mobile home units in the area coloured BLUE on the approved plan shall be restricted to short term holiday use only.

(iv) The distance between any caravan and the site boundary shall not be less than 3 metres having regard to the character of the adjoining land.

(v) The minimum distance between any two caravans must not be less than 6 metres.

(vi) No caravan shall be stationed within 2 metres of any road on the site.
(vii) Each pitch shall be conspicuously marked with an identifying number in letters or figures not less than 75mm high. This must match the site plan.

(viii) The density of caravans on a site shall not exceed 75 units per hectare calculated on the basis of useable area (excluding any areas unsuitable for the siting of caravans).

3. **Site access, roads, gateways and communal footpaths**

(i) Roads shall be adequately surfaced and suitable to carry the vehicles for which they are intended and shall be provided so that no unit of accommodation, laundry or amenity block is more than 45 metres from a road.

(ii) The site, roads and footpaths shall be designed to provide adequate access for service and emergency vehicles. Routes within the site for such vehicles must be kept clear of obstruction at all times. Where necessary suitable vehicle turning circles shall be provided. (Detailed guidance is available from the Fire Authority).

(iii) New roads shall be constructed and laid of suitable bitumen macadam, concrete or other suitable surface with a suitable compacted base and be capable of supporting a vehicle of 26.5 tonnes.

(iv) All roads shall have adequate surface water/storm drainage. This could, where appropriate, include the grading of the road surface to allow the shedding of water to one side for example, where the particular design/construction of the road and ground condition allows.

(v) Roads shall not be less than 3.7 metres wide, with the provision for passing places if the width of the road is between 3.7 metres and 5.5 metres and it is subject to two-way traffic. Adequate turning space shall be provided as required.

"This Condition applies where a new site or extension is proposed and where the alterations would allow the road layout to be improved."

(vi) Designated one-way roads must not be less than 3.1m wide. One way systems shall be clearly sign posted.

(vii) Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

(viii) Roads shall be maintained in a good condition to the satisfaction of the Local Authority.

(ix) Cable overhangs must meet the statutory requirements.

(x) Steps shall be taken, so far as is reasonably practicable, to prevent ice and snow from endangering the safe passage of pedestrians and vehicles over roads, communal footpaths and car parking areas.
(xi) Suitable measures to control the speed of vehicles on the site shall be provided or the Site Licensee shall manage the speed of vehicles on site to ensure safety.

(xii) The surface, gradient and width of roads shall take into account the requirements of persons with disabilities.

4. **Footpaths**

(i) Every hard standing shall be connected to a site road by a footpath at least 0.75 m wide with a hard surface which shall be maintained in good condition.

**This Condition applies where a new site or extension is proposed**

(ii) Where practicable, communal footpaths shall not be less than 0.9 metres wide; made of a suitable hard surface and shall be maintained in good repair and in a safe condition. Existing communal footpaths must be maintained at not be less than 0.75 metres wide with suitable hard surface which shall be maintained in good repair and in safe condition.

(xiii) All footpaths shall have adequate surface and storm water drainage. This could, where appropriate include the grading of the footpath to allow the shedding of water to one side for example, where the particular design/construction of the footpath and ground conditions allow.

(iii) Provision must be made for the gritting of footpaths during icy conditions.

(iv) The surface, gradient and width of footpaths shall take into account the requirements of persons with disabilities.

5. **Vehicular Parking**

(i) One car only is permitted to park between adjoining units. The entrance to any unit must not be obstructed. Roads within the site must be kept clear of obstruction at all times and must not be used as an auxiliary car parking space for caravan unit occupants

(ii) Suitably surfaced and located parking spaces shall be provided to meet the requirements of residents and their visitors. Such provision shall be at a ratio of one space per ten pitches as detailed in the Planning Consent.

6. **Communal Recreation Space**

(i) Suitable space equivalent to one tenth of the total useable area of the site approved for holiday and residential uses shall be allocated for recreational purposes as detailed in the Planning Consent.
7. **Types of Caravan**

(i) Every caravan / park home stationed on the site shall be purpose-built for the use for which it is intended and must meet the definition of a caravan per Section 29 of The Caravan Sites and Control of Development Act 1960 and The Caravans Act 1968.

(ii) Every caravan on the site shall be kept in a good state of repair.

(iii) Licence Holders should ensure that each unit of accommodation whether newly introduced or as a replacement for an existing unit, sited after the commencement of these conditions is constructed to the latest British Standards as appropriate. Currently these are BS 3632: 2005 Residential Mobile Homes and BS 1647:2004 Holiday.

8. **Bases and Hard Standings**

(i) Every unit must be sited safely and securely on a hard-standing or solid base of suitable material which shall be sufficiently robust to take the weight of the caravans and be easy to maintain and keep in a tidy condition.

(ii) The base must extend over the whole area occupied by the unit, and must project at least 0.9 metres sufficient distance outwards from its entrance to enable occupants to enter and leave safely.

9. **Services and Utilities**

9. **Supply & Storage of Gas**

(i) Gas (including mains gas) and the storage of supplies shall meet current statutory requirements particularly the Gas Safety (Installation and Use) Regulations 1998 and the Health and Safety at Work etc. Act 1974; relevant Standards and applicable parts of current or successor Codes of Practice (issued or approved by the Health and Safety Executive).

