

# CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960

## PARTICULARS TO BE GIVEN BY AN APPLICANT FOR A SITE LICENCE UNDER PART 1

<b>1. Name and Address of Applicant</b>	<b>Surname:</b>  <b>Other names:</b>  <b>Title:</b>  <b>Postal Address:</b>   <b>Date &amp; place of birth</b>  <b>Telephone Number:</b>  <b>Email address:</b>
<b>2. Is the applicant the occupier of the site (note 1)? State the applicant's interest in land (e.g., owner or tenant) and give particulars of lease or tenancy, if any.</b>	
<b>3. Location and description of site for which licence is required.</b>	
<b>4. Acreage of site.</b>	
<b>5. Has the applicant held a site licence which has been revoked at any time in the last three years?</b>	
<b>6. State type of caravan for which licence is required.</b>	* Residential * Holiday, between the following dates in each year ..... * Touring caravans only, between the following dates in each year .....
<b>7. State the maximum number of caravans proposed to be stationed at any one time for the purposes of human habitation.</b>	
<b>8. A lay-out plan of the site to a scale approved by the local authority should be attached (note 2) showing the boundaries of the site, the positions of caravan standings and (where appropriate) –</b> <ul style="list-style-type: none"> <li>- Roads and footpaths, (showing in particular the form and construction of any new access to the site)</li> <li>- Toilet blocks showing sanitary facilities, wash-hand basins, baths, showers and laundry facilities</li> <li>- Stores and other buildings</li> <li>- Foul and surface water drainage</li> <li>- Water supply</li> <li>- Recreation space</li> <li>- Fire precautions</li> <li>- Car parking space</li> <li>- Planting of trees and bushes for amenity purposes</li> <li>- Site lighting</li> </ul> <b>(note 3)</b>	

<p><b>9. Give details of the arrangements for refuse and where not shown on the plan, for sewage and waste water disposal litter collection and disposal.</b></p>	
<p><b>10. Has planning permission for the site been obtained from the planning authority? (note 4)</b></p>	<p><b>* If so, state</b>  <b>(1) Date of permission</b>  .....  <b>(2) Date (if any) on which permission will expire</b>  .....  <b>* If not has permission been applied for?</b>  .....</p>
<p><b>11. What arrangements, if any, are proposed for the management of the site?</b></p>	
<p><b>12. Does the applicant propose to permit on the site any tents or other structures for human habitation?</b></p> <p><b>If so, please give details.</b></p>	
<p><b>FOR CARAVAN SITES ALREADY IN USE ON OR BEFORE 9<sup>TH</sup> MARCH 1960, WITHOUT ANY PLANNING PERMISSION FROM THE PLANNING AUTHORITY</b></p>	
<p><b>13. Is it claimed that the site has existing use rights and does not require planning permission?</b></p> <p><b>If so, state the facts on which the claim is based.</b></p>	
<p><b>14. Was the site in use as a caravan site for the purpose of human habitation?</b></p>	<p><b>(a) On 9<sup>th</sup> March 1960? .....</b>  <b>(b) On 29<sup>th</sup> August 1960? .....</b>  <b>(c) At any other time since 9<sup>th</sup> March 1958, if so, when?</b>  .....</p>

Date ..... Signature of Applicant .....

Note 1 – ‘Occupier’ here means the person who is entitled to possession of the site by virtue of an estate or interest therein, e.g., as owner or tenant. Where the site extends to not more than 400 square yards and is let with a view to its use as a caravan site the application should be made by the person who would be entitled to possession of the site but for the tenancy.

Note 2 – All or any of the particulars under this head may be given in writing but the local authority may, if necessary, require the submission of a plan.

Note 3 – In the case of existing sites the plan should show the facilities already available as well as proposals for improvement.

Note 4 – A site licence cannot be issued until planning permission has been granted. If the applicant has not already obtained planning permission he may still submit an application for a site licence but a licence cannot be issued until the planning permission has been granted.

