

Public Document Pack

**Democratic Services Section
Legal and Civic Services Department
Belfast City Council
City Hall
Belfast
BT1 5GS**

MEETING OF THE LICENSING COMMITTEE

Dear Alderman/Councillor,

In addition to those matters previously notified to you, the following item will also be considered at the meeting to be held at 5.15 pm on Wednesday, 17th June, 2026.

Yours faithfully,

JOHN WALSH

Chief Executive

AGENDA:

2. Delegated Matters

- (k) Caravan Site Licence application for Titanic Quarter Hamilton Road Belfast
(Pages 1 - 46)

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Subject:	Caravan Site Licence application for Titanic Quarter, Hamilton Road, Belfast
Date:	17 th June 2026
Reporting Officer:	Siobhan Toland, Director City Services
Contact Officer:	Claire O'Neill Principal Environmental Health Officer

Restricted Reports													
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>												
<p>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</p> <p>Insert number <input style="width: 40px; height: 20px;" type="text"/></p> <ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. Information relating to the financial or business affairs of any particular person (including the council holding that information) 4. Information in connection with any labour relations matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. Information on any action in relation to the prevention, investigation or prosecution of crime 													
<p>If Yes, when will the report become unrestricted?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">After Committee Decision</td> <td style="width: 5%;"></td> <td style="width: 25%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>After Council Decision</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sometime in the future</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Never</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		After Committee Decision		<input type="checkbox"/>	After Council Decision		<input type="checkbox"/>	Sometime in the future		<input type="checkbox"/>	Never		<input type="checkbox"/>
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Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

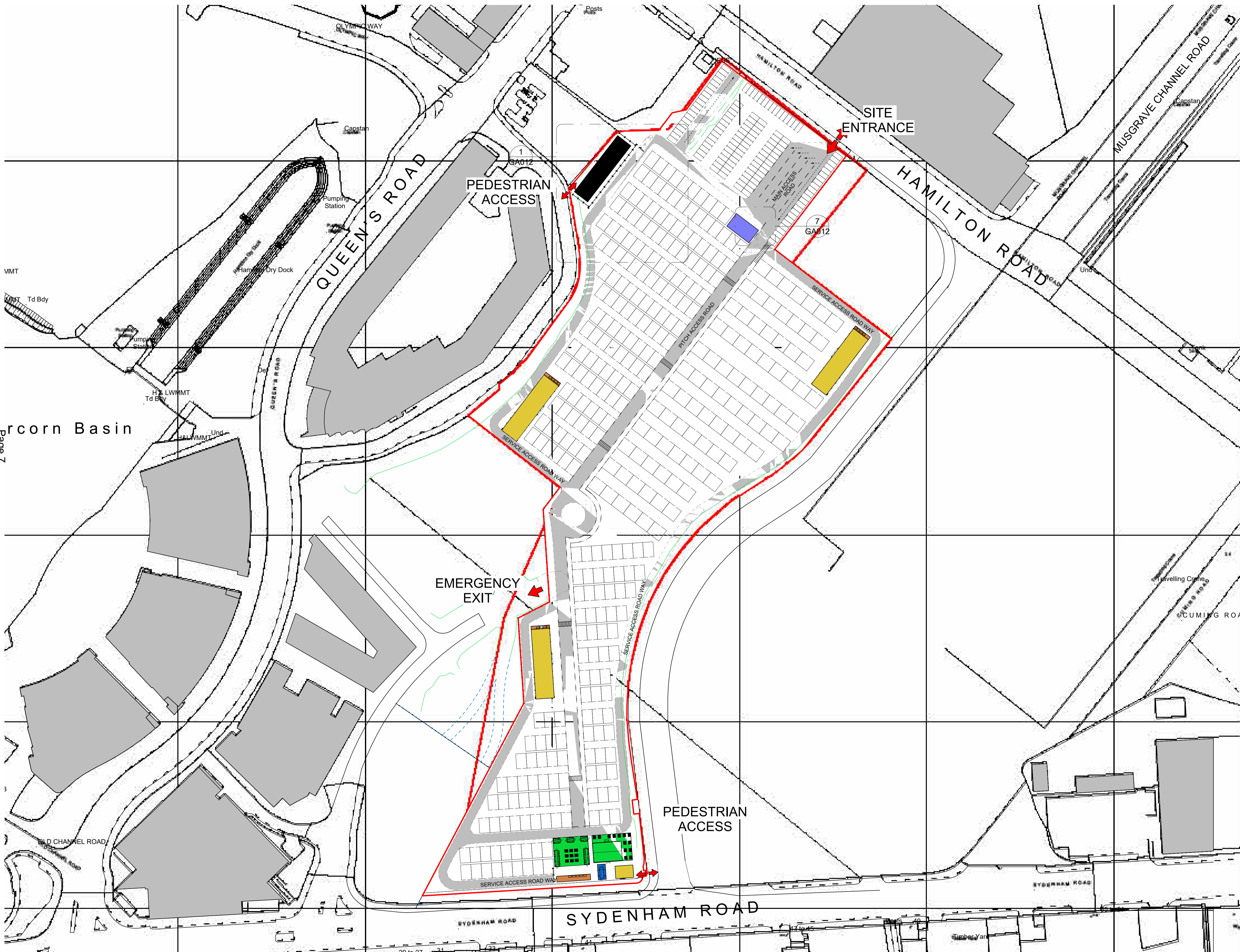
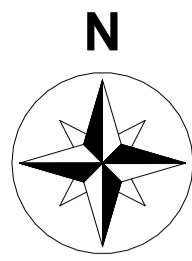
1.0	Purpose of Report
1.1	To consider a licence application and seek approval for the grant of a Caravan Site Licence, subject to conditions, in respect of a caravan site at Titanic Quarter, Hamilton Road, Belfast in accordance with the statutory requirements of the Caravans Act (Northern Ireland) 1963 Caravans Act (Northern Ireland) 1963 . In considering any licence application, Councils must have regard to the Model Licence Conditions 2025 – Residential Sites and Holiday Sites issued by the Department for Infrastructure (DfC). https://www.infrastructure-ni.gov.uk/publications/model-licence-conditions-2025-documents
2.0	Recommendation
2.1	<p>The Committee is requested to;</p> <ul style="list-style-type: none"> • Note the contents of this report concerning the application for a Caravan Site Licence at Titanic Quarter, Hamilton Road, Belfast. • Consider the grant of the Caravan Site Licence subject to the site being constructed and completed in accordance with the approved plans and in compliance with all statutory requirements, including full Planning Permission, under the Caravans Act (Northern Ireland) 1963 and associated licence conditions following a final site inspection and receipt of satisfactory documentation /certification • Note that the Scheme of Delegation will be updated to include the Caravans Act (Northern Ireland) 1963 • Delegate authority to the Strategic Director of City Operations for the grant of a Caravan Site Licence in respect of this application
3.0	Main Report
3.1	Under the Caravans Act (NI) 1963, any caravan site operator must hold a valid licence issued by the Council. The Caravans Act (Northern Ireland) 1963 confers upon the Council the power to issue caravan site licences and to attach conditions to the site licence.
3.2	The Council received an application for a caravan site licence in respect of a site located at Titanic Quarter, Hamilton Road Belfast on 18 th May 2026 and this has now been considered by officers.