(ii) Any gas installations shall be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.

(iii) If liquefied petroleum gas (LPG) is to be used on the site, its storage and use in cylinders or similar containers or at fixed bulk containers shall be in compliance with the relevant and applicable parts of current or successor Codes of Practice (issued or approved by the Health and Safety Executive).

(iv) LPG supplied from tanks and cylinders shall comply with Petroleum Gas Association (LPGA) COP 1 Part 1 'Bulk Storage and Fixed Installations: Installation & Operation of Vessels Located above Ground' and LPGA COP 7 ‘Storage of Full & Empty LPG Cylinders & Cartridges’ as applicable.
(v) If there are metered supplies from a common LPG Storage tank, then LPGA COP 25 “The Storage and Use of LPG at metered Estates” provides Guidance. In this case and if a British Gas mains supply is available, the Gas Safety (Installation and Use) Regulations 1998 and the Pipelines Act 1962 may also be applicable.


(vii) All gas installations, appliances, flues and associated pipework provided on the Site by the Licensee or in caravans owned by other persons which are sublet, shall be subject to an annual gas safety check by a Gas Safe Engineer. A copy of all current safety check certificates required by gas safety legislation shall be kept available for inspection on request by authorised officers of the Local Authority. A copy of the certificate shall be displayed within each caravan or a copy provided to hirers. A copy should also be available in the site office.

(viii) Any work on gas installations and appliances on the site shall only be carried out by a competent person i.e. someone on the Gas Safe Register who is qualified to carry out the particular type of work required.

10. Electrical Installations

(i) The site shall be provided with an electricity supply and distribution network of adequate capacity to safely meet the foreseeable demands of the holiday static caravan units and other facilities and services within it.

(ii) The electrical system on the site, including the distribution network and supplies to the holiday static units and site buildings, shall be designed, installed, tested, inspected and maintained in accordance with the provisions of the relevant statutory requirements, including the Electricity at Work Regulations 1989; the Electricity, Safety, Quality and Continuity Regulations 2002, the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

(iii) The electrical installation shall be inspected and tested not less than once in every 12 months, (or every three years for underground installations) by a person who shall be one of the following:

- A professionally qualified electrical engineer
- A member of the Electrical Contractors Association
- A member of the Electrical Contractors Association of Scotland (SELECT)
- A certificate holder of the National Inspection Council for Electrical Installation Contracting (NICEIC)
- A qualified person acting on behalf of one of these (when it should be stated for whom he/she is acting)

Electrical Inspectors may make alternative recommendations for shorter inspection intervals.
The certificate issued by the competent person, in the form prescribed by the current IET Wiring Regulations to BS7671 must be obtained by the site operator and displayed with the Site Licence. A copy of the Certificate shall be submitted to the Local Authority on request.

Any recommendations contained within the EICR report that the electrician has assigned a code 1 (Danger Present) or code 2 (Potentially Dangerous) must be attended to as a matter of urgency.

(iv) Any work on the electrical distribution network on the site and equipment connected to it shall only be carried out by persons who are competent to do the particular type of work being undertaken (see Section 10 (iii)).

(v) Each Holiday Static caravan shall be connected to the electricity supply in an approved manner as described in the current IET Wiring Regulations BS 7671 requirements for electrical installations.

11. Oil Storage Tanks

(i) Oil installations and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.

(ii) Oil storage tanks must be designed, constructed and located so as to:

   (a) Reduce the risk of oil escaping from the installation.

   (b) Contain any oil spillage likely to contaminate any water supply, groundwater, watercourse, drain or sewer.

   (c) Permit any spill to be disposed of safely.

   (d) Comply with current legislation, regulation and British and European Standards.

   (e) Be protected from the risk of mechanical damage due to physical collision

   (f) Prevent access by unauthorised persons.

12. Water Supply

(i) All pitches on site shall be provided with a wholesome water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

(ii) All water supplies for human consumption and use shall be of the quality required by current legislation, regulations and relevant British or European standards.

(iii) The water distribution network and installations shall be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
(iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European standards.

(v) All repairs and improvements to water supplies and installations shall be carried out to conform to current legislation and British or European standards.

(vi) Water supplies shall be adequately protected from damage by frost.

13. **Drainage and Sanitation**

(i) The caravan site and every hard standing shall be provided with a suitable drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, units, roads and footpaths.

(ii) The surface and foul drainage network and installations shall be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.

(iii) Any works conducted on the drainage system must be carried out by competent persons.

(iv) Each residential and static caravan unit and site building shall be connected to a foul drainage system. The connection shall be capable of and made airtight when not in use.

(v) Provision shall be made for foul drainage either by connection to a public sewer or to a sewage treatment facility or to an appropriate septic tank approved by the Licensing Authority or where appropriate Scottish Environment Protection Agency.

(vi) Sanitary and washing facilities shall be provided with adequate piped supplies of water on at least the following scales and with separate accommodation for each sex.

