

RESIDENTIAL CARAVAN SITES SITE LICENCE CONDITIONS

1. Site Boundaries

- 1.1 The boundaries of the site shall be clearly discernible on the ground by reference to, for example, fencing or otherwise defined to the satisfaction of Aberdeenshire Council, and in accordance with the approved plan.

2. Spacing

- 2.1 Subject to the following variations, the distance between any two caravans shall be not less than 6 metres. The distance between any part of a caravan and any part of a road within the site shall not be less than 2 metres.
- 2.2 Porches may protrude 1 metre into the 6 metre space and shall be of the open type.
- 2.3 If awnings are used, the distance between any part of the awning and the adjoining caravan/ awning shall be at least 3 metres.
- 2.4 Eaves, drainpipes and bay windows may extend into the 6 metre space providing the distance between them and the adjoining caravan is at least 5.25 metres.
- 2.5 If there are any ramps for persons with disabilities, verandas, or stairs extending from the unit, there shall be at least 4.5 metres clear space between them and two such items shall not face each other in any space. If they are enclosed, then they are considered as part of the unit and shall not intrude into the 6 metre space at all.
- 2.6 Garages, sheds and covered storage are permitted between caravans only if the walls, floors and roof are constructed of non-combustible material and enough space is maintained around each unit as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the caravans on either side. Car ports and covered walkways are not permitted within the 6 metre space.
- 2.7 The distance between any caravan and site boundary shall not be less than 3 metres.

3. Hard Standing

- 3.1 Every caravan shall stand on a hard standing constructed of a suitable material, such as, concrete, which shall extend over the whole area occupied by the caravan and protrude at least 0.9 metres outwards from the entrance or entrances of the caravan.

4. Roads, Gateways and Footpaths

- 4.1 Roads and footpaths shall be designed to provide adequate access for fire appliances.
- 4.2 No caravan standing shall be more than 45 metres from a road within the site. Each standing shall be connected to the road with a footpath at least 0.75 metres wide. The path shall be paved or surfaced with a suitable hard material.
- 4.3 Roads shall be at least 3.7 metres wide with provision for passing places if the width is less than 5.5 metres and subject to 2 way traffic.

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

- 4.4 There shall be adequate turning space at the end of any cul-de-sacs.
- 4.5 Roads shall be adequately surfaced to carry vehicles of up to 11.2 tonnes.
- 4.6 Gateways shall be a minimum of 3.1 metres wide with a minimum height clearance of 3.7 metres.
- 4.7 Roads shall have no overhead cables less than 4.5 metres above the ground.
- 4.8 Roads and footpaths shall be suitably lit to allow residents to see their way about the site at night.
- 4.9 Emergency vehicle routes shall be kept free from obstruction at all times.
- 4.10 The surface, gradient and width of roads and footpaths shall take into account the requirements of persons with disabilities.
- 4.11 There shall be adequate surface water drainage for roads, carriageways and footpaths.

5. Car Parking

- 5.1 Suitably surfaced spaces shall be provided to meet the requirements of occupants and visitors.
- 5.2 Up to two vehicles may be parked between adjoining caravans provided that the doors to the caravan are not obstructed and this does not obstruct fire fighting appliances. Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and visitors. Plastic or wooden boats shall not be kept between units.
- 5.3 No car parking area which provides for more than 10 cars shall be nearer than 18 metres from any part of any caravan. If car parks provide for 10 cars or fewer, the minimum distance may be reduced, subject to approval by Aberdeenshire Council, depending upon alternative road safety and parking arrangements.

6. Water Supply

- 6.1 The site shall be provided with an adequate and wholesome piped water supply which meets the requirements of British Standard 6700 1987, and any subsequent modification, the Water (Scotland) Act 1980 and the appropriate bye-laws of the North of Scotland Water Authority (NOSWA). NOSWA shall be consulted by the applicant/licensee if the supply is proposed to be from the public mains.
- 6.2 Each caravan standing shall be provided with an adequate piped and wholesome water supply in accordance with appropriate water bylaws.

7. Drainage, Sanitation and Washing Facilities

- 7.1 Every site and every hard standing shall be provided with an effective drainage system to the satisfaction of Aberdeenshire Council. It shall comply with the Building Standards (Scotland) Regulations in force at the time of installation, for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.
- 7.2 The drainage system shall be connected to a public sewer or a sewage treatment system of such a design and size as is capable of treating effluent to standards which will meet the requirements of relevant legislation. Disposal of the effluent must not create a

nuisance and will require to be disposed of to the satisfaction of Aberdeenshire Council and the Scottish Environment Protection Agency and any other relevant bodies.