3.3	<p>The applicant is Nord Events Ltd who have been appointed by the Council as the camp site operator for the provision of a caravan site to accommodate 349 holiday/touring caravans at this location for the Fleadh Cheoil na hEireann event (2nd to 10th August 2026). A site plan has been included with the application detailing arrangements such as capacity, amenity area to include WC and showering facilities, waste disposal, hospitality area and car parking arrangements etc (Appendix 1).</p>
3.4	<p>As this is a temporary caravan site, it has not yet been constructed and therefore a full compliance inspection and review of all the necessary documentation cannot be completed until the site works are complete which is anticipated to commence mid-July. Therefore, a licence can only be issued following a full inspection of the site arrangements in late July.</p>
3.5	<p>The Caravans Act (Northern Ireland) 1963 specifies that a district council may on receipt of an application issue a site licence in respect of land if, at the time when the site licence is issued, the land is entitled to the benefit of a permission for use as a caravan site under the Planning Act (Northern Ireland) 2011.</p>
3.6	<p>Temporary planning approval for the provision of a caravan site at this location to cover the Fleadh Cheoil for both 2026 and 2027 LA04/2026/0 393F was granted by the Planning Committee on 19th May 2026 subject to a final response and conditions from Environmental Health to address environmental considerations. The Planning Permission has not yet been issued and upon issue, the duration of the caravan site licence will shall run concurrently with the period of the extant planning permission. The licence will cease to have effect when the planning permission expires or otherwise ceases to be valid.</p>
3.7	<p>The Caravans Act (NI) 1963 permits the Council to attach conditions to a Site Licence it may think it necessary or desirable to impose on the site operator of the land to protect the occupants of caravans as well as the public at large and will include the following considerations:</p> <ul style="list-style-type: none"><li data-bbox="347 1758 1292 1792">• Restricting the occasions on which caravans are stationed on the land<li data-bbox="347 1859 1332 1892">• Restricting the total number of caravans which are stationed on the land<li data-bbox="347 1960 965 1993">• Controlling the types of caravan on the land