- Men: One WC and one urinal (or 2 WC's) per 15 caravans and
- Women: 2 WC’s per 15 caravans.
- One WHB with adequate piped supply of hot and cold water for each WC or urinal.
- For each sex, one shower or bath with adequate piped supply of hot and cold water, per 20 caravans. Adequate changing facilities shall be provided.
- Provision shall be made in the women’s toilets for the hygienic disposal of sanitary products

**Note** - Where caravans are provided with their own sanitary and washing facilities, the number of communal facilities required can be reduced accordingly. Where all caravans have such facilities, there will be no
requirement for the provision of communal sanitary and washing facilities.

14. **Laundry Facilities**

(i) Laundry facilities shall be provided in a suitable and adequate accommodation. Deep sinks on the scale of 1 per 20 caravans or part thereof shall be provided. An adequate piped supply of water shall be provided and the sinks connected to a suitable foul drainage system. The provision of washing machines is an acceptable alternative to the provision of deep sinks.

(ii) A drying green shall be provided near to the laundry facilities or some other alternative means of drying provided.

**Note** - Communal laundry facilities may not be required for caravans equipped with a 13 amp electrical socket outlet within the kitchen area, the socket outlet being suitable for the operation of a washing machine. A drying green for use by each caravan still requires to be provided. Where caravans are provided with their own laundry facilities, the number of communal facilities required can be reduced accordingly. Where all caravans have such facilities, there will be no requirement for the provision of a communal laundry.

15. **Lighting**

(i) Roads and pedestrian routes shall be provided with an adequate operational lighting system between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

(ii) All communal buildings must have adequate operational artificial internal and external lighting.

(iii) The lighting systems and installations shall be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.

16. **Domestic Refuse, Recycling, Storage & Disposal**

(i) Each caravan shall be provided with, or have ready access to, appropriate facilities for the recycling of refuse and for the disposal of residual waste.

(ii) The Licence Holder shall arrange for the regular collection of recyclables and the disposal of residual waste and litter either by the Waste Disposal Authority or via a licensed commercial contractor.

(iii) Special provision shall be made for the collection and proper disposal of large discarded items.

(iv) The Licence Holder shall ensure that the site is maintained free of litter and any debris.
There shall be no burning of waste material on the site without the permission of the Licensing Authority.

**Maintenance and Administration of the Site**

17. **General**

(i) The Licence Holder shall appoint a person with suitable qualifications and/or experience to oversee the day to day management of the Site.

(ii) Where certain conditions might require co-operation from tenants it is for the Licence Holder to ensure that this is explicit in any Tenancy Agreement/ Site Rules. Responsibility for compliance with the Site Licence conditions rests entirely with the Site Licence holder.

(iii) The Site Licence Holder will obtain and maintain sufficient and appropriate public liability insurance.

18. **Notices and Information**

(i) The following information shall be displayed on a sign in a prominent place at the entrances to the site or site offices;

   (a) The name of the site.

   (b) The name, address and telephone number of the Licence holder and site manager and their emergency contact details.

   (c) A copy of the Site Licence

   (d) A copy of the Approved Plan

   (e) A copy of the most recent Periodic Inspection Report (PIR) or Electrical Installation Condition Report (EICR) and Gas Safety Check certificate.

   (f) A copy of the Licence Holder's certificate of public liability insurance.

   (g) A copy of the local flood warning system and evacuation procedures if appropriate.

   (h) A copy of the Fire Safety Risk Assessment made for the site.

   (i) A copy of the Site Rules.

   (j) Details of how to contact Fire, Police and local medical and dental services.
(k) Information on carbon monoxide poisoning linked to the use of barbecues within tents, camping structures and caravans.

The intention of this condition is to ensure relevant information is made available or brought to the attention of those visiting or staying on the site. In some instances it may not be practical to provide all of the information required in or on notice boards. Licence holders may therefore use other means to supply this information provided this is agreed with the Licensing Authority for example, the Licence Holder may, with the agreement of the Licensing Authority provide the information required by (f), (g), (h) and Part 2/3 of the Site Licence (the conditions) directly to individual residents or provide details on the Notice Board as to the conspicuous place where they can be viewed.

As a minimum the information required by condition 18(a), (b), (c), (g-if appropriate) and (j) must be displayed at all times. This is for the benefit of the emergency services.

(ii) The Licence Holder shall ensure that the information required by 2 above is up to date.

(ii) The location of the nearest public telephone shall be displayed in prominent positions throughout the site. In addition, if provided, details of the access availability of a landline on site e.g. in the Site Managers office or in site accommodation.

(iii) All notices shall be suitably protected from the weather and from direct sunlight.

(iv) The Licence Holder shall maintain an up to date record of the names and addresses of all pitch holders. This record is to be made available to the Licensing Authority on request.

(v) Sites with overhead electric lines must display warning notices on the supports for the lines and at the site entrance.

19. **Site Maintenance**

(i) The Licence Holder shall maintain accurate up to date plans of;

(a) The location of surface and foul drainage pipe work for the site including any pumped storage facilities, road gullies, access points, treatment plant and the point at which the site drainage connects to the main sewer;

(b) The locations and layout of the electrical supply system to the site including meter rooms, substations, overhead cables and hook-ups;

(c) The locations and layout of drinking water distribution pipes, storage tanks and access points;

(d) The locations of any stored gas and oil supplies and if appropriate distribution pipes and emergency control valves.
20. **Maintenance Plan**

(i) The Licence Holder shall establish and maintain a plan for the routine maintenance of the site including its services, facilities, roads, buildings and landscaping.

