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| Report for: | Licensing Health & Safety and Enforcement Sub-Committee |
| Date of | AGENDA ITEM: 5 |
| PART | |

SUMMARY

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| Title of report: | APPLICATION FOR: 1) To agree the conditions of a Camping site licence for Dacorum Borough Council |
| Contact: | Dawn Ryder – Environmental Health Officer, Regulatory Services |
| Purpose of report: | To give members the opportunity to comment and set standard conditions for a revised Camp site licence to include Touring Caravans. |
| Recommendations: | That Members consider the report and information before them and agree to a set of standard conditions which will be used when any Camp site or Touring Caravans site application is received by the Council. |
| Implications: | none |
| General Policies | Members of the Licensing Sub-Committee act in a quasi-judicial capacity under delegated powers, to decide Licensing matters on behalf of the Council. |
| Key Policies: | none |
| Background Papers: | Conditions for sites used for touring caravans and/or camping Caravan Sites and Control of Development Act 1960, Section 2 and Mobile Homes Act 2013, Herefordshire Council; Camping and Caravan site licences, Chichester District Council; Caravan and Camping sites, Horsham District Council; Caravan Sites, East Lindsey District Council; Caravan and Campsite Licensing, Cornwall Council; Licensing of Caravan and Tent Sites, Pembrokeshire County Council. |

APPLICATION

Following the proposal submitted to Council on the 24th November 2015 to approve licence conditions for a camping site licence, the Councillors debated the report and requested that further information be provided in relation to the exemptions and the conditions applicable.

The proposal is hereby re-submitted following further research.

The proposed site licence now covers camping and touring caravans conditions to be used within the district of Dacorum Borough Council. No current licence exists for either camping or touring caravans.

The additional research identified that there had previously been model standards issued by the Secretary of State which all Local Authorities were advised to follow. The

conditions covered moveable dwellings which are required to be licensed when on site for more than forty-two consecutive days or more than sixty days in any twelve consecutive months. This guidance is not currently available, therefore other council's conditions have been reviewed and those used in the creation of this report have been detailed above.

Conditions and model standards for camping and caravan sites are made under the Caravan Sites and Control of Development Act 1960: Section 5

Section 5 (1) of the act lays down the general power to attach conditions. In addition to the general power, the act lays down certain specific conditions that may be imposed.

These are for:

- restricting the occasions on which caravans are to be stationed, or the total number of caravans to be stationed at any time;
- controlling the types of caravans on site;
- regulating the positions in which caravans are to be stationed, and for regulating or prohibiting the placing of structures, vehicles and tents on the land;
- ensuring that amenities are preserved, including the planting and replanting with trees and bushes;
- securing that proper measures are taken for the prevention and detection of fire, and that adequate means of fire fighting are provided and maintained; and,
- securing and maintaining adequate sanitary and other facilities, services and equipment

Section 5 (6) of the act permits central government to specify model standards, which the local authority is directed to have regard to when deciding what (if any) conditions to attach to the site licence.

The exemptions from the conditions for a moveable dwelling site licence are listed below:

- forestry workers, builders, travelling showmen or seasonal workers (like fruit pickers) stay in caravans on the site
- the site is 5 or more acres and there are 3 or less caravans or tents there for 28 days or less a year
- you're a member of an organisation like a caravan club and have a caravan exemption certificate
- your site is approved by an organisation with a caravan or camping exemption certificate members of an exempted organisation stay in their caravans and tents (eg Scouts, Boy Brigade) on the site your site is used for a social get-together.

The need for a camp site licence was identified following a planning application to allow the change of use of land at Brownlow Farm Barns, Pouchen End Lane, Hemel Hempstead, Hertfordshire HP1 2SN to allow a Camp Site Licence comprising of 3 Teepees.

The proposed licence conditions will allow Environmental Health to control conditions on this and any other Camping or Touring Caravan site that may be sited in the Borough. Applications will be brought before this committee for approval.

Proposed Standard Conditions are shown in Appendix 1

APPLICATION

No application has been received for a camp site or touring caravan site licence.