	<ul style="list-style-type: none"> • Securing that, at all times when caravans are stationed on the land, proper measures are taken for preventing and detecting the outbreak of fire and adequate means of fighting fire are provided and maintained; • Securing that adequate sanitary facilities, and such other facilities, services or equipment as may be specified, are provided for the use of persons dwelling on the land in caravans and that, at all times when caravans are stationed thereon for the purposes of human habitation, any facilities and equipment so provided are properly maintained. <p>3.8 Model Caravan site licence conditions developed by DfI were considered and adopted by this Committee on 18th February 2026. https://minutes.belfastcity.gov.uk/documents/s126110/Caravan%20Licensing%20Model%20Conditions.pdf These model conditions were relied upon to draft the proposed site conditions for consideration in this licence application.</p> <p>3.9 In addition to the model conditions the Council also had regard to the Northern Ireland Fire and Rescue Service Fire Safety Guide for Caravan Site Operators dated April 2026 (Appendix 2). This Guide provides advice and guidance on the minimum fire safety measures that caravan site operators must legally adhere to.</p> <p>3.10 After considering the application, the conditions contained in Appendix 3 are proposed for this licence. Additional conditions are proposed in relation to the provision of certification for the electrical installation, temporary water supplies and a fire risk assessment prior to occupation of the site.</p> <p>3.11 The issue of this licence will be subject to the issue of full planning permission, a satisfactory site inspection, receipt of any requested documentation or required certification after the site construction is completed in July 2026 and prior to the site opening on 2nd August 2026.</p> <p>3.12 The Committee should note that under the current Scheme of Delegation, the Caravans Act (Northern Ireland) 1963 has been omitted and therefore should the Committee agree to the grant of a licence in respect of this application for a caravan site at Hamilton Road,</p>
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	Belfast, the Committee are asked to delegate authority to the Strategic Director of City Operations.
4.1	<u>Financial and Resource Implications</u> The Council shall, on the payment by the applicant of a fee of ten pounds, issue a site licence in respect of the land within two months of that date.
5.1	<u>Equality or Good Relations Implications /Rural Needs Assessment</u> There are no Equality or Good Relations Implications /Rural Needs Assessments associated with this report.
6.0	Appendices
	Appendix 1 – Site Layout for the proposed Caravan Site at Titanic Quarter, Hamilton Road Belfast Appendix 2 – Northern Ireland Fire & Rescue Service Caravan Site Operations Guidance Appendix 3 – Caravan Site Licence Conditions

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- SITE PLAN KEY**
- SITE SECURITY/ ADMIN/ FIRST AID
 - AMENITY AREA WC AND SHOWERS
 - HOSPITALITY AREA - FOOD AND BEVERAGE
 - WASTE DISPOSAL
 - GENERATOR COMPOUND
 - TEMPORARY STORAGE ZONE

Site Area – 4.8 Hectares

Pitches (8.0 x 7m) – 88 - ≈25%

Pitches (5.5 x 8m) – 261 - ≈75%

Total No. Pitches - 349

Parking Spaces – 124

Main Access Road Width – 22m (5Lanes)

Pitch Access Road Width – 6.9m

Service Access Road Width – 4.5m

Sanitary Area Provision

3 No. Locations

Male WC's
Female WC's
Showers
Accessible WC
Utility Cabins
Waste Disposal/ Recycling Area

Hospitality Area WC Provision

1 No. Location

Male WC's
Male Urinals
Female WC's
Accessible WC
Mobile Catering Units
Picnic Tables

Page 7

SCALE 1:1000

PO6	29.04.26	REVISED LAYOUT AS PER MEETING CONCLUSIONS	OSB	JPG
PO5	27.04.26	PITCH SIZE RECONFIGURATION	OSB	JPG
PO4	30.03.26	PITCH SIZE INCREASED AS NPAS COMMENTS	OSB	JPG
PO3	26.02.26	AMENDED AS PER SITE SURVEY	JPS	MEO
PO2	19.02.26	REVISED PARKING NUMBERS	JPS	MEO
PO1	18.02.26	ISSUED FOR PLANNING REVIEW	JPS	MEO
REV.	DATE	COMMENTS	DRAWN	CHECKED

ISSUE FOR REVIEW

PROJECT:
TITANIC QUARTER - TEMPORARY CARAVAN SITE

DRAWING TITLE:
SITE LAYOUT PLAN

CLIENT: BELFAST CITY COUNCIL	DATE: JAN 2026	STATUS: S4
SIN PROJECT: 26-101	DRAWN BY: JPG	CHECKED: MEO
DRAWING NUMBER: 26-101-GA001	SCALE: 1 : 1000	SHEET SIZE: A1
REVISION: P06		

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**Northern Ireland
Fire & Rescue Service**

CARAVAN SITE OPERATORS FIRE SAFETY GUIDE

**A guide to compliance with fire safety law
for proprietors of caravan sites in Northern
Ireland**

Version Control		
Version	Published by	Date Published
2	NIFRS Headquarters Protection Department	8 April 2026

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1. Introduction

1.1 Purpose

The purpose of this guide is to help the operators of caravan sites understand how to meet their legal obligations in respect of fire safety and provide general fire safety advice.

