

LICENSING COMMITTEE
26 January 2023



Derby City Council

Report sponsor: Samantha Dennis, Director of
Public Protection & Streetpride

Report author: Michael Kay, Head of
Environmental Protection, Housing Standards,
Licensing, Emergency Planning and Business
Continuity

ITEM 5

Adoption of Touring Caravan and Camp Sites Licence Conditions

Purpose

- 1.1 The report asks the Committee to adopt the proposed Touring Caravan and Camp Site Licence Conditions attached at Appendix 1.

Recommendation(s)

- 2.1 The Committee adopt of the Touring Caravan and Camp Site Licence Conditions attached at Appendix 1.

Reason(s)

- 3.1 To ensure the safety of future users of any touring caravan and camp sites within the Derby city area, and to ensure a basic level of amenity is provided.

Supporting information

- 4.1 The Caravan Sites and Control of Development Act 1960 (CSCDA60) requires that no occupier of land shall “cause or permit” any part of their land to be used as a caravan and/or camping site unless they hold a current site licence in respect of the land. ‘Caravan’ is defined as a structure for human habitation which is capable of being moved from one place to another, being towed or transported, and any designed or adapted motor vehicle.
- 4.2 Under Section 269 of the Public Health Act 1936 (PHA36) a site licence is required if a person allows any land occupied by them to be used for camping (tents only) purposes on more than 42 consecutive days or more than 60 days in any twelve consecutive months.
- 4.3 Site licences may only be issued after the relevant planning permission has been obtained for the site.

- 4.4 However, there are some exemptions under the PHA36 for certain organisations who hold a camping exemption certificate, to camp on land without a site licence or planning permission. Such organisations include Girl Guide and Scouting Associations.
- 4.5 It is proposed the adoption of a standard set of licence conditions will safeguard public safety and will ensure a basic level of amenity. The draft conditions are based on model conditions issued by the Secretary of State under section 5 (6) of the Caravan Sites and Control of Development Act 1960.
- 4.6 The Licensing Team has received one informal enquiry about a touring caravan and camp site. The Council has already adopted model conditions for Residential Mobile Home sites.
- 4.7 The matter was presented before this Committee in June 2022 where the proposed documents were released for a 12 week public consultation period prior to adoption.

Public/stakeholder engagement

- 5.1 The 12 week consultation period commenced on 1 September 2023. During the consultation period, no responses were received to the proposals.

Other options

- 6.1 None.

Financial and value for money issues

- 7.1 It is envisaged that the cost for implementation and maintenance of this licensing function will be covered by the existing licence fees. Fees are evaluated on an annual basis to ensure cost recovery is maintained.

Legal implications

- 8.1 The Council can exercise its discretion whether or not to issue a licence and where it does so, it may impose conditions. Under the Public Health Act 1936, where a site is licensed there is a need to ensure public safety and basic amenity standards on such sites.

Climate implications

- 9.1 None directly arising from this report.

Other significant implications

- 10.1 None.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal	Lionel Desa	11.01.23
Finance		
Service Director(s)	Samantha Dennis	09/01/2023
Report sponsor		
Other(s)		

Background papers:	None
List of appendices:	Appendix 1 - Proposed Touring Caravan and Camp Site Licence Conditions



Conditions for Licensed Touring Caravan and Camp Sites

June 2022

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960, section 5

Density

1. Site density must not exceed 75 units (caravans or motor caravans) per hectare (30 units per acre) calculated on the basis of the useable area rather than the total site area (i.e. 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.
2. *[NB this paragraph may be excluded if not relevant]* Where the number of units on the site is to be limited by condition, it may be appropriate to prescribe maxima by reference to specified periods so as to permit up to 10% more units during such peak holiday periods as agreed between the Licensing authority and the licence holder without the provision of additional facilities, provided that:
 - (i) the provisions of paragraph 1 above are complied with; and
 - (ii) the standards relating to spacing, as set out in paragraphs 3-5 below are complied with.

Spacing

3. Units must not be less than 6 metres from any other unit in separate family occupation and not less than 3 metres will be permitted between units in any circumstances.
4. Vehicles and other ancillary equipment will be permitted within the 6 metres space between units in separate family occupation but, in order to restrict the spread of fire, there must always be 3 metres clear space within the 6 metres separation.
5. Emergency vehicles must be able to secure access at all times to within 90 metres of any unit on the site.

Drinking Water Supply and Waste Water Disposal

6. There must 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 must be a soakaway or gulley.
7. Waste water disposal points must 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.

Toilets : WCs and Chemical Closets

8. The scale of provision must be at least 1 WC and 1 urinal for men and 2 WCs 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).

[NB the next sentence may be excluded where not relevant]: Toilets may not be justified where sites have less than 10 pitches but on sites with between 10 and 30 pitches at least 1 WC and 1 urinal for men and 2 WCs for women must be provided.

9. Where the provision of WCs is not feasible or justified, entry must be confined to units with their own toilets or chemical closets must be provided.

Disposal Point for Chemical Closets

10. Whether or not WCs are provided a properly designed disposal point for the contents of chemical closets must 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.

Washing Points

11. There must be a minimum of 4 wash basins supplied with water per 30 pitches, 2 each for men and women. They must be adjacent to the toilets.

Hot water : Showers

12. 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.

Disabled Persons

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

NB: Please note that the implementation of any of the above matters (i.e. points 8, 9, 10, 11, 12, 13) may require planning permission. You are therefore advised to discuss any plans/intentions with the planning department before commencement.

Electrical Installations

14. On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
15. 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.

16. 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.
17. Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

Refuse Disposal

18. Adequate provision must be made for the storage, collection and disposal of refuse. (It is expected that site operators should normally be able to meet their responsibilities by making arrangements with the local authority).

Fire Precautions

19. No unit will be further than 90 metres from a Fire Point. This distance may need to be less where a risk assessment deems necessary. At each Fire Point there must be two water (gas expelled) extinguishers each of 10 litres capacity and complying with British Standard 5423:1980, 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 must be suitably protected.
20. Wherever there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, should also be provided at each fire point.
21. The Fire Points must be clearly marked and easily accessible. All fire fighting equipment must be maintained in working order and inspected at 12 monthly intervals. A service certificate from the inspecting professional must be available for inspection by the licensing authority.
22. Each Fire Point must exhibit a conspicuous notice indicating the action to be taken in case of fire and the location of the nearest telephone. The notice should include the following:

On discovering fire

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

Liquefied Petroleum Gas

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

Site Notices

24. A sign indicating the name of the site must be displayed at the site entrance.

25. Notices must 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 practicable a telephone should be provided on the site and the full address of the site should be displayed near the telephone.
26. At sites subject to flood risk, warning notices must be displayed giving advice about the operation of the flood warning system.
27. At sites with overhead electric lines, warning notices must be displayed on the supports for the lines and at the site entrance. Where appropriate, these should warn against the danger of contact between the lines and the masts of yachts or dinghies.
28. A copy of the site licence with its conditions must be displayed prominently on the site.