REPRESENTATIONS

No representation has been received.

CONSIDERATIONS

Public Health Act 1936 (as amended)S269 enables a local authority to control use of moveable dwellings. A summary of this section is detailed below:

- (1) For the purpose of regulating moveable dwellings within their district, a local authority may grant—
 - (i) licences authorising persons to allow land occupied by them within the district to be used as sites for moveable dwellings; and .
 - (ii) licences authorising persons to erect or station, and use, such dwellings and may attach to any such licence such conditions as they think fit—
- (a) in the case of a licence authorising the use of land, the licence can limit the number and classes of moveable dwellings which may be kept thereon at the same time, the space to be kept free between any dwellings, the water supply, and the sanitary provisions;
- (b) in the case of a licence authorising the use of a moveable dwelling, with respect to the use of that dwelling (including the space to be kept free between it and any other such dwelling) and its removal at the end of a specified period, and for securing sanitary conditions.

CONCLUSION:

A review of the model conditions has been undertaken as required by the Committee on the 24th November 2015 and revised conditions are proposed consideration and approval.

APPENDIX 1 – Proposed Standard Licence Conditions

Schedule of Conditions to be attached to Camping and Touring Caravan Site Licence.

Public Health Act 1936: Section 269

Caravan Sites and Control of Development Act 1960: Section 5

LICENCE CONDITIONS FOR TOURING CARAVAN AND TENTED SITES

1. Period of use: As specified on licence

2. Density.

The site density shall not exceed seventy five units (caravans, motor caravans, or tents) per hectare (thirty units per acre) calculated on the basis of usable area.

3. Siting.

- 3.1 No caravan, motor caravan, or tent shall be brought onto the site for the purposes of human habitation until such time as adequate sanitary facilities are made available on the part of the site to which it has been allocated.
- 3.2 Every caravan, or motor caravan shall not be less than six metres from any other unit in separate family occupation and less than three metres between units shall not be permitted in any circumstances.
- 3.3 A tent shall be so placed as to be at a distance of at least three metres from any other tent and so that at least one metre separates the guy ropes of one tent from those of any other tent; provided that any two tents may be pitched together to form one tent, in which case the distance shall apply to the tent so formed as if it were one tent.
- 3.4 A vehicle or other ancillary equipment may be permitted within the six metres space between caravans and motor caravans in separate occupation; however, in order to restrict the spread of fire, there shall always be three metres clear space between any vehicle or other ancillary equipment so placed, and a unit in separate occupation.
- 3.5 No vehicles or other ancillary equipment shall be permitted within the three metre space between tents.
- 3.6 Clear access for emergency vehicles shall be maintained at all times.
- 3.7 No caravan, motor caravan, or tent shall be sited within three metres of any hedge or other boundary.
- 3.8 No caravan, motor caravan, or tent shall be sited within three metres of any communal water point, sanitary convenience or refuse disposal point.

4. Drinking Water Supply and Waste Water Disposal.

- 4.1 There shall be an adequate supply of drinking water. Each pitch on a site shall be no further than fifty five metres from a water tap. At each tap, there shall be a suitable hard-standing, draining to a soakaway or gully.
- 4.2 Waste water disposal points shall be provided, so that each pitch is no further than fifty five metres from a waste disposal point. The appropriate Water Authority shall be consulted about the arrangement for disposal of water likely to be contaminated.

5. Drainage.

Satisfactory provision shall be made by connection to a sewer, where available, or by discharge to a properly constructed septic tank, cesspool, or biological treatment plant in a position to be approved by the Council. In the case of a biological treatment plant the approval of the local water authority must be obtained.

6. Buildings.

Any building containing a toilet, wash hand basin, bath, shower, or sink facilities shall have impervious and readily cleanable walls, floors, ceiling, and internal fittings.