- 7.3 Each caravan shall have its own water closet, kitchen sink, bath/shower and wash hand basin each provided with adequate piped supplies of hot and cold water and connected to a foul water drainage system.
- 7.4 The wash hand basin shall be within the water closet compartment.
- 7.5 Chemical pail closets are not acceptable.

8. Litter and Refuse Disposal

- 8.1 Every caravan standing shall have an approved refuse receptacle to the satisfaction of Aberdeenshire Council, made of non-absorbent material with a close fitting lid.

As an alternative to the provision of individual bins, communal arrangements may be provided. Such facilities must be to the satisfaction of Aberdeenshire Council, in consultation with the licensee, and located on a suitable stance. The bin(s) and stance shall be cleaned on a regular basis.

- 8.2 Bin storage areas shall be provided as agreed with Aberdeenshire Council for holding individual bins prior to uplift by the Cleansing Service.
- 8.3 All refuse receptacles must be emptied and cleansed at least once a week and maintained in good condition.
- 8.4 Arrangements shall be made for the proper and hygienic disposal of waste water to the foul drainage system from the cleaning of bin stores and refuse receptacles.

9. Fire Hydrants

- 9.1 If there is a water supply of sufficient pressure and flow, there may be a requirement to install a fire hydrant to conform with BS 750 within 100 metres of every caravan standing. They shall be marked with the standard "H" sign as detailed in BS 3251. They shall only be used for firefighting purposes.

This condition applies to new sites and where alterations and extensions to existing sites are proposed. Application of the condition requires to be done in consultation with Grampian Fire Brigade.

10. Fire Points and Fire Fighting Equipment

- 10.1 Fire points shall be established so that no caravan or site building is more than 30 metres from any fire point. Additional fire points may be necessary depending on the layout or landscaping of the site. Fire points shall be housed in a weather proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".
- 10.2 If water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water about 6 metres from the nozzle with a flow of at least 30 litres per minute, such water standpipes shall be situated at each fire point. There shall also be a hose reel that complies with BS 5036: Part 1, with a hose not less than 30 metres long or such other suitable length as agreed by Grampian Fire Brigade having a means of connection to the stand pipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle.

Hoses shall be housed in a red protective waterproof box which shall be marked 'HOSE REEL'.

10.3 If standpipes are not provided or the water pressure or flow is not sufficient, each fire point should be provided with either water extinguishers (2x9 litres) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and one hand pump or bucket pump. Suitable frost protection methods shall be used. Fire extinguishers require to be inspected annually by a competent person and a record of the inspection displayed on each extinguisher.

10.4 The following fire fighting equipment shall be provided within each caravan:-

- 1 x 1kg Dry Powder Extinguisher
- 1 x Fire Blanket

11. Fire Warning

11.1 A means of raising the alarm in the event of fire shall be provided at each fire point. This could be a battery or mains powered fire alarm and sounder or a manually operated sounder.

11.2 Each caravan owned by the licensee and those owned by other persons which are sublet shall be fitted with a smoke alarm, which shall be properly maintained. It shall be of a type which is fitted with a 'silence' facility to reduce the likelihood of it being disabled due to frequent false alarms. It shall comply with BS 5445: Part 1. The fitting shall be the subject of an annual inspection by the licensee, in accordance with manufacturer's instructions. The inspection shall be recorded and be available for checking by local authority staff.

12. Maintenance of Fire Fighting and Alarm Equipment

12.1 All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and available for inspection by the Council. A record shall be kept of all tests and any remedial action.

12.2 All equipment susceptible to damage by frost shall be suitably protected.

13. Fire Notices

13.1 A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of a fire and the location of the nearest telephone.

This notice shall contain the following:

"On discovering a fire:-

- (a) ensure that the caravan site building involved is evacuated;
- (b) raise the alarm;
- (c) call the fire brigade (the nearest telephone is located);
- (d) attack the fire using the fire fighting equipment provided, if it is safe to do so.

It is in the interests of all occupiers of this site to be familiar with this routine and the method of operating the fire alarm and the fire fighting equipment."

14. Fire Hazards

14.1 All grass and other vegetation shall be cut at frequent or regular intervals to prevent them from becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans.

14.2 Readily combustible materials shall not be stored between or beneath caravans.

15. Grampian Fire Brigade

15.1 The advice of Grampian Fire Brigade shall be sought by the applicant/licensee in respect of items 4, 9, 10 & 11 if alterations to the site are proposed.

16. Storage of Liquefied Petroleum Gas (LPG)

16.1 LPG supplied from tanks 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'.

16.2 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.

