



**VALE OF GLAMORGAN COUNCIL**

**SITE LICENCE CONDITIONS**

**TYPE OF LICENCE: TOURING**

**DATE OF ISSUE:**

**Environmental Health (Private Sector Housing)  
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## **VALE OF GLAMORGAN COUNCIL**

### **SITE LICENCE CONDITIONS**

#### **TO USE LAND AS SITE FOR CARAVANS**

The above named Council in pursuance of the provisions of Part 1 of the Caravan Sites and Control of Development Act 1960, hereby authorise:

The occupier of \_\_\_\_\_ in the County of the Vale of Glamorgan, within the area of the Council, to use or permit to be used that portion of the said land as a caravan site subject to the conditions set out below.

#### **CONDITIONS**

1. To ensure compliance with the standard conditions laid down by the Council for touring caravan sites within their area under which the total number of caravans/motor homes to be stationed on the site at any one time shall not exceed .
2. The use of the site as and for a caravan site shall be in accordance with the conditions set in the schedule hereto.
3. A copy of this licence and of the schedule hereto shall be displayed on the site in some conspicuous place at all times when caravans are stationed on the site for the purpose of human habitation in accordance with Section 5 subsection (3) of the Caravan Sites and Control of Development Act 1960.

## **1.0 Period of use under licence**

- 1.1 No touring caravan shall remain on the site for any period longer than 28 days in total during any calendar year.
- 1.2 The Licensee shall keep a register of touring caravans on the site. This register is to include vehicle registration numbers and dates of arrival and departure. The register shall be kept available for inspection by a duly authorised officer of the licensing authority.

## **2.0 Site Boundary**

The boundaries of the site shall be clearly defined, for example by fences or hedges. In addition, the site owner must provide the Local Authority with a plan showing the layout of the site, the position of pitches, the lighting points, fire points and amenities provided

## **3.0 Density**

- 3.1 Site density should not exceed 75 units (caravans or motor caravans) per hectare (30 units per acre) calculated on the basis of the usable area rather than the total site area (ie excluding crags, lakes, roads, communal services etc), provided that, where tent camping is also permitted, the maximum number of units stationed on the site at any one time should be reduced by the number of pitches occupied by main tents stationed for human habitation.
- 3.2 Where the number of units on the site is to be limited by condition, it may be appropriate to prescribe maxima by references to specified periods so as to permit up to 10 more units during such peak holiday periods as may be agreed between the site licensing authority and the licence holder without the provision of additional facilities, provided that:
  - 3.2.1 The provisions of paragraph 1 above are complied with; and

3.2.2 The standards relating to spacing, as set out in paragraphs 4-5 below, are complied with.

#### **4.0 Spacing**

4.1 Every unit should be not less than 6 metres from any other unit in separate family occupation and not less than 3 metres should be permitted between units in any circumstances.

4.2 Vehicles and other ancillary equipment should be permitted within the 6 metres space between units in separate family occupation but, in order to restrict the spread of fire, there should always be 3 metres clear space within the 6 metres separation.

4.3 Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.

#### **5.0 Roads, Gateways & Footpaths**

5.1 Roads, gateways and footpaths shall be provided if a risk assessment by the site operator shows the site to be difficult or dangerous to negotiate in wet weather.

5.2 **Where provided**, roads shall not be less than 3.7 metres wide if a two-way traffic system is in operation, 3.0 metres wide if forming part of a clearly marked one-way system. Roads shall be adequately lit, taking into account the characteristics of the site. Roads shall be designed to give adequate access for emergency vehicles, and be kept clear of obstructions at all times.

5.3 **Where provided**, vehicle gateways shall be a minimum of 3.1 metres wide, with minimum height clearance of 3.7 metres.

5.4 **Where provided**, footpaths shall be not less than 0.75 metres wide, with a hard surface, and be adequately lit.

5.5 Where roads, footpaths and paving are provided, there shall be adequate surface water drainage.

## **6.0 Drinking Water and Waste Water Disposal**

6.1 There should be an adequate supply of drinking water. Each pitch on a site should be no further than 90 metres from a water tap. At each tap there should be a soakaway or gully.

6.2 Water waste disposal points should be provided so that each pitch is no further than 90 metres from a waste water disposal point. The appropriate Water Authority should be consulted about the arrangements for disposal of water likely to be contaminated.

