

HOLIDAY AND TOURING CARAVANS

Conditions Attached to Site Licence

No: _____ Dated: _____

Conditions

1. Number of Caravans

- 1.1 Subject to the provisions of Condition 2, the total number of timber holiday homes/static holiday caravans shall not at any time exceed XX
- 1.2 Subject to the provisions of Condition 2, the total number of touring caravans, (the expression "touring caravan" mentioned throughout the conditions includes a motor caravan, trailer tent, camping pod or tent), which shall be situated on the site shall not at any time exceed XX touring caravans.

2. Siting of Caravans

- 2.1 The touring caravans on the site shall not be less than 6 metres from each other or any other structure or static holiday caravan and shall be not less than 3 metres from any boundary. In addition, should awnings be used they should not face each other and should be of a type that does not include sleeping accommodation. The minimum distance of 4 metres between the awning and any other caravan or awning must be maintained wherever awnings are used in the touring caravan park.

3. Type of Caravans

- 3.1 Every static holiday caravan provided on the site shall be a proprietary purpose built caravan of recent manufacture.
- 3.2 Every caravan on the site shall be kept in good repair.

4. Seasonal Use (Delete as appropriate)

- 4.1 12 month holiday use. Unless authorised by another planning permission, no caravan shall occupy the site or be occupied for a consecutive period in any year of more than six (6) weeks. This is to ensure that the caravans are used solely for holiday occupation, and not for residential purposes, in accordance with the provisions of the development plan.

No static holiday caravans shall be occupied during a six (6) week period starting from the day after the New Year public holiday each year.

No touring caravan may remain on the caravan site during the period starting from the first day of November until the last day of February of the following year.

5. Hard Standings

- 5.1 All static holiday caravans shall stand on a hard standing of suitable material approved by the Licensing Authority. The hard standing shall extend over the whole area occupied by the caravan.
- 5.2 Each hard standing shall be numbered in an appropriate manner to clearly identify the stance and/or the electricity point.
- 5.3 The hard standings will be routinely maintained, kept in a good state of repair and free of vegetation.

6. Electrical Installations

- 6.1 Electrical installations shall be installed and maintained in accordance with the requirements of the Institute of Electrical Engineers Regulations, for the time being in force.
- 6.2 The installations shall be inspected not less than annually or such longer period as may be recommended by a person who should be one of the following:

A professionally qualified electrical engineer.

A member of the Electrical Contractors Association.

A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).

Such a person shall within 1 month of such inspection issue an inspection certificate in the prescribed form which shall be retained by the site operator and displayed with the site licence. The cost of such inspection and report shall be met by the site operator.

7. Gas Installation and Equipment

- 7.1 Gas installations and equipment must comply with the relevant and applicable parts of the following (or successor guidance);
- a) For LPG supplied from tanks:
LP Gas Association Code of Practice 1: Part 1; Design, Installation and operation of Vessels Located above Ground and Part 4; Buried/Mounted LPG Storage Vessels.
 - b) For LPG supplied from cylinders:
LP Gas Association Code of Practice 7:1999 "Storage of Full and Empty LPG Cylinders and Cartridges
 - c) For metered LPG supplied from tanks:
LP Gas Association Code of Practice 25:1999 "LPG Central Storage and Distribution Systems for Multiple Consumers".
 - d) For installations in caravans:
British Standard 5482: Code of Practice for domestic butane and propane gas burning installations: Part 2:1977: installations in Caravans and Non-permanent dwellings. The Gas Safety (Installation and Use) Regulations 1998.
 - e) For mains gas to the site:
The Pipelines Safety Regulations 1996. The Gas Safety (Installation and Use) Regulations 1998
- 7.2 A copy of all current safety check certificates required by gas safety legislation in respect of appliances provided on the site by the site operator, shall be kept available for inspection by authorised officers of the Local Authority.
- 7.3 Unless otherwise approved by the Local Authority every gas appliance provided on the site by the site operator shall be provided with an effective flame failure device.

8. Water Supply

- 8.1 The site shall be provided with a water supply complying with British Standard 6700: 1987 and any subsequent modification; and in accordance with the appropriate water byelaws.
- 8.2 The touring caravan area shall be provided with an adequate supply of drinking water at a tap(s) sited not more than 90 metres from any caravan. At each tap there shall be provided a gully connecting to the surface water drainage system. Separate disposal points for the disposal of wastewater connected to the foul water drainage system shall be provided not more than 90 metres from any caravan.

9. Sanitation and Washing Facilities

- 9.1 New static holiday caravans shall be provided with sanitary facilities i.e. toilet, wash hand basin and bath or shower suitably located within the caravan and the sanitary appliances connected to mains water and drainage. The sink, wash hand basin and bath or shower shall be provided with a suitable piped supply of both hot and cold water.
- 9.2 The static holiday caravans shall be connected to the existing and satisfactorily modified foul water drainage system.
- 9.3 The touring caravan area shall be provided with purpose built male and female facilities. The male and female toilet and shower provision for the touring caravans shall be routinely maintained, cleansed, and disinfected, and kept provided with the necessary toilet requisites. A constant supply of hot water shall be provided at all wash hand basins and showers.

10. Collection and Storage of Refuse

- 10.1 The site shall be provided with approved refuse containers, which should be monitored and controlled by the site operator's personnel and (where appropriate) stored in designated refuse collection areas prior to collection.
- 10.2 The designated refuse collection areas will be routinely maintained and immediately after each collection will be cleansed and disinfected.
- 10.3 Routine cleansing procedures shall be adopted by the site operator to maintain the site in a clean and litter free condition. Where grass is cut other than mown, it shall be collected as part of the grass-cutting programme and removed from the area of operations to a suitable place within the site.

