

## **6. MSDC LICENCE CONDITIONS FOR TOURING CARAVAN AND CAMP SITES**

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Wards Affected: All  
Key Decision No

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### **Purpose of Report**

1. The Purpose of the report is for Mid Sussex District Council to adopt a set of licence conditions for touring caravan and camp sites in the district.

### **Summary**

2. Under Section 269 of the Public Health Act 1936 the Council has the power to licence touring caravan and camp sites. It is proposed that the adoption of a set of standard licence conditions, as set out in appendix 1, will safeguard public safety on existing and future sites.

### **Recommendations**

3. Members are requested to recommend:
    - i) The adoption of the licence conditions for touring caravan and camp sites set out appendix 1
    - ii) That all relevant camp sites, as set out in paragraphs 4.1 to 4.3 of the report, be required to hold such a licence.
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### **Background**

- 4.1 Under Section 269 of the Public Health Act 1936 gives power to local authorities to control use of moveable dwellings. Moveable dwellings include touring caravans, motor homes and tents. The requirement under the Act to obtain a licence for camp sites is applicable only where the land is used for camping for more than 42 consecutive days at a time and more than 60 days in any period of 12 months.
- 4.2 In addition, the use of land for tented camping for more than 28 days a year normally requires planning permission Town and Country Planning (General Permitted Development) Order 1995, Schedule 2.Part 5).
- 4.3 However, members of recreational organisations which hold a camping exemption certificate issued under section 269(6) of the 1936 Act can camp on land without a site licence and without the need to apply for planning permission. Such organisations include Boy Scouts Associations, Girl Guides Associations etc.

- 4.4 Under the Public Health Act 1936 a local authority can impose conditions to the licence to ensure safety and basic levels of amenity. Conditions on a licence can cover the following:
- restricting when the site can be used
  - the number of moveable dwelling e.g. caravans, motor homes and tents
  - the types of moveable dwelling e.g. caravans, motor homes and tents allowed on the site
  - the position and spacing of the moveable dwelling e.g. caravans, motor homes and tents allowed on the site
  - fire safety and fire fighting controls
  - the provision of a water supply and sanitary facilities, and services on the site
- 4.5 Within Mid Sussex there has been an increase in the number of camp sites, which is similar to the national trends. There are 2 sites within the district which have opened in the last year. An application for a licence is free. A Council cannot impose a fee. Once the Council receives an application it must determine the application, either grant with conditions or refuse, within four weeks otherwise it is deemed to have been granted unconditionally. This decision is normally made by Officers based on the knowledge that the site has planning permission and the owner's ability to comply with the site licence conditions.
- 4.6 Following consultation with West Sussex Fire and Rescue services, our Development Management and Food and Safety Team and discussions with our colleagues in Sussex we have drawn up a set of licence conditions. A copy of the conditions is attached in Appendix 1.
- 4.7 In relation to permanent caravan and holiday caravan sites Mid Sussex District Council had adopted and applies the government's model conditions.

### **Policy Context**

5. The issuing of a Touring and camp site licence supports the Council's Corporate Plan, particularly around Better Lives and Environment as it protects public safety.

### **Other Options Considered**

6. Whilst the Council could choose the option not to issue a licence, under the Public Health Act 1936 there is the need to ensure safety and amenity standards on sites.

### **Financial Implications**

7. The legislation does not allow Councils to charge a fee for the licence. The administration and enforcement of the licence will be carried out within the Environmental Health Service within existing resources.

### **Equality and customer service implications**

8. The introduction of a touring and camp site licence with conditions will benefit the majority of visitors to the Mid Sussex Area. The Conditions apply to all groups and in particular where sites are required to provide sanitary and showering facilities at least one must be accessible and suitable for use by disabled persons.

### **Other Material Implications**

9. Without a set of adopted conditions the Council will not have any controls over the provision and maintenance of facilities on sites.