(ii) The Licence Holder shall establish and maintain the necessary facilities and services – including personnel, required to carry out the requirements of the maintenance plan.

(iii) The Licence Holder shall establish and maintain suitable arrangements to deal with any foreseeable emergency on the site or severe weather resulting in things such as loss or interruption of electricity or water supply, blocked drainage, fallen trees, severe weather.

(iv) The Licence Holder shall retain up to date records of maintenance and inspection works carried out as required by the site licence and make these available to the local authority on requests.

21. **Flooding**

(i) The Licence Holder shall establish whether the site is at risk from flooding by referring to the Scottish Environment Protection Agency’s Flood Map.

(ii) Where there is risk from flooding, the Licence Holder shall consult the Scottish Environment Protection Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

(iii) As necessary the Licence Holder shall establish and maintain a flood defence plan.

22. **Land stability**

(i) The Licence Holder shall establish whether the site is at risk from land instability or subsidence.

(ii) Where there is risk from subsidence or land instability the Licence Holder shall establish and maintain a plan to monitor the condition of the land and have a plan to take appropriate action should there be any likely risk to tenants.
23. **Maintenance of Common Areas, including Grass, Vegetation and Trees**

(i) Every part of the site shall be kept in a clean and tidy condition and clear of rubbish.

(ii) Grass and vegetation shall be cut and removed at frequent and regular intervals.

(iii) Trees (subject to the necessary consents) within the site shall be maintained to prevent damage from roots or falling branches.

(iv) Any cuttings litter or waste shall be removed from the immediate surrounds of a pitch.

(iv) The site, its facilities and all areas to which the public have access shall be maintained in good order and condition.

24. **Maintenance of pitches**

(i) The Site Licence Holder shall ensure that pitches are maintained in a clean and tidy condition.

25. **Additional Structures and alterations to existing**

(i) No additional structures (including buildings) shall be erected on the site without permission from the Local Authority. Where the structure is associated with a caravan unit it shall not be constructed or erected on the site without the requisite planning consent and the permission in writing of the Licence holder. All such additional structures shall be kept in good repair.

(ii) New buildings on the site and buildings undergoing a change of use, alteration or adaption shall comply with the relevant Building Standards (Scotland) Regulations and any subsequent modifications. Relevant Planning Permission must also be obtained and any conditions complied with.

26. **Rented Units of Accommodation**

(i) Each caravan let by the site licence holder shall be maintained in a good state of repair, be weatherproof and free from damp.

(ii) Every caravan which is rented as a unit of accommodation shall be provided internally with:-

   (a) A W.C. with an efficient flushing mechanism, suitably connected to the water and drainage systems.

   (b) A wash hand basin with adequate piped supplies of hot and cold water located in the same apartment as the W.C. and suitably connected to the drainage system.
(c) A fixed bath or shower provided with adequate piped supplies of hot and cold water (in the case of a shower an anti-scald device shall be incorporated in the hot water supply) and suitably connected to the drainage system.

(d) A suitably located sink with adequate piped supplies of hot and cold water, of sufficient size to enable the washing of cutlery and crockery and the preparation of food to be carried out and suitably connected to the drainage system.

(e) An adequate and safe water heating system which will be connected to the wash hand basin, the bath or shower and the sink mentioned in (b), (c) and (d).

(f) Adequate cooking and food storage facilities.

(g) A suitable and sufficient means of providing adequate space heating.

(h) In the event that any of the above, with the exception of item (g), are not provided within the units then suitable and adequate facilities must be provided within an on-site amenity block including facilities for the washing and drying of clothes.

(iii) Every caravan that is owned by the Licensee and those owned by other persons which are sublet shall be fitted with a hard wired, mains powered smoke detector alarms to the satisfaction of the Fire Authority. If gas appliances are provided a carbon monoxide monitor (mains powered with battery backup) and alarm must also be fitted.

(iii) Periodic inspection and test of the electrical and gas installations shall be carried out at intervals recommended by competent persons. In the case of gas installations these shall be inspected at a minimum of 12 monthly intervals.

Any recommendations contained within the EICR report that the electrician has assigned a code 1 (Danger Present) or code 2 (Potentially Dangerous) must be attended to as a matter of urgency.

**Rented Units of Accommodation**

Additional requirements where caravans are let by the site operator or where caravans owned by other are sublet.

Smoke alarms and fire blankets shall be installed in each caravan. Advice on the appropriate appliances shall be sought from the Fire Authority.

The electrical installations in each unit shall be inspected annually or at such intervals as may be recommended by the inspecting competent person. A copy of the inspection report shall be provided to each tenant.

Gas appliances provided in let caravans must be fitted with flame supervision devices (also known as flame failure devices).
The gas installation and any gas appliances in each let caravan must be inspected by a competent person (i.e. a person registered with the Gas Safety Register) at annual intervals. A copy of the gas safety check certificate shall be provided to each tenant.