7. Toilets, WC's, and Chemical Closets.

The scale of provision shall be one wc and one urinal for men and two wc's for women per twenty five pitches and their location shall be to the satisfaction of the licensing authority. Where sites have fewer than ten pitches at least one wc for men and one wc for women shall be provided. Where sites have between ten and twenty five pitches, at least one wc and one urinal for men and two wc's for women shall be provided.

8. Disposal Point for Chemical Closets.

A properly designed screened disposal point for the contents of chemical closets shall be provided together with an adjacent and adequate supply of water for cleansing containers. The method of disposal shall be to the satisfaction of the local authority and the appropriate Water Authority. The water supply shall be clearly labelled as non-potable.

9. Washing Points.

There shall be adjacent to the toilets a minimum of two wash hand basins with running hot and cold water for each sex per thirty pitches. Where sites have fewer than thirty pitches at least one wash hand basin with running hot and cold water for each sex shall be provided.

10. Showers.

On sites with more than fifty pitches showers with hot and cold running water shall be provided on the basis of one shower for each sex per twenty five pitches.

11. Laundry.

On sites with more than twenty five pitches laundry facilities shall be provided in a separate room on a scale of one deep sink with running hot and cold water per fifty pitches.

12. Disabled Persons.

Consideration shall be given to the needs of disabled persons in the provision made for water points, toilets, washing points, and showers.

13. Electrical Installation.

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 (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 so far as reasonably practicable and shall be periodically inspected and tested every 5 years by a competent person in accordance with the IEE Wiring Regulations.

14. Refuse Disposal.

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

15. Fire Precautions.

15.1 No unit shall be further than ninety metres from a fire point. At each fire point there shall be two water (gas expelled) extinguishers, each of at least 9 litres capacity and complying with British Standard 5423:1987, 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.

15.2 Whenever there is a likelihood of fire spreading owing to vegetation catching fire suitable beaters of the types used by the Forestry Commission shall also be provided at each fire point.

15.3 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.

15.4 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 a fire:

1. Raise the alarm.
2. Ensure the affected unit is evacuated.
3. Call the Fire Brigade (the nearest telephone is sited at.....)
4. If practicable, attack the fire, using the fire fighting equipment provided.

- 15.5 No barbecue equipment or similar facilities shall be positioned within three metres of any caravan, motor caravan, tent or awning, hedge or boundary. Barbecue equipment must not under any circumstances be used inside caravans, motor caravans, tents or awnings.
- 15.6 All bottled gas and LPG cylinders must be changed in the open air. Care must be taken to ensure that there are no sources of ignition nearby.

16. Liquefied Petroleum Gas.

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

17. Site Notices.

- 17.1 A sign indicating the name of the site shall be displayed at the site entrance.
- 17.2 Notices shall be displayed prominently on the site indicating the action to be taken in the event of an emergency, where the police, fire brigade, ambulance and local doctors can be contacted and the location of the nearest public telephone.
- 17.3 At sites subject to flood risk warning notices shall be displayed giving advice about the operation of the flood warning system.
- 17.4 At sites with overhead electric lines warning notices shall be displayed on the supports for the lines and at the site entrance. Where appropriate these shall warn against kite flying and the danger of contact between the lines and the masts of yachts or dinghies.
- 17.5 A copy of the site licence with its conditions shall be displayed prominently on the site.

18. Maintenance.

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 from accumulations or refuse and litter. The licensee shall ensure that the site is conducted with reasonable regard for the comfort and amenities of the persons resident in the neighbourhood.

Background Papers:

<http://www.chichester.gov.uk/article/25477/Camping--caravan-site-licences#conditions>

https://www.herefordshire.gov.uk/media/7963609/touring_caravans_and-_orcamp_site_licence_conditions_2014.pdf

<https://www.horsham.gov.uk/licensingpages/licensing/caravan-and-camping/caravan-and-camping-sites>

<http://www.e-lindsey.gov.uk/article/2056/Caravan-Sites>

<https://www.cornwall.gov.uk/advice-and-benefits/licences-and-street-trading/caravan-and-campsite-licensing/>

<http://www.pembrokeshire.gov.uk/content.asp?nav=1626,110,150,194>