### **Background Papers**

- 10 None

**SCHEDULE OF CONDITIONS**  
(Holiday Site Licence: Touring Caravan/Tents)  
**[Site Address]**

**1. Density**

The number of caravans and/or tents (units) stationed on the site for the purpose of human habitation at any one time shall not exceed [*number*]. Caravans /tents shall be stationed only within that part of the land coloured pink on the plan attached hereto.

**2. Period of use**

The caravans/tents shall only be stationed on the site within the period from X to Y (or in accordance with planning permission reference number .....).

**3. Spacing**

- a) Each caravan/tent within a pitch shall be not less than 6 metres from any other caravan/tent in separate family occupation and there shall always be not less than 3 metre between units in any circumstances.
- b) Vehicles and other ancillary equipment may be placed in the 6 metre space between units in separate occupation.
- c) Emergency vehicles shall be able to secure access at all times to within 45 metres of any unit on the site.
- d) No caravan, motor home or tent shall be sited within 3 metres of any hedge or boundary.
- e) No caravan, motor home or tent shall be sited within 6 metres of any communal water point, sanitary convenience or refuse disposal point.

**4. Fire Precautions**

- a) No unit shall be further than 30 metres from a fire point. At each fire point there shall be two water (gas expelled) extinguishers, each of 10 litres capacity and complying with BSen 3, together with a means of raising the alarm in the event of fire (e.g. a manually operated sounder, gong or hand operated siren). All fire fighting equipment susceptible to damage by frost shall be suitably protected.
- b) Wherever there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, shall also be provided at each fire point.
- c) The fire points shall be clearly marked and easily accessible. All fire fighting equipment shall be maintained in working order and kept available for use and for inspection by the licensing authority.
- d) Each fire point shall exhibit a conspicuous notice indicating the action to

be taken in case of fire and the location of the nearest telephone. The notice shall include the following:-

On discovering the fire:

- (a) Raise the alarm;
  - (b) Ensure the affected unit is evacuated;
  - (c) Call the Fire Brigade (the nearest telephone is sited.....);
  - (d) If practicable, attack the fire using the fire fighting equipment provided.
- e) Arrangements for the storage of Liquefied Petroleum Gas (LPG) on the site shall be in accordance with the current national Health and Safety guidance and legislation.
- f) Electrical Installations: Where there is an electrical installation other than Electricity Board works and circuits subject to Regulations under Section 60 of the Electricity Act 1947, it shall be installed to the requirements of the Institution of Electrical Engineers' Regulations for Electrical Installations (The IEE Wiring Regulations) for the time being in force and, where appropriate, to the standard acceptable for the Electricity (Overhead Lines) Regulations 1970, SI 1970 No.1355. Any installation shall be maintained in such a way as to prevent danger as far as reasonably practicable and shall be inspected at least once every 5 years and tested by a competent person in accordance with the IEE Wiring Regulations. A copy of the current electrical certificate in respect of the site shall be provided to the Council on request.
- g) Only fires within designated fire pits shall be permitted on the site. The location of the fire pits are as marked on the site plan. Water shall be readily available whenever a fire pit is in use. After use the fire in the fire pit shall be extinguished. A risk assessment of the use of fires on site shall be provided to the Council on request.

## **5. Storage of Liquefied Petroleum Gas (LPG)**

- (a) Where LPG is supplied from tanks the installation must comply with LP Gas Association Code of Practice 1 Part 1 – Design Installation and Operation of Vessels Located above Ground and Part 4 Buried/Mounded LPG Storage Vessels. Where LPG is supplied from cylinders, it must be in accordance with the LP Gas Association Code of Practice 7 1999 “Storage of Full and Empty LPG Cylinders and Cartridges.”
- (b) Where there are metered supplies from a common LPG storage tank it must be in accordance with the LP Gas Association Code of Practice 25 1999 LPG Central Storage and Distribution Systems for Multiple Consumers.
- (c) Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit unless they are to be enclosed in a half-hour fire resisting enclosure with adequate high and low level ventilation and kept to a maximum of two cylinders per unit.
- (d) LPG Installations in caravans must conform to BS 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) Any Mains gas supply must conform to the Pipelines Safety Regulations 1996 and The Gas Safety (Installation and Use) Regulations 1998.
- (f) In cases where the site licence holder supplies gas to caravans on the site, any required authorisation to do so from OFGAS under the Gas Act 1986 must be obtained prior to the commencement of any supply.