11. Site Notices

- 11.1 A site notice board must be displayed in a prominent position on the site. The site operator shall provide and maintain the following information on the notice board:
- (a) the name of the site,
 - (b) the current name, address and telephone number of the licence holder and site manager and their emergency contact details,
 - (c) a copy of the site licence and approved plan,
 - (d) a copy of the most recent periodic Electrical Installation report and Gas Safety test certificate,
 - (e) a copy of the licence holder's certificate of public liability insurance,
 - (f) a copy of the local flood warning system and evacuation procedures, if appropriate,
 - (g) a copy of the Fire Risk Assessment made for the site.
 - (h) a copy of the Site Rules
 - (i) details of how to contact Fire, Police and local medical and dental services.
- 11.2 The location of the nearest public telephone shall be displayed in prominent positions throughout the site, in case of fire or other emergency.
- 11.3 All the notices shall be routinely maintained in a good state of repair. They shall be suitably protected from the weather and from direct sunlight.
- 11.4 The name of the site shall be prominently displayed near the site entrance from the public highway, such notice to be the subject of agreement with the Licensing Authority regarding its position, colour(s), lettering style, etc and thereafter to be routinely maintained in a good state of repair.

12. Site maintenance

12.1 The license 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

The site operator shall provide and maintain:

12.2 The site, its roads, footpaths, car parking areas, buildings, services, installations, fences, walls and fixtures in a good state of repair.

12.3 All trees, shrubs and general planting throughout the site. Any grass within and immediately adjoining these areas of planting will be cut as part of the seasonal routine. The remainder of the turf and general grass areas will be mown and the turf repaired as part of the seasonal routine.

12.4 The licensee shall ensure that a warden is resident on the site at all times when caravans are occupied on the site.

12.5 The license 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.

12.6 The licence holder shall retain up to date records of maintenance and inspections works carried out as required by the site licence and make these available to the local authority on request.

12.7 The site shall as far is reasonably practicable must be developed, designed and maintained to meet the needs of disabled persons.

13. Flood Defence Plan

- 13.1 The license holder shall establish whether the site is at risk from flooding by referring to the Scottish Environmental Protection Agency's Flood Map.
- 13.2 Where there is risk from flooding the license holder shall consult the Scottish Environmental 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.
- 13.3 As necessary the license holder shall establish and maintain a flood defence plan.

14. Administration

- 14.1 The site operator shall provide and 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.
- 14.2 The licence holder shall appoint a competent person to oversee the day to day management of the site. The licensee shall ensure that this competent person is resident on the site at all times when caravans are occupied on the site.
- 14.3 A competent person shall be someone holding suitable experience and qualifications.
- 14.4 The site licence holder will obtain and maintain sufficient and appropriate public liability insurance.
- 14.5 The site operator shall incorporate within the Site Rules:

A rule to ensure that static holiday caravans are not occupied as per condition 4.1.

A satisfactory arrangement to control the sub-letting of caravans to ensure that on each occasion a caravan is sub-let it is presented in a clean and serviceable condition. An arrangement to ensure that the caravan may not be let to more people than the caravan is designed to accommodate. Ensure that caravans that are to be let must have displayed within the caravan a current gas safety certificate and electrical certificate prepared by a competent person.

A satisfactory arrangement to ensure that all caravans sited upon the park are subject to an annual gas safety check and that the caravans

electrical circuits are inspected periodically as determined by a competent person. Competent persons only are permitted to carry out repairs and or replacement of gas appliances or electrical work.

A satisfactory arrangement to ensure that each caravan owner has made arrangements to have their static holiday home caravan adequately insured.

Satisfactory rules for the safe use and enjoyment of the park as a place for holiday and recreation purposes only must be prepared and submitted to the Licensing Authority for comment and thereafter be displayed on the park. There should in addition be specific rules prohibiting the use of the static holiday home or touring caravan as a place of main residence, as an address for a commercial activity, as a place of for the repair of vehicles.

14.6 Any works required to comply with the conditions of this licence shall be completed to the satisfaction of the Licensing Authority.

14.7 A copy of the Site Rules must be submitted to the Licensing Authority for comment. The Site Rules thereafter should not be further altered without prior consultation with the Licensing Authority.

The Site Licence Conditions together with the Site Rules will be subject to review by the Licensing Authority in consultation with the proprietor, every three years

ANNEX A

Fire prevention

Requirement to comply with the Fire (Scotland) Act 2005

The Fire (Scotland) Act 2005 places a duty on persons in control of a site to carry out a 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 in the building, should a fire occur.

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. As the site is subject to licencing the findings of the risk assessment will need to be recorded.

Enforcement of this legislation is the responsibility of the Fire and Rescue Service. Enforcement Officers have powers of entry to the site 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.

Further information in relation to the Fire (Scotland) Act 2005 and fire safety risk assessments can be found at:

<http://www.scotland.gov.uk>

Further advice and assistance can be sought from:

1. Healthy Working Lives.
The Free National Advice line is
T: 0800 019 2211
www.healthyworkinglives.com/advice/workplace-hazards/fire.aspx#test
2. Scottish Fire and Rescue Service Headquarters,
Whitefriars Crescent,
Perth PH2 0PA

T: 01738 475 260 www.firescotland.gov.uk