\* - Delete as appropriate

## **Caravan Sites and Control of Development Act 1960**

### **Model Standards for Touring Caravan Sites: Introduction**

1. Section 5(6) of the caravan Sites and Control of Development Act 1960 (“the Act”) provides that the Secretary of State may from time to time specify Model Standards for the layout of, and the provision of facilities, services and equipment for, caravan sites or particular types of caravan sites; and that in deciding what (if any) conditions to attach to a site licence the local authority is to have regard to any standards so specified. However, the standards are not mandatory and are provided as guidance.
2. Under section 5(1)(c) of the Act, licence conditions may regulate the positions in which caravans are stationed for the purposes of human habitation, and the placing or erection at any time when caravans are so stationed of structures and vehicles of any description, and of tents.
3. Sections 7(1) and 8(4) of the Act provide that the Sheriff is to have regard to the Model Standards in deciding appeals relating to conditions attached to site licences.
4. Section 24 of the Act, which empowers local authorities to provide caravan sites, provides that in exercising their powers under the section local authorities are to have regard to any standards specified under Section 5(6) of the Act.
5. In exercise of his powers under Section 5(6) of the Act, the Secretary of State now specifies Model Standards for sites for touring caravans. These represent the standards normally to be expected as a matter of good practice. The Secretary of State does not want them to be applied regardless of economic or other implications for the site operator, for users, or for general public amenity. They should be applied with due regard to the particular character, any services or facilities that may already be available within convenient reach, and other local conditions, including the kind of holidays which the site is designed to offer. If use of the site is restricted to caravans equipped with their own toilet and washing facilities, common toilet and washing facilities may not be necessary, and lower standards than specified may be desirable in some locations.
6. These Model Standards are for sites used by touring caravans, by which is meant caravans which are not permanently placed on the site throughout the year or the holiday season. Separate Model Standards have been specified for “residential” and “holiday” caravan sites. If a site is used both for touring caravans and for static holiday caravans, the local authority should apply the appropriate Model Standards to the relevant part of the site.

## **Caravan Sites and Control of Development Act 1960 Section 5**

### **Model Standards for touring Caravan Sites**

1. Throughout these model standards, “unit” means a caravan, a motor caravan or a tent, including any associated porches, awnings or similar structures.

## Site Boundaries

2. The boundaries of the site should be clearly discernible on the ground by reference to, for example, fencing; or otherwise defined to the satisfaction of the licensing authority.

## Density and Spacing

3. Subject to the variations in paragraph 4, the distance between any two units, or between a unit and a building, should 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) should also be 6 metres.
4. 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 metres into the 6 metres space.
  - b. If awnings are used, the distance between any part of the awning and an adjoining unit should not be less than 3 metres. They should not be of the type which incorporates sleeping accommodation and they should not face each other or touch.
5. The distance between any unit and the site boundary should be not less than 3 metres.
6. The gross density should not exceed 75 units per hectare, calculated on the basis of the usable area (that is excluding lakes, roads, common service areas and other areas unsuitable for the siting of units) rather than the total site area.
7. If the total number of units on the site is prescribed, it may be appropriate to prescribe the limits by reference 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:
  - a. the provisions of paragraph 2 are complied with; and
  - b. the standards relating to spacing, as set out in paragraphs 3 to 5, are complied with.

## Roads, Gateways and Footpaths

8. The site should be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles and other matters is available from fire authorities). Wherever reasonable and practicable no caravan standing or toilet block should be more than 90 metres from a road; and common buildings and facilities should be connected to a road by a footpath at least 0.75 metres wide and with a hard surface. Roads should be not less than 3.7 metres wide, with provision for passing places if the width of the road is less than 5.5 metres and it is subject to

two-way traffic; and there should be adequately turning space at the end of a cul-de-sac. Roads should be adequately surfaced and suitable to carry the vehicles for which they are intended. Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Roads should have no overhead cable less than 4.5 metres above the ground. Roads and footpaths should be suitably lit. Emergency vehicle routes within the site should be kept clear of obstruction at all times.

9. If roads and footpaths lead to facilities on the site, such as toilets, washrooms, litter bins and water supplies, the surface and gradient should take account of the requirements of disabled people.
10. Larger sites may also create traffic problems of access from and exit to adjoining main roads. It may be necessary to have separate access and exit to minimise these problems. Access to and from a public road for both vehicles and pedestrians should conform to the standard laid down by the local planning authority, following consultation with the appropriate roads authority.