A section has been included to cover glamping pods or similar units which now feature in many sites for hire as sleeping accommodation.

There are likely to be alternative ways of demonstrating compliance with the relevant requirements other than by following a design provision given in this guide. There is therefore no obligation to adopt any particular provision, should you decide to comply in some other way. However, you will have to demonstrate that your alternative solution meets the relevant requirements by those other means.

1.2 Site Types

Six site types are described as follows:

Site Type	Description
Permanent Residential Caravan Sites	A site, or part of a site, providing permanent living accommodation in mobile homes or caravans.
Holiday Caravan Sites	A site, or part of a site, on which mobile homes or caravans are, for the most part, permanently placed for use for holidays.
Touring Caravan Sites	A site, or part of a site, for use by towed caravans, motorhomes or campervans.
Roma or Travellers' Sites	A site occupied by members of Roma, Gypsies, Travellers, Manouches, Ashkali, Sinti or Boyash Communities.
Workers' Sites	A site used to house workers, for example agricultural workers.
Temporary Touring Caravan Sites	A site established for a short-term duration, for use by towed caravans, motorhomes or campervans.

The fire safety measures required differ depending on the site type.

1.3 Site Licence Requirements

A caravan site operator is required to hold a site licence and operate in accordance with:

- > [Caravans Act \(Northern Ireland\) 1963](#);
- > [Model Licence Conditions 2025 \(Residential Sites and Holiday Sites\)](#); and
- > [Model Licence Conditions for Traveller Sites 2025](#).

An operator must have planning permission for the caravan site before applying for a licence.

An application for a site licence is made to the local council.

The local council may put conditions on the site licence which may include any advice provided in this guide.

Inspections may be carried out by the licensing council, Northern Ireland Fire & Rescue Service (NIFRS), or other enforcement authorities.

NIFRS may carry out a fire safety inspection at any time, though inspections will not generally be carried out on an annual, or periodic basis. In addition, local fire crews may visit sites for familiarisation and for pre-planning, which should not be confused with a formal fire safety inspection.

1.4 Fire Safety Legislation

The fire safety legislation which applies in Northern Ireland is:

- > [The Fire and Rescue Services \(Northern Ireland\) Order 2006](#); and
- > [The Fire Safety Regulations \(Northern Ireland\) 2010](#).

This applies to:

- > all caravan sites with common or shared parts;
- > individual caravans which are rented out as a holiday let;
- > individual caravans which are used to house workers, for example for agricultural workers; and
- > any building on any site type provided for common use.

The legislation requires the licence holder, and the site manager, to undertake duties to ensure persons (whether they are employees, residents, visitors or others) are safe from harm caused by fire.

The duties fall into seven general categories:

1. Carrying out a fire safety risk assessment of the site;
2. Identifying the fire safety measures necessary as a result of the fire safety risk assessment outcome;
3. Implementing these fire safety measures using risk reduction principles;
4. Putting in place fire safety arrangements for the ongoing control and review of the fire safety measures;
5. Complying additionally with the specific requirements of the fire safety regulations;
6. Keeping the fire safety risk assessment and outcome under review; and
7. Record keeping.

The sites which the fire safety legislation does not apply to include:

- > single unit sites; and
- > sites which are occupied by single family groups.

1.5 Minimum Fire Safety Measures

The minimum fire safety measures specified in this guide override any fire safety measure specified by a Site Licence, or by Model Licence Conditions.

This is defined in law by Article 48 of [The Fire and Rescue Services \(Northern Ireland\) Order 2006](#) and is legally enforceable.

1.6 Fire Safety Risk Assessments

Where the legislation applies, and before a site is occupied, a full fire safety risk assessment should be completed in accordance with Article 25 and 26 of The Fire and Rescue Services (Northern Ireland) Order 2006. This should form the foundation of all fire safety measures and should be carried out by a competent person with sufficient technical knowledge.

All other relevant premises, such as buildings and permanent structures within the site, should be subject to an individual fire safety risk assessment. These premises

may fall under different uses, for example, offices and shops, places of assembly, or premises providing sleeping accommodation.