## **7.0 Toilets: WC's and Chemical Closets**

7.1 The scale of provision should be 1 WC and 1 urinal for men and 2 WC's for women per 30 pitches and their location should be to the satisfaction of the licensing authority. The pro rata scale can be reduced where sites have over 120 pitches (see also paragraph 9 below). Toilets may not be justified where sites have less than 10 pitches but on sites with between 10 and 30 pitches at least one WC and 1 urinal for men and 2 WC's for women should be provided.

7.2 Where the provision of WC's is not feasible or justified entry should be confined to units with their own toilets or chemical closets should be provided.

7.3 Whether or not WC's are provided, a properly designed disposal point for the contents of chemical closets should be provided together with an adjacent adequate supply of water for cleansing containers. The method of disposal will need to be considered in the light of the particular circumstances and should be to the satisfaction of the Local Authority and the appropriate Water Authority. Where appropriate, the water supply should be clearly labelled as non-potable.

7.4 Foul drainage shall be discharged to either a public or private sewage treatment works or to a septic tank or cesspool approved by the Council

## **8.0 Washing Points**

There should be a minimum of 4 wash basins supplied with hot and cold water per 30 units: 2 each for men and women. They should be adjacent to the toilets.

## **9.0 Hot water Showers**

Showers should not be obligatory on sites with less than 70 pitches. If showers are required, provision should be on the basis of 1 shower per 25 pitches and hot water should be available.

## **8.0 Disabled Persons**

Particular consideration should be given to the needs of the disabled in provision made for water points, toilets and washing points.

## **9.0 Electrical Installation**

- 9.1 The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- 9.2 Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- 9.3 Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements

## **10.0 Refuse Disposal**

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

## **11.0 Regulatory Reform (Fire Safety) Order 2005**

The site owner shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection when demanded, a copy of the risk assessment shall be made available to the local authority.

## **12.0 Fire Precautions (Subject to compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005)**

- 12.1 No unit should be further than 90 metres from a fire point. At each fire point there should be two water (gas expelled) extinguishers each of 9 litres capacity and complying with appropriate British or European Standard.
- 12.2 All fire fighting equipment susceptible to damage by frost should be suitably protected.
- 12.3 The fire points should be clearly marked and easily accessible.
- 12.4 A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.
- 12.5 All alarm and fire fighting equipment shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.
- 12.6 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. This notice should include the following:

“On discovering a fire:

- I. Ensure the caravan or site building involved is evacuated.
- II. Raise the alarm.
- III. Call the fire brigade (the nearest phone is sited at .....).”

### **13.0 Storage of Liquefied Petroleum Gas (LPG)**

Arrangements for the storage of Liquefied Petroleum Gas (LPG) on the site should be in accordance with the current national Code of Practice and regulations.

### **14.0 Notices**

- 14.1 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
- 14.2 A copy of the site licence with its conditions shall be displayed prominently on the site.
- 14.3 Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency.
- 14.4 The notices shall show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest public telephone.
- 14.5 All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

### **15.0 General**



- 15.1 Services, amenities, other buildings and structures on the site, or other equipment, telephones if provided, and the site itself shall be maintained in good repair, in good order, in a clean, safe, sanitary, tidy condition and free from accumulations.
- 15.2 Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard. If cuttings are removed they shall not be deposited within 6 metres of any unit, whether or not occupied.

**APPENDIX ONE: PLAN OF SITE**

## **APPENDIX TWO: DEFINITIONS OF TERMS**

### **‘Caravan’**

- A structure designed or adapted for human habitation which:
  - a) Is composed of not more than two sections separately constructed and designed to be assembled on a site by means of bolts, clamps or other devices; and
  - a) Is, when assembled, physically capable of being moved by road from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer), shall not be treated as not being (or not having been) a caravan within the meaning of Part 1 of the Caravan Sites and Control of Development Act 1960 by reason only that it cannot lawfully be moved on a highway when assembled.

### **‘Caravan Site’**

- Land on which a caravan is stationed for the purposes of human habitation.
- Land that is used in conjunction with land on which a caravan is so stationed.

### **‘Fire Authority’**

- The authority discharging in the area in which the land is situated the functions of the fire authority under the Fire Services Act 1947.
- The particular fire authority discharging in the area of the Vale of Glamorgan Council is South Wales Fire and Rescue Service.

### **‘Local Authority’**

A council of a district. For the purposes of this licence, the local authority is the Vale of Glamorgan Council.

### **‘Occupier’**

In relation to any land, the person who, by virtue of an estate or interest held by him/her, is entitled to possession or would be entitled but for the rights of any other person under licence granted in respect of the land.

### **‘Site Licence’**

A licence issued by the local authority under the Caravan Sites and Control of Development Act 1960 authorising the use of land as a caravan site.