

6. REVIEW OF LICENCE CONDITIONS FOR TOURING CARAVAN AND CAMP SITES

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Wards Affected: All
Key Decision: No
Report to: Licensing Committee
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Purpose of Report

1. In 2012 the Council introduced a set of standard licence conditions for Touring Caravan and Campsites. These conditions are appropriate for larger sites but are considered onerous for smaller sites with less than 15 units. It is proposed that Officers have discretion to apply reduced standards for amenities on smaller sites.

Recommendations

The Committee are recommended to agree that Officers are given discretion to grant a site licence with reduced standards than those specified in the Mid Sussex District Council Licence Conditions.

Background

2. Under Section 269 of the Public Health Act 1936 the Council has the power to licence touring caravan and camp sites. In February 2012 the Licensing Committee approved a set of Standard Licence Conditions for Touring and Camp sites as detailed in Appendix 1.
3. To date we have granted three camp site licences and we are working with our Development Management Team to investigate other potential sites.
4. One licence was issued for two years in accordance with the planning consent. As it was a woodland site it had restricted use so the licence was issued with a reduced number of washing and toilet facilities to accommodate only 10 units. It was granted a licence requiring
 - 2 WCs
 - 1 WHB
 - 1 Sink
 - 2 showers
5. Our standard licence conditions require the following :
 - 1 WC and 1 Urinal for men and 2 WCs for women per 30 units;
 - 2 wash basins each for men and women per 30 units;
 - where the provision of WCs is not reasonably practical, 1 chemical closet for men and 2 chemical closets for women per 15 units
 - 2 sinks for washing up purposes per 30 units.

6. On the 20th February permanent planning permission (personal to the applicant) was granted for the camp site at the woodland site. The Owner has requested a new licence with the same terms and conditions as previously tailored to his site. It is Officers' view that these conditions are suitable for the site in question.
7. Where the Environmental Health Section receives an application to license sites under 15 units it is suggested that Officers have discretion to set different standards that are site specific.

Policy Context

8. 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.

Financial Implications

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

Risk Management Implications

10. None.

Equality and Customer Service Implications

11. Licence conditions will be site specific and will continue to 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, where reasonably practicable, at least one must be accessible and suitable for use by disabled persons.

Other Material Implications

12. None. The existing set of Licence Conditions and the proposed relaxation of standards will still provide controls over the provision and maintenance of site facilities.

Background Papers

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 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 restricted 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.