16.3 Exposed gas bottles or cylinders shall not be within 6 metres of an adjoining unit.

16.4 LPG installations shall conform to BS 5482 "Code of Practice for Domestic Butane and Propane Gas Burning Installations, Part 2: 1977: Installations in caravans and non-permanent buildings."

16.5 For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s). Such service pipes are subject to the Gas Safety Regulation 1972.

16.6 If the site owner supplies piped gas to caravans on the site, authorisation may be required from OFGAS under the Gas Act 1986.

16.7 All gas installations, appliances, flues and associated pipework to caravans which are owned by the licensee and those that are owned by other persons which are sublet, buildings and storage tanks shall be subject to an annual inspection by a member of an organisation registered with CORGI. A copy of the inspection certificate shall be displayed within each caravan or provide a copy to hirers. A copy of Aberdeenshire Council's Gas Safety Notice shall be clearly displayed in a window of the caravan. A copy of the certificate shall also be available at the site office.

17. Carbon Monoxide Detectors

17.1 Each caravan owned by the licensee and those owned by other persons which are sublet shall be provided with a carbon monoxide detector. It shall be of a type which gives an audible warning and installed in accordance with manufacturer's instructions. The fitting shall be the subject of an annual inspection by the licensee in accordance with manufacturer's instructions. The inspection shall be recorded and be available for checking by local authority staff.

18. Telephones

18.1 A telephone shall be available on the site for calling the police, fire brigade, ambulance or other services in an emergency and the full address of the site must be displayed near the telephone.

19. Electrical Installations

19.1 The site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated there.

- 19.2 An approved electrical outlet shall be provided at each standing.
- 19.3 All common buildings shall have adequate internal lighting.
- 19.4 There shall be enough external lighting to allow residents to see their way about the site at night, including private access carriageways and roadways.
- 19.5 Any cables shall be so laid to avoid endangering residents and others frequenting the site.
- 19.6 Any electrical installation other than Electricity Board works and circuits shall be installed in accordance with the requirements of the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (the IEE Wiring Regulations) for the time being in force (and if relevant to the standards acceptable for the purposes of the Electricity Supply Regulations 1988 SI 1988 No. 1057), and be properly maintained.
- 19.7 The installation shall be inspected not less than once in every 12 months (or every 3 years for underground installations) or in such longer period as may be recommended by a person who shall be one of the following:-
- professionally qualified electrical engineer
 - a member of the Electrical Contractors Association
 - a member of the Electrical Contractors Association (Scotland)
 - a certificate holder of the National Inspection Council for Electrical Installation Contracting; or
 - a qualified person acting on behalf of one of these (when it should be stated for whom he is acting).

Within one month of such an inspection, the person carrying it out should issue an inspection certificate in the form prescribed in the IEE Wiring Regulations. The certificate must be obtained by the site operator and displayed with the Site Licence.

20. Storage Space

- 20.1 At least 2.75m of covered storage area shall be provided for each caravan standing.
- 20.2 The structures shall be separate from the caravan they serve and not less than 5 metres from any other caravan.
- 20.3 Storage space shall be capable of being locked.

21. Recreational Open Space

- 21.1 At least one tenth of the total usable space of the site shall be allocated for recreational purposes. Such areas shall be located so as to minimise noise nuisance to residents and adjacent residential properties.

22. Maintenance

- 22.1 The site and all facilities on it shall be properly maintained in a good state of repair and in good condition at all times.

23. Notices

- 23.1 A suitable sign shall be displayed at the site entrance indicating the name of the site and the name and telephone number of the site licence holder or his/her accredited representative.
- 23.2 Sites subject to flood risk shall display a notice explaining the flood warning system.
- 23.3 Sites with overhead electric lines shall display warning notices on the supports for the lines and at the site entrance. If appropriate, these should warn against the danger of contact between the lines and yacht masts and other similar protrusions.
- 23.4 A copy of the site licence with its conditions shall be displayed permanently on the site.
- 23.5 Notices shall be displayed on the site detailing the action to be taken in the event of an emergency. They shall show how the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone.

24. Laundry Facilities

- 24.1 Laundry facilities shall be provided in 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.
- 24.2 A drying green shall be provided near to the laundry facilities or some other alternative means.

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.

25. General

- 25.1 The following conditions will apply to sites which operate between 1st November and 31st March:
- Steps shall be taken as far as is practicably possible to keep carriageways, footpaths and car parking areas free of snow and ice.
 - Every pipe or other water fitting, waste pipe and drain, whether inside or outside a building or other structure shall as far as practicably possible, be effectively protected against freezing and damage from freezing.