### Car Parking

11. One car only may be parked between adjoining units provided the doors to the units are not obstructed but there should always be 3 metres of clear space between a car belonging to one unit and any other unit. Site operators should 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 should not be stored between the caravan units. Site owners may wish to draw up site guidelines on this matter in consultation with the local Firemaster.
12. Limited parking should be provided for any service vehicles or mobile shops which may be use the site; or for pulling on to while booking in or out of the site.

### Drinking Water Supply and Waste Water Disposal

13. All sites should be provided with a water supply complying with British Standard 6700:1987 and any subsequent modification; and in accordance with the appropriate water byelaws. 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.
14. Waste water disposal points should be provided so that each pitch is no further than 90 metres from a waste water disposal point. The appropriate local authority, river purification board or both should be consulted about the arrangements for disposal or water likely to be contaminated.

### Sanitation and Washing Facilities

15. If WCs or urinals are provided, there should be one WC and one urinal (or two WCs) for men, and two WCs for women, per 30 pitches; and their location should be to the satisfaction of the licensing authority. This proportion can be reduced if sites have more than 120 pitches. Toilets may not be justified where sites have fewer than 10

itches, but on sites of between 10 and 30 pitches at least one WC and one urinal (or two WCs for men, and two WCs for women, should be provided.

16. If the provision of WCs is not feasible or justified, entry should be confined to units with their own toilets, or chemical closets should be provided.
17. whether or not WCs are provided, a properly designed disposal point for the contents of chemical closets should be provided, with an adequate supply of water for cleaning the containers. This water supply should be clearly labelled as not suitable for drinking. The method of disposal will need to be considered in the light of the circumstances and should be to the satisfaction of the local authority and the river purification board or both.
18. There should be a minimum of 4 washbasins per 30 pitches, two each for men and women. These should be adjacent to the toilets and should be supplied with hot and cold water.
19. Showers or baths should be provided for each sex: one shower or bath with hot and cold water per 25 pitches.
20. All water fittings which are supplied from the public mains should comply with the water byelaws.

#### Disabled Persons

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

#### Buildings

22. New buildings on the site and buildings undergoing a change of use or being altered or adapted should comply with the Building Standards (Scotland) Regulations 1981 – 87 and any subsequent modifications.

#### Litter and Refuse Disposal

23. Common refuse receptacles should be provided, conforming to licensing authority requirements, and made of non-absorbent material and with a close-fitting lid. These receptacles should be housed within a properly constructed bin store.
24. Refuse receptacles should be emptied and cleansed at least once a week.
25. If the local authority does not operate a refuse collection, the contents of the bins should be disposed of in accordance with any conditions prescribed by the local authority.

## Storage of Liquefied Petroleum Gas (LPG)

26. LPG supplied from tanks should comply with Guidance Booklet HSG 34, "The Storage of LPG at Fixed Installations" or, if LPG is supplied from cylinders, with Guidance Note CS4 "The Keeping of LPG in Cylinders and Similar Containers". A copy of a table giving the location and spacing for storing LPG is at Annex A.
27. If there are metered supplies from a common LPG storage tank, then Guidance Note CS11, "The Storage and Use of LPG at Metered Estates" provides further guidance. In this case, and if a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipe-lines Act 1962 may also be applicable.
28. Exposed gas bottles or cylinders should not be within 6 metres of an adjoining unit.
29. LPG installations should 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".
30. 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.
31. If the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

## Electrical Installations

32. If several pitches are provided with mains electricity by means of cables from a central supply point, the cables should be laid in such a way as to minimise the risk of people tripping or having similar accidents.
33. Any electrical installation other than Electricity Board works and circuits should 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.
34. Any installation should be sited and maintained in such a way as to prevent danger as far as reasonably practicable and should be inspected and tested at such regular intervals as the local authority may direct by a competent person, in accordance with the IEE Wiring Regulations. The site owner should maintain a record of such inspections and tests.

## Site Notices

35. A suitable sign should 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 or her accredited representative.

36. Sites subject to flood risk should display a notice explaining the flood warning system.
37. sites with overhead electric lines should 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.
38. A copy of the site licence with its conditions should be displayed prominently on the site.
39. Notices should be displayed prominently on the site indicating the action to be taken in the event of an emergency. They should show where the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone.

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