

## **TOURING 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 variations in 2.2, the distance between any two units, or between a unit and a building, shall be not less than 6 metres. If there is a mixture of holiday caravans and touring caravans in the same area, the minimum spacing (including the spacing between any two holiday caravans) shall also be 6 metres.
- 2.2 The point of measurement for the following variations of the spacings given in paragraph 3 is the exterior cladding of the unit, excluding the drawbar if any. All measurements are between the closest parts of the structures concerned.
- (a) Porches may protrude 1 metre into the 6 metres space.
- (b) If awnings are used, the distance between any part of the awning and an adjoining caravan/awning shall not be less than 3 metres.
- 2.3 The distance between any unit and the site boundary shall be not less than 3 metres.

### **3. Roads, Gateways and Footpaths**

- 3.1 The site shall be designed to provide adequate access for fire appliances.
- 3.2 Wherever reasonable and practicable no caravan standing or toilet block shall be more than 90 metres from a site road.
- 3.3 Common buildings and facilities shall be connected to the road by a footpath at least 0.75 metres wide and with a hard surface.
- 3.4 Roads shall be at least 3.7 metres wide, with provision for passing places if the width of the road is less than 5.5 metres and subject to two-way traffic.  
***This condition applies where a new site or extension is proposed and where alterations would allow the road layout to be improved.***
- 3.5 There shall be adequate turning space at the end of any cul-de-sacs.
- 3.6 Roads shall be adequately surfaced and suitable to carry the vehicles for which they are intended.
- 3.7 Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- 3.8 Roads shall have no overhead cables less than 4.5 metres above the ground.
- 3.9 Roads and footpaths shall be suitably lit to allow residents to see their way about the site at night.

- 3.10 Emergency vehicle routes within the site shall be kept clear of obstruction at all times.
- 3.11 The surface, gradient and width of roads and footpaths shall take account of the requirements of persons with disabilities.
- 3.12 There shall be adequate surface water drainage for roads, carriageways, and footpaths.

#### **4. Car Parking**

- 4.1 Up to two vehicles may be parked between adjoining units provided the doors to the units are not obstructed and this does not obstruct fire-fighting appliances. There shall always be 3 metres of clear space between a car belonging to one unit and any other unit. Site operators shall take particular care to ensure that other equipment, for example boats and trailers, does not encroach on the 3 metres of clear space. If particular equipment appears to the site owner to represent a potential fire hazard it shall not be stored between the caravan units.
- 4.2 Limited parking shall be provided for any service vehicles or mobile shops which may use the site; or for caravans pulling on to while booking in or out of the site.

#### **5. Drinking Water Supply and Waste Water Disposal**

- 5.1 The site shall be provided with an adequate and wholesome piped water supply complying with British Standard 6700:1987 and any subsequent modification; the Water (Scotland) Act 1980 and the appropriate bylaws of the North of Scotland Water Authority (NOSWA). NOSWA shall be consulted if the supply is proposed to be from the public mains. Water standpipes with an adequate and wholesome supply of water shall be situated not more than 90 metres from any pitch. At each tap there shall be a soakaway or gulley.
- 5.2 Waste water disposal points shall be provided so that each pitch is no further than 90 metres from a waste water disposal point. The method of disposal shall be to the satisfaction of Aberdeenshire Council and the Scottish Environment Protection Agency.

#### **6. Drainage, Sanitation and Washing Facilities**

- 6.1 If WCs or urinals are provided, there shall be one WC and one urinal (or two WCs) for men, and two WCs for women, per 30 pitches; and their location shall be to the satisfaction of the Aberdeenshire Council in consultation with the licensee. Provision shall be made in the women's toilets and shower rooms for the hygienic disposal of sanitary towels.
- 6.2 If the provision of WCs is not feasible or required, entry to the site shall be confined to units with their own toilets, or chemical closets shall be provided.
- 6.3 Whether or not WCs are provided, a properly designed disposal point for the contents of chemical closets shall be provided, with an adequate supply of water for cleaning the containers. This water supply shall be clearly labelled as not suitable for drinking. The method of disposal shall be to the satisfaction of Aberdeenshire Council and the Scottish Environment Protection Agency.
- 6.4 There shall be a minimum of 2 washbasins per 30 pitches for men and 2 washbasins per 30 pitches for women. These shall be adjacent to the toilets and supplied with an adequate piped supply of hot and cold water.