## 6. Drinking Water Supply and Waste Water Disposal

- a) An adequate supply of wholesome drinking water shall be provided in accordance with statutory quality standards.
- b) Water standpipes with an adequate supply of water shall be sited no further than 50 metres from every unit. At each standpipe there shall be an adequate soakaway or gulley.
- c) Separate waste water disposal points shall be provided and maintained so that each unit is no further than 90 metres from a waste disposal point.

## 7. Sanitary and Washing Up Facilities

- a) For sites not exceeding 120 units the scale of provision for sanitary facilities shall be at least:
  - (i) 1 WC and 1 Urinal for men and 2 WCs for women per 30 units;
  - (ii) 2 wash basins each for men and women per 30 units, such basins to be supplied with hot and cold water and situated adjacent to the toilets;
  - (iii) Where the provision of WCs is not reasonably practicable, 1 chemical closet for men and 2 chemical closets for women per 15 units unless entry is confined to units with their own toilets.
  - (iv) 2 sinks with hot and cold water for washing up purposes per 30 units.
- b) Number of Washing and toilet facilities required on site:  
Men: WCs \_\_ Urinals \_\_ WHB \_\_\_\_\_  
Women: WCs \_\_\_\_\_ WHB \_\_\_\_\_
- c) Details of Washing up facilities required on site  
Sinks \_\_\_\_
- d) At least one WC, wash hand basin and one shower (where applicable) shall be suitable for use by disabled persons.
- e) Satisfactory provision shall be made for the disposal of foul drainage.
- f) A properly designed disposal point for the contents of chemical closets shall be provided (whether or not WCs are provided), together with an

adjacent supply of water for cleaning containers. The method of disposal of such contents shall be approved by the Council prior to use.

- g) For sites of 25 units or more, showers (with hot and cold water) shall be provided on the scale of 1 shower for men and 1 shower for women per 25 units.

#### **8. Refuse Disposal**

Adequate provision shall be made for storage, collection and disposal of refuse.

#### **9. Insurance**

Suitable and adequate public liability insurance shall be held for the site and a copy of the insurance schedule provided to the Council on request.

#### **10. Site Hygiene**

- a) No animals shall be permitted to graze on the site within a period of at least three months before the site is used for human occupation in each year.
- b) An area shall be set aside for dog walking and be provided with a suitable bin for dog waste, which shall be emptied at suitable and regular intervals.

#### **11. Site Notices**

- a) The following site notices shall be provided:-
  - (i) A sign indicating the name of the site shall be displayed at the site entrance;
  - (ii) Notices shall be displayed prominently on the site indicating the action to be taken in the event of an emergency and show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest public telephone. Where practical a telephone shall be provided on the site and the full address of the site shall be displayed near the telephone;
  - (iii) Adequate warning notices shall be displayed at sites subject to flood risk or affected by overhead electric lines.
- b) A copy of the site licence with its site conditions shall be displayed prominently on the site.

#### **12. Site buildings and facilities**

All site buildings and facilities must be kept clean and maintained in good condition.

#### **13. General**

The grass within the site and all natural boundaries shall be kept trimmed and the whole area maintained in a tidy and orderly state, free of refuse and litter.

## 7. COMMITTEE WORK PROGRAMME

### Licensing Committee

Date	Item
21 <sup>st</sup> September 2011	Hackney Carriage and Private Hire Licensing Policy
	Licensing Unmet Demand Survey
	Work Programme for the Year
7 <sup>th</sup> December 2011	MSDC Licence Conditions for Touring Caravan and Camp Sites Oral Update on Hackney Carriages
6 <sup>th</sup> March 2012	Action Plan on the recommendations contained in the Unmet Demand Survey
	Workshop – Penalty Points