Hard wired (mains powered with battery back-up) Carbon monoxide detectors which meet the requirements of BS EN 50291:2001 must be installed in accordance with manufacturer’s instructions and BS EN 50292:2002 and fitted in the correct location for detecting CO, in the same room as any gas fired appliance. In addition as research has indicated that the sensors within CO alarms which detect CO have a lifetime of between 5-7 years then the CO alarm must not pass beyond its working lifetime. Replacement of the sensors and also the CO devices themselves must be carried out in accordance with manufacturers expiry dates displayed on the units. Such alarms should incorporate a warning device/notice to alert users when the working life is due to pass. CO alarms shall be included within the Periodic Inspection Report/Electrical Installation Conditional Report (EICR).
Site Licence Part 3

Site Plan.

The plan of the site must be of a suitable scale and quality and must clearly detail the layout of the site including relevant structures, services, features, facilities and access points. The boundaries of the area(s) used for common and recreational uses and for different types of accommodation on the site i.e. residential, holiday static and touring (as applicable) must be clearly shown on the plan.
Guidance Information

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. The current Model Standards were published in May 1990 as a Guide to Good Practice for Residential, Holiday and Touring Sites. 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.

Under Planning legislation, all 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.

Under the 1960 Act, a caravan is defined as any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether by 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 railway system or
(b) any tent

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.

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

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, Municipal Chambers, Buccleuch Street, Dumfries, DG1 2AD on 030 33 33 3000.

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. http://www.healthyworkinglives.com
RECOMMENDATIONS RELATING TO FIRE PREVENTION
(These do not form part of the Site Licence Conditions)

Requirement to comply with the Fire (Scotland) Act 2005

A full Fire Safety Risk assessment should be completed in accordance with Section 54 and Schedule 2 of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. The fire safety risk assessment should be the foundation for all fire safety measures.

The Fire (Scotland) Act 2005 places a duty on persons in control of a site to carry out Fire Safety Risk Assessment

The aims of a fire safety risk assessment are:

- To identify hazards and to reduce the risk of those hazards causing harm to as low as is reasonably practicable.
- To determine what fire safety measures and management policies are necessary to ensure the safety of people on the site should a fire occur.

As the site is subject to Licensing, Duty Holders must record the significant findings of their Fire Safety Risk Assessment including fire safety measures that have been, or will be taken to ensure the safety of persons from fire and any persons identified as being especially at risk from fire on the premises/site.

All other relevant premises i.e. buildings/permanent structures within the site (under the Fire (Scotland) Act 2005) should be subject to an individual fire safety risk assessment. These buildings/structures may fall under different uses, for example, Entertainment, Assembly or premises providing Sleeping Accommodation.

Enforcement of this legislation is the responsibility of the Scottish Fire and Rescue Services. Enforcement Officers have powers of entry to the site and/or relevant premises, and have broad powers in relation to seeking information. They may also take action ranging from giving advice to reporting to the Fiscal to ensure compliance with duties under the Act.

The Fire Safety Risk Assessment should be carried out by someone with sufficient technical knowledge. In this regard the enforcement authority, the Scottish Fire and Rescue Service cannot undertake this role.

Further advice and assistance should be sought from the Scottish Fire and Rescue Service
Guidance Information.

(This does not form part of the Licence Conditions)

It is the Licence Holder’s responsibility to ensure that they remain up to date with current statutory requirements.

Use of the Site

Licence Holders must be aware of the risks they run if they allow holiday home owners to occupy holiday static caravans on a residential basis. Occupancy is governed by the Planning Consent but is also often included in the conditions of Site Licence. This can result therefore in enforcement action being taken by Planning or in respect to the Site Licence, can result in a Prosecution case being raised by the Local Authority for breach of condition. In addition, the Caravans may also not be designed for year round occupation including in respect to insulation and safety.

Site Licensee should ensure that they have adequate controls in place to protect their business including ensuring that the occupancy status is clearly explained to purchasers of holiday homes when they first purchase their holiday caravans including the implications for the Site Licence; a register is kept of main addresses with adequate validation, and regular reminders/ checks are given out / carried out by the Site Licensee over the period of the ownership. Also Site Licensee should also ensure that any advertising material such as websites do not mislead purchasers by giving the impression that they can live permanently in their holiday caravan all year round. If this is not made clear to purchasers and no further information is provided to remind holiday home owners then they may think that it is ok. Even if holiday home owners have their main home initially they may sell up with the site Licensee not being any the wiser and then there is a serious problem. If a Site owner suspects that someone is occupying their caravan as their residence then they should seek legal advice immediately.

Density and Spacing of Units

The density of units on the site is determined by the planning permission and based on what is the usable area of the site. Typically this is 50 units per hectare. The useable area is the land which can be actually used within the site to locate units of accommodation. This will be land left after taking away areas used for roads, lakes, rivers, amenity buildings, car parking and so on, or parts of the site unsuitable for other reasons.

The separation distance between units is for the purposes of amenity and privacy but also for fire protection.

Any variation to the separation distance must be assessed under the Licence Holder’s Fire Safety Risk Assessment and be agreed in writing with the Fire Authority. It is for the Licence Holder, not the resident or tenant, to secure written permission from the Fire Authority either generally or specifically for variations to the separation distance. The Licence holder should ensure that they have controls in place to ensure there is no unauthorised encroachment into the separation distance.
Cable Overhangs

The statutory requirements at the time of this Guidance are found in the Electricity Safety, Quality and Continuity Regulations 2002. These regulations provide that in general, cables should not overhang a road at a height of less than 5.8 metres.

Further advice on minimum clearances is available from the Health and Safety Executive.

Communal Recreational Space

Site Licence Holders must comply with any planning permissions relating to the provision of communal recreational space.

Types of Unit.

Fixed units of accommodation on the site (such as residential caravans, park homes or holiday statics caravans) should be constructed to the latest British Standards. Currently these are:

BS 3632: 2005 Residential Mobile Homes

BS 1647: 2004 Holiday

It is not the intention of this guidance that all existing units on existing sites meet the Standards but Licence Holders should ensure that each unit of accommodation whether newly introduced or as a replacement for an existing unit, sited after the commencement of these conditions is constructed to the appropriate British Standard.

Bases and Hard standings

Concrete is the preferred material. It is important to note that the construction, maintenance and repair of the concrete base are the responsibility of the licence holder. New bases should be laid as a minimum in accordance with the current industry guidelines issued by the National Park Homes Council and the British Holiday and Home Parks Association. The Industry’s current standard for the bases provides:

“A hard core base to a minimum depth of 150 mm, well consolidated and topped with 100 mm of concrete (mix as BS8500-2:2006) shall be used. The finished raft must be generally level with due allowance for surface drainage. Where the ground conditions so require, thickening or the introduction of reinforcement of the raft may be necessary.”
Particular attention should be paid to the terrain of the site before a base is laid, which may mean a thicker base is needed. The base should be sufficient to handle the load placed upon it by the caravan and its contents.

Concrete bases may be structures under the Building Regulations. Advice should be sought from Fife Council Building Standards Officers

**Supply and Storage of Gas.**

Where gas is supplied on the site the Gas Safety (Installations and Use) Regulations 1998 will generally apply. If there is a mains gas supply to the site the Gas Safety (Management) Regulations 1996 may also apply.

Any work carried out on any gas appliance, pipework or installation on the site must be carried out by a competent person. A competent person is a person registered with the Gas Safe Register. You should check that the engineer is qualified to work on the type of appliance or installation and with the type of gas supplied - mains gas or Liquefied Petroleum Gas. The qualifications of engineers can be checked on the Gas Safe Register website at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk) and by looking at the registration cards carried by engineers.

The following organisations provide information which may assist with gas related matters:

**British Holiday and Home Parks Association (BH&HPA) works** closely with the National Caravan Council (NCC) to promote gas safety e.g. they jointly produced with CORGI a booklet entitled ‘A Practical Guide to Gas Safety for Caravan Park Owners and Operators.’ The BH&HPA Member Handbook also contains a section on gas safety which emphasises the need to use a Gas Safe registered installer for gas work.

**Calor Gas:** - The Calor Gas website at [www.calor.co.uk](http://www.calor.co.uk) has advice on gas safety and the use of LPG.

**Caravan Industry Training Ltd (CITO)**

CITO [www.cito.org.uk](http://www.cito.org.uk) provide training to the standard required for those who need to be Gas Safe registered. For Park staff the usual assessment taken is the Core Domestic Gas Safety Assessment LPG (CCLP1) plus the sector assessments for the areas concerned. Sector codes are: LAV for leisure accommodation vehicles and RPH for residential park homes. Four appliance assessments are also usually taken and these are tailored to meet the type of appliance that may be encountered e.g. a closed flue gas fire can only be checked by a person holding HTRLP 2. Other training provided by CITO covers:

- Awareness training/advice on gas safety for park operators to ensure they stay within the law e.g. an operator can replace a hose, connecting a refillable container to installation pipework; providing they are ‘competent’ (Reg 3 (4) refers).
- Approved Code of Practice based training for work that requires competence but is outside the scope of the Gas (Installations and Use)
Regulations such as tourer and motor-home maintenance on non-hired units.

Gas Safe Register

Publish/produce the following in respect of gas safety in caravans:

- Form CP2 – Leisure Industry Landlord’s Gas Safety Record.

Institute of Gas Engineers and Managers

The Institute publish a booklet entitled ‘Gas Installations for caravan holiday homes, residential park homes and permanently moored boats. (IGE/UP/8 Communication 1647).

LP GAS Association

Information and advice on a range of LPG issues plus Codes of Practice and technical memoranda can be found at www.lpga.co.uk and, in particular, under the:

- ‘Publications’ link, advice to caravan owners and park operators is contained in COP 21 ‘Guidance for safety checks on LPG appliances in caravans.’ Note that access to a PDF version of COP 21 and other COP’s is available on the INTRANET at http://intranet/collections/lpga-codes/index.htm
- ‘Uses’ link is LPGA/HSE working in partnership guidance for farmers using LPG in caravans.

National Caravan Council

In respect of gas safety the NCC:

- Provides a ‘Stay Safe’ leaflet that gives advice on the inspection and testing of gas installations in privately owned caravan holiday-homes.
- Operates a certification scheme that ensures that an example of any leisure accommodation vehicle carrying their badge has been inspected and met all the relevant European/British standards at the time it was inspected.
- Provides a booklet entitled ‘A practical guide to Gas Safety for Caravan Park Owners and Operators.’
The National Parks Homes Council provides the following to park operators and owners:

- ‘Stay Safe’ leaflet that gives advice on Inspection and testing of natural and LP gas installations for residential park homes.
- Operates a self-certification scheme that ensures that each model of any residential park home carrying their badge has been inspected and self-certified by the manufacturer confirming that all the relevant British Standards at the time were met.

LPG – Liquid Petroleum Gas

LPG supplied from tanks (metered or otherwise) shall comply with the LP Gas Association’s Code of Practice 1 – Bulk LPG Storage at Fixed Installations – Part 1: “Design, Installation and Operation of Vessels Located above Ground”,

Existing installations with buried metallic supply pipe work must be inspected by a competent person at regular intervals to ensure the pipes are not corroding. Alternatively any existing metallic pipe work should be replaced with non-metallic pipe work as a matter or priority

LPG supplied from cylinders shall comply with the LP Gas Association’s Code of Practice 7 – “Storage of Full and Empty LPG Cylinders and Cartridges”.


Any pipe work within Units shall be in copper or steel tube with compatible fittings. For advice, regard shall be had to “British Standard 5482: Part 2 – Domestic Butane and Propane Gas-Burning Installations”.

Where flexible tubing is necessary, it shall comply with the requirements of British Standard 3212 (or its current subsequent equivalent standard) with integral threaded metallic ends:

- Type 1 – for internal use (not greater than 2 metres (6ft)).
- Type 2 – high pressure, outside or in the cylinder housing where the manifold or regulator is not connected directly to the cylinder (not greater than 1 metre (3ft)).

A portable self-contained LPG space-heating appliance may be permitted within a caravan providing the appliance meets British Standard 3879 and is maintained in accordance with the manufacturer’s instructions.
**Electrical Installations**

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.

In the majority of residential and holiday sites the electricity distribution network is the responsibility of the Licence Holder from the point after the electricity supplier's metering equipment. It is important that Site Operators have a detailed knowledge of the electrical system (loading, cable sizing, protection against overcurrent and faults, earthing arrangements, switching and isolation etc.) and plans of all of the cables, distribution and connection points on the site.

To ensure that the electrical installations on the site are safe, Licence Holders should have in place a system for maintaining the installation in a safe condition. This can be achieved, firstly, by carrying out regular visual examinations of the installation to detect damage or wear and tear that might lead to danger; and, secondly, by carrying out periodic inspections and tests to assess the condition of the system and determine what needs to be done to maintain it in a safe and serviceable condition. It is the responsibility of the site operator to carry out any remedial works identified as being required by any of these checks. The routine visual examinations do not normally involve dismantling equipment and can be carried out by someone who has been instructed on what to look for. The more formal periodic inspections and tests should be carried out by a competent person, typically an electrician (see below).

In general terms;

Visual checks of the site electrical distribution system, including caravan hook-ups, should be carried out every 6 months.

Residual Current Devices at caravan supply points should be checked for correct operation every 3 months using the test button.

The checks should be documented.

A periodic inspection and test of a residential or holiday site's electrical system should be carried out at least every 3 years. A periodic inspection and test of a touring site's electrical system should be carried out at least every 1 year.

More frequent checks may be recommended by the competent inspecting person.

Within one calendar month of the periodic inspection and test, the person carrying out the work shall issue an Electrical Installation Condition Report in the form prescribed in the current IET Wiring Regulations British Standard 7671 requirements for electrical installations. This certificate shall be obtained by the site operator and displayed with the Site Licence. A copy of the Certificate shall be submitted to the Local Authority on request. (The costs of such inspections and reports shall be met by the site operator).
Where a caravan is let out by the Site Operator, the electrical installations within the unit shall be inspected annually or at such intervals as may be recommended by the inspecting competent person. All electrical equipment in the caravan, including portable appliances, must be inspected and tested by a competent person to ensure that it is safe to remain in service until the next inspection. The results of such inspections should be made available to the tenant.

A competent person is one of the following:
- A professionally qualified electrical engineer;
- A member of the Electrical Contractors’ Association;
- A member of the Electrical Contractors’ Association of Scotland;
- A certificate holder of the National Inspection Council for Electrical Installation Contracting (NICEIC) or of the Electrical Contractors’ Association of Scotland (SELECT); or
- A qualified person acting on behalf of one of these (when it shall be stated for whom he/she is acting).

Any recommendations contained within the EICR report that the electrician has assigned a code 1 (Danger Present) or code 2 (Potentially Dangerous) must be attended to as a matter of urgency.

The Electrical Safety First Best practice Guide 4, Electrical Installation Condition Reporting: Classification Codes for domestic and similar electrical installations states interalia “Code C3 (Improvement Recommended) This Code should be used to indicate that, whilst an observed deficiency is not considered to be a source of immediate or potential danger, improvement would contribute to a significant enhancement of the safety of the electrical installation.”

Oil Storage Tanks

Generally oil used for heating is stored adjacent to units and the storage tanks are the property and responsibility of the resident unless the unit is rented out by the Licence Holder.

The License Holder should ensure through their tenancy agreements that oil storage tanks conform to British Standard BS 5410 Part 1:1997.

Licence Holders should seek advice from their oil suppliers and also Scottish Environment Protection Agency (SEPA) regarding the adequacy of their tanks and upgrade as required.

In Scotland, oil storage is regulated by the Water Environment (Oil Storage) (Scotland) Regulations 2006 (OSR Scotland). These regulations apply to any kind of oil including petrol, diesel, mineral oil, heating oil, lubricating oil, waste oil, vegetable and plant oil but does not include uncut bitumen. They apply to the storage of any volume of oil, with more prescriptive requirements applying to industrial, commercial and institutional sites storing oil in containers of 200 litres and over and to private dwellings with containers storing more than 2,500 litres of oil. From April 2010 all such tanks must have leakage containment equivalent to 110% of the storage capacity of the tank.
The Scottish Environment Protection Agency (SEPA), is responsible for enforcing these regulations throughout Scotland and may serve an Enforcement Notice requiring inadequate facilities to be brought up to standard.

New or replacement domestic oil tanks regardless of their size will require a Building Warrant from Building Standards.

Fire Protection

Detailed guidance on the required levels of fire protection for oil tanks sited near units can be found in British Standard BS 5410-1:1997 Code of Practice for Oil Firing — Part 1: Installations up to 45 kW output capacity for space heating and hot water supply purposes.

In general, any oil tank must sit on a non-combustible base which extends at least 300mm beyond the edges of the tank on all sides. Suitable base materials would be concrete 100mm thick, paving slabs or other stonework at least 42mm thick or a purpose built metal stand.

In addition, for any tank of less than 3500 litre capacity sited within 1.8m of any unit;

- The side of the unit facing the oil tank must have a fire resistance of at least 30 minutes. If this cannot be achieved or there are openings in this side of the unit then a fire resistant barrier must be placed between the oil tank and the unit. The barrier must extend at least 300mm to either side and also above the oil tank.

- Any roof overhang or eaves of the unit roof must be protected to have a fire resistance of at least 30 minutes. This protection must extend along the eaves for the length of the tank and at least 300mm on either side.

- No foliage or combustible screening should be within 600mm of the tank.

- If the tank is within 760mm of the boundary with another unit then a non-combustible wall or barrier should be made.

- There should be no openings (such as windows or doors) in the unit facing the oil tank.

- Advice concerning the fire resistance of the construction of the unit should be sought from the unit manufacturer, Fife Council’s Building Standards & Public Safety Team or the Fire Authority.

- If oil spillage occurs, contact shall be made with the Scottish Environment Protection Agency (SEPA) via SEPA’s Emergency Hotline Number: 0800 807060. SEPA will advise and assist in the prevention of a pollution incident.

Maintenance and Administration
Compliance with the licence conditions is solely the responsibility of the Licence Holder. There will be conditions where site holiday residents could be expected to have a role, such as in the maintenance of their pitches; however it is for the Licence Holder, not the Licensing Authority to ensure that residents adhere to site licence conditions.

Licence Holders should therefore ensure that new and existing holiday static caravan residents are made fully aware of the Site Licence Conditions.

**Notices and Information:**

The intention of this condition is to ensure relevant information is made available or brought to the attention of those visiting or staying on the site. In some instances it may not be practical to provide all of the information required in or on notice boards. Licence holders may therefore use other means to supply this information provided this is agreed with the Licensing authority.

As a minimum the information required by condition 18(a), (b), (c), (g-if appropriate) and (j) must be displayed at all times. This is for the benefit of the emergency services.

It would be good practice to provide a copy of the Site Licence conditions to all residents on the site.

**Rented Units of Accommodation**

Additional requirements where caravans are let by the site operator or where caravans owned by others are sublet.

Smoke alarms and fire blankets shall be installed in each caravan. Advice on the appropriate appliances shall be sought from the Fire Authority.

The electrical installations in each let unit shall be inspected annually or at such intervals as may be recommended by the inspecting competent person. A copy of the inspection report shall be provided to each tenant.

Gas appliances provided in let caravans must be fitted with flame supervision devices (also known as flame failure devices).

The gas installation and any gas appliances in each let caravan must be inspected by a competent person (ie a person registered with the Gas Safety Register) at annual intervals. A copy of the gas safety check certificate shall be provided to each tenant.

Hard wired (mains powered with battery back-up) Carbon monoxide detectors which meet the requirements of BS EN 50291: 2001 must be installed in accordance with manufacturer's instructions and BS EN 50292:2002 and fitted in the correct location for detecting CO, in the same room as any gas fired appliance. In addition as research has indicated that the sensors within CO alarms which detect CO have a lifetime of between 5-7 years then the CO alarm must not pass beyond its working
lifetime. Replacement of the sensors and also the CO devices themselves must be carried out in accordance with manufacturers expiry dates displayed on the units. Such alarms should incorporate a warning device/notice to alert users when the working life is due to pass. CO alarms shall be included within the Periodic Inspection Report/Electrical Installation Condition Report (EICR)