- 6.5 Showers or baths shall be provided for each sex: one shower or bath with adequate piped supplies of hot and cold water requires to be provided per 25 pitches for men and one shower or bath with adequate piped supplies of hot and cold water requires to be provided per 25 pitches for women. Adequate changing facilities shall be provided.
- 6.6 The site shall be provided with a 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. Persons with Disabilities**

- 7.1 There shall be provision for WCs, wash basins, showers, and water standpipes accessible to persons with disabilities of either sex. Entrances shall be flat and wide enough to admit a wheelchair.  
***This condition applies where new or improved facilities are to be provided.***

## **8. Litter and Refuse Disposal**

- 8.1 Common refuse receptacles shall be provided, and made of non-absorbent material and with a close-fitting lid to the satisfaction of Aberdeenshire Council. These receptacles shall be housed within a properly constructed bin store. The bin stores shall be cleaned on a regular basis.
- 8.2 Refuse receptacles shall be emptied and cleansed at least once a week.
- 8.3 Arrangements shall be made for the proper and hygienic disposal of waste water.

## **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 only be used for fire-fighting purposes. They shall be marked with the standard 'H' sign, as detailed in British Standard 3251.  
***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 & Fire Fighting Equipment**

- 10.1 Fire points shall be established so that no caravan or site building is more than 30 metres from a fire point. Additional fire points may be necessary depending on layout or landscaping of the site. The 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 reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long or such other suitable length as agreed with Grampian Fire Brigade, having a means of connection to a water standpipe (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 box painted red and marked 'HOSE REEL'.
- 10.3 If standpipes are not provided, or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre); or a water tank of at least 500 litres capacity fitted with a hinged cover, two buckets and one hand pump or bucket pump. Other types of extinguishers may be required.

- 10.4 Wherever there is a likelihood of fire spreading because of vegetation catching fire, suitable beaters of the type used by the Forestry Commission shall be provided at each fire point.

## **11. Fire Warning**

- 11.1 A means of raising the alarm in the event of a 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.

## **12. Maintenance of Fire Fighting and Alarm Equipment**

- 12.1 All alarm and fire-fighting equipment should be installed, tested and maintained in working order by a competent person and available for inspection by, or on behalf of Aberdeenshire Council. A record shall be kept of all tests and any remedial action and available for inspection by Aberdeenshire Council.
- 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 fire and the location of the nearest telephone.

This notice shall contain the following:

“On discovering a fire:

1. ensure that the caravan or site building involved is evacuated;
2. raise the alarm;
3. call the fire brigade (the nearest telephone is located .....);
4. 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 and regular intervals to prevent them from becoming a fire hazard. Any such cuttings shall be removed from the vicinity of the units.
- 14.2 Readily combustible materials must not be stored between and beneath units.

## **15. Grampian Fire Brigade**

- 15.1 The advice of Grampian Fire Brigade shall be sought by the applicant/licensee in respect of items 3, 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 British Standard 5482, 'Code of Practice for domestic butane and propane gas burning Installations, Part 2: 1977: Installations in caravans and non-permanent dwellings'.
- 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 Regulations 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.

## **17. Telephones**

- 17.1 A telephone shall be available on site for calling the Police, Fire Brigade or other services in an emergency. The full address of the site shall be displayed near the telephone. If the site is a remote one it might also be useful to display near the telephone information on the location of the site in relation to the nearest main road or town or village.

## **18. Electrical Installations**

- 18.1 If several pitches are provided with mains electricity by means of cables from a central supply point, the cables shall be laid in such a way as to minimise the risk of people tripping or having similar accidents. The electricity supply shall be sufficient to meet all reasonable demands of the caravans.
- 18.2 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.
- 18.3 Any installation shall be sited and maintained in such a way as to prevent danger as far as reasonably practicable and shall be inspected and tested at such regular intervals as Aberdeenshire Council may direct, by a competent person, in accordance with the IEE Wiring Regulations. The site owner shall maintain a record of such inspections and tests.
- 18.4 Any common buildings shall have adequate internal lighting.
- 18.5 There shall be enough external lighting to allow residents to see their way about the site at night including carriageways and roadways.

## **19. Maintenance**

19.1 The site and all facilities shall be maintained in good condition and in a good state of repair at all times.

## **20. Notices**

20.1 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.

20.2 A copy of the site licence with its conditions should be displayed prominently on the site.

20.3 Notices shall be displayed prominently on the site indicating the action to be taken in the event of an emergency. They shall show where the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone.

20.4 Sites subject to flood risk shall display a notice explaining the flood warning system.

20.5 Sites with overhead electric lines shall display warning notices on the support for the lines and at the site entrance. If appropriate, these shall warn against the danger of contact between the lines and yacht masts and other similar protrusions.

## **21. Laundry Facilities**

21.1 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 drainage system. The provision of washing machines is an acceptable alternative to the provision of deep sinks.

21.2 A drying green shall be provided near to the laundry facilities or some other suitable alternative means.

## **22. General**

22.1 The following conditions will apply to sites which operate between 1<sup>st</sup> November and 31<sup>st</sup> 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.