The NIFRS website www.nifrs.org contains a range of helpful advice on fire safety and includes links to technical guides for each of the different types of premises.

1.7 Source of Guidance

The fire safety measures recommended in this guide are based on the following research paper:

Building Research Establishment Information Paper, Fire Spread Between Caravans, M P Shipp, IP 15/91, September 1991.

The recommendations of this research paper are mirrored by the model conditions.

1.8 Changes made in this version

Fire safety requirements continue to evolve to improve standards through time. The changes introduced in this guide are:

- > the space separation recommended for occupied motorhomes or campervans is reduced from 6m to 1m, without the need for line marking to designate pitches;
- > any area of hard standing, or grass, can be utilised to site motorhomes and campervans; and
- > covered areas such as a canopy, shed, multi-storey car park, etc, must not be used to accommodate touring caravans, motorhomes or campervans.

The rationale for these changes are:

- > motorhomes and campervans are used for short duration stays and are occupied when on site;
- > in the event of a fire, neighbouring motorhomes and campervans can be easily moved out of harm's way;
- > a 6m space separation had assumed that if there was a fire, other motorhomes and campervans would not be moved and fire would spread from one unit to another continuously. That is not a valid assumption when units are occupied because every owner will be motivated to immediately move their vehicle to protect it from fire;

- > a 6m space separation had assumed that others could not escape if the unit beside them was on fire. The great majority of motorhomes and campervans permit egress from both sides of the vehicle via the front doors. This is not a valid assumption.
- > a 1m space separation will allow people to move easily between units; allow sufficient space for doors to be opened; and will facilitate fire & rescue service access in the event of a fire;
- > a typical motorhome is up to 2.5m wide, therefore the minimum parking space required is 3.5m per bay to permit a 1m separation. The previous guide specified 2.5m wide plus 6m space separation which was a total of 8.5m per bay. This reduction will significantly improve commercial viability for caravan site operators and more than double potential capacity for motorhomes and campervans.
- > drivers do not need to be supervised because owners will naturally separate units adequately to allow doors to open, to be able to move around their unit and protect their vehicle from the impact of a door from the unit beside them;
- > it is widely accepted across all of Europe that motorhomes or campervans may use open campsites without the need for a designated parking space;
- > by specifying that covered areas must not be utilised to accommodate touring caravans, motorhomes or campervans, the risk of rapid and dangerous fire spread will be eliminated and risk to firefighters will be reduced.

2 Access for Fire Appliances

2.1 Roads

The considerations for roads include:

1. Roads shall be designed to provide adequate access for emergency vehicles and must be kept clear of obstruction at all times.
2. Roads should not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, not less than 3.0 metres wide.
3. Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
4. Roads should be capable of supporting the weight of a 12.5 tonne fire appliance and be adequately maintained.
5. Vehicle hardstanding areas should not exceed a gradient of 1 in 12.
6. All roads shall have adequate surface water/storm drainage.
7. Roads should have no overhead cable less than 4.5 metres above the ground.
8. Caravan standings should be no more than 50 metres from a Fire Service access road.

2.2 Turning Circles for Fire Appliances

The considerations for turning circles for fire appliances include:

1. A turning facility should be provided in a dead-end vehicle access route which is more than 20 metres in length.
2. This should be a hammerhead or turning circle located so that vehicles do not have to reverse more than 20 metres.
3. The minimum turning circle required between kerbs is 16.8 metres and between walls is 19.2 metres.

3 Space and Density between Caravans

3.1 Criteria Specific to Site Type

Criteria	Permanent Residential Caravan Site ¹	Holiday Caravan Site	Touring Caravan Site
Minimum separation distance between caravans <i>(See Figure 1 on Page 13 and Figure 2 on Page 14)</i>	6m	5m if aluminium, non-combustible or has limited combustibility 6m if plywood or combustible, or mixture of permanent residential and holiday caravans	6m for towed caravans 1m for occupied motorhomes and campervans
Minimum clear space between caravans at corners	3.5m	3.5m	3.5m for towed caravans 1m for occupied motorhomes and campervans
Minimum clear space between occupancies from combustibles <i>(See Figure 3 on Page 14)</i>	3m	3m	3m for towed caravans 1m for occupied motorhomes and campervans
Minimum clear space where there are ramps for the disabled, verandas or stairs	4.5m	3.5m 4.5m if mixture of permanent residential and holiday caravans	4.5m where applicable
Density	50 caravans per hectare	60 caravans per hectare	75 touring caravans or motorhomes per hectare
Maximum distance from fire appliance access road	50m	50m	50m

3.2 Criteria Common to all Sites

The criteria common to all sites include:

1. The distance from any part of a static or touring caravan to any site road should be not less than 2m and not less than 3m from any site boundary. Clear space of 3m should be maintained between the site boundary and the caravan. These distances do not apply to a motorhome or campervan.
2. As part of the booking procedure, it should be emphasised to the driver of a motorhome or campervan, that in the event of a fire, to raise the alarm and alert others, and move their vehicle away from the risk of fire spread.
3. The positioning of motorhomes and campervans should include an egress route to permit each unit to be moved in the event of a fire.
4. Where an escape window is provided from a caravan, the means of escape from the window should be maintained to be clear and free from obstruction.
5. The point of measurement for porches, awnings, etc, is the exterior cladding of the static caravan, excluding the draw bar.
6. Porches may protrude 1m into the 6m (or 5m) space and should be of the open type, and be no more than 2m wide along the unit.
7. The distance between any part of an awning and an adjoining static caravan should not be less than 3m.
8. Awnings should not face each other or touch.
9. A non-combustible awning will deflect flames and must not be permitted. A combustible awning will burn through and allow heat to dissipate.
10. Eaves, drainpipes and bay windows may extend into the 6m (or 5m) space provided the total distance between the extremities of two adjacent static units is not less than 5.25m in a 6m space (or 4.5m in a 5m space).
11. Where there are ramps for the disabled, verandas or stairs extending from the unit, there should be 4.5m (or 3.5m) clear space between them. Two such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, should not intrude into the 6m (or 5m) space.
12. Fences and hedges, where allowed and forming the boundary between caravans, are permitted provided they are no higher than 1m. The fence should be of a picket fence type. A higher fence is permitted if made from a non-combustible material.
13. A garage, shed or covered storage space should only be permitted within the separation distance if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in

structures within the separation distance should not face towards the units on either side.

14. Carports or a covered walkway should in no circumstances be allowed within the 6m space.
15. Private cars, jet skis and motor boats may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan. Where the 3m space separation cannot be achieved parking should not be permitted within the separation distance.
16. Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors.
17. Density shall be calculated on the basis of useable area (ie, excluding lakes, roads, communal services and other area unsuitable for the siting of caravans) other than the total site area.
18. Where tents are permitted, 3m clear space should be maintained between the next occupancy.

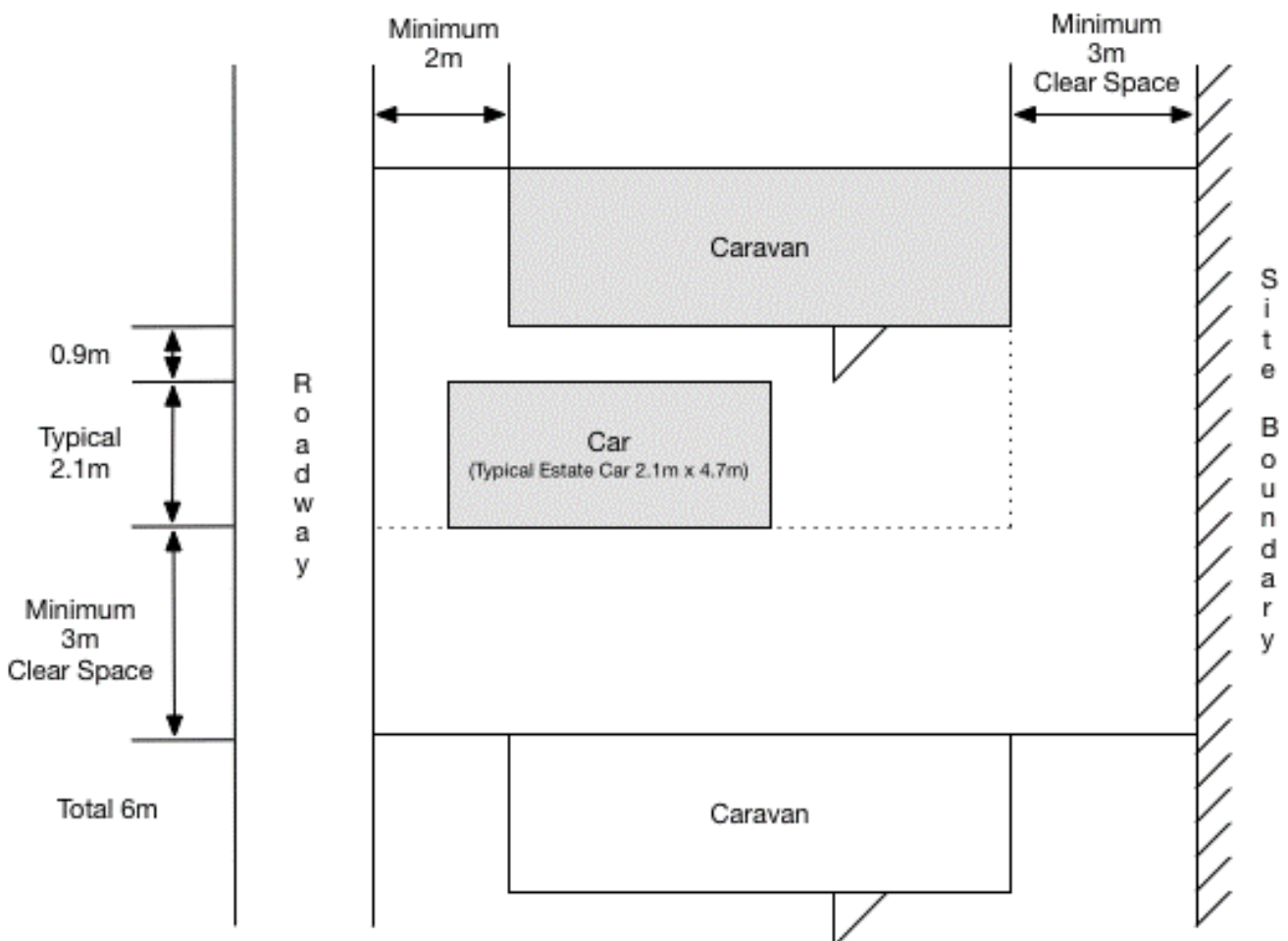


Figure 1 – Permanent Residential Caravan Site Spacing Example

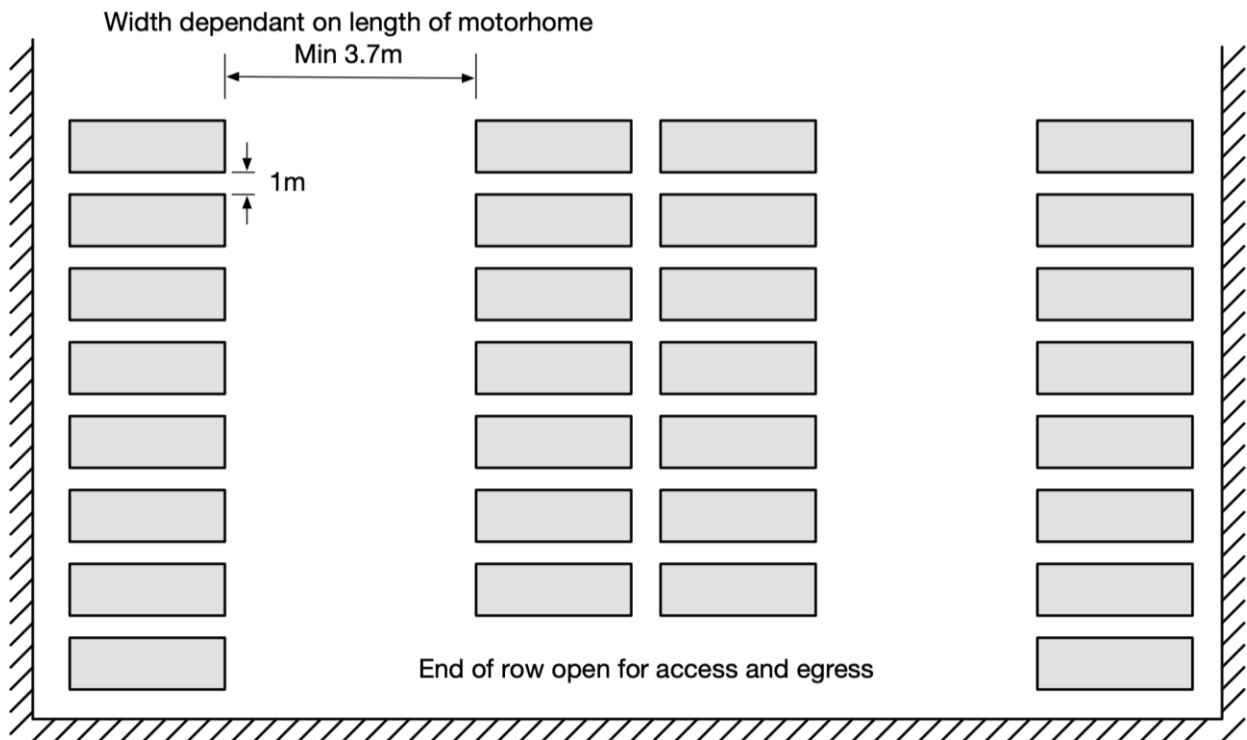


Figure 2 - Motorhome and Campervan Layout

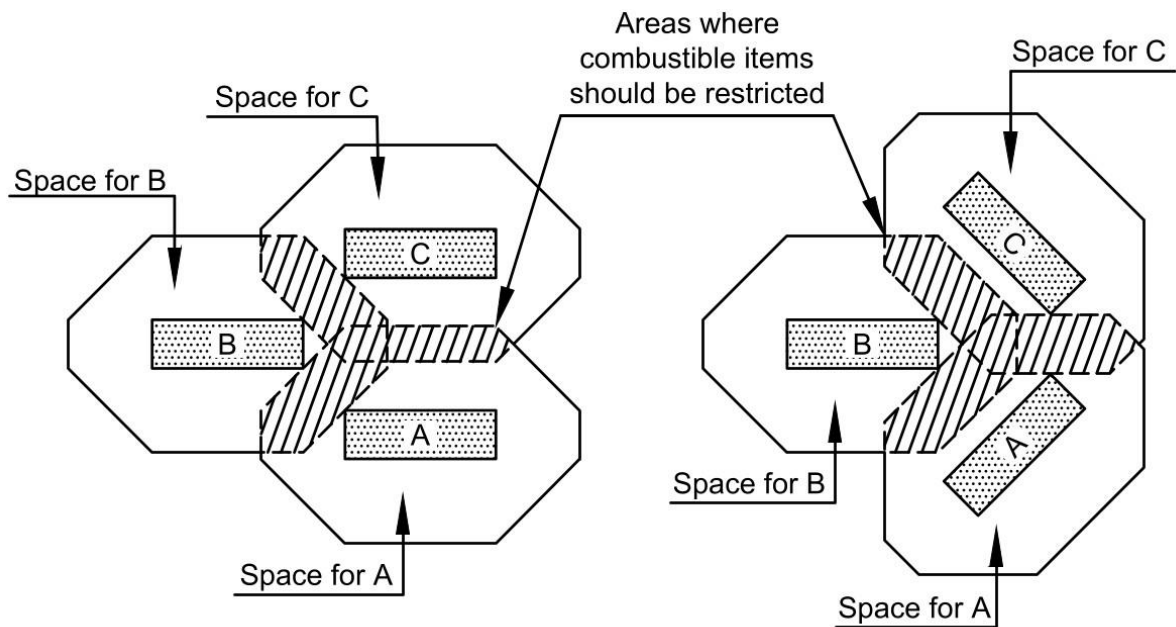


Figure 3 - Minimum 3m clear space between occupancies from combustibles

4 General Requirements

4.1 Hard Standings

For permanent residential and holiday caravans, every caravan should stand on a hard standing of suitable material, such as concrete, which should extend over the whole area occupied by the caravan placed upon it, and should project a sufficient distance outwards from the entrance or entrances to enable occupants to enter and leave safely.

Hard standings may be dispensed with if the caravans are removed during the winter, or if they are situated on ground which is firm and safe in poor weather conditions.

4.2 Footpaths

Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.

Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

4.3 Lighting

Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

4.4 Smoke Alarm and Fire Extinguisher

Caravans or motor homes for hire, or for worker use, must be fitted with long-life battery operated (10-year lithium batteries) or mains wired smoke alarm. This is to eliminate the need for annual replacements and prevent tampering. A multi-purpose fire extinguisher containing at least 2kg of extinguishing medium should be provided.

Where a gas appliance is installed for heating or cooking, a carbon monoxide alarm should be fitted.

Where appropriate, a combined smoke and carbon monoxide alarm may be used.

Smoke alarms, carbon monoxide alarms and fire extinguishers must be maintained and be checked by a competent person on a regular basis.

4.5 Fire Points and Firefighting Equipment

A fire point should be established so that no caravan or site building is more than 30m from a fire point.

Each fire point should:

- > be clearly visible;
- > be easily accessible;
- > consist of a weather-proof structure;
- > contain two 9 litre water fire extinguishers, conforming to BS5306-8;
- > be clearly marked 'FIRE POINT';
- > include a fire notice; and
- > include a means of raising the alarm.

4.6 Water Supplies

A fire hydrant should be installed within 100m of any caravan standing and be capable of providing a flow rate of at least 1,500 litres per minute.

Fire hydrants should be clearly marked with a suitable 'H' in accordance with BS 3251 and conform to BS 750.

Where a fire hydrant is not provided, or where the flow rate is insufficient, an alternative water supply may be acceptable, such as lake, pond, river, canal or a holding tank, provided it is capable of providing at least 45,000 litres of water at all times of the year, and to which access, space and a hard standing is available for a fire appliance.

The site operator may decide, for additional protection, to install other measures such as water standpipes and hose reels at each fire point. Where these are provided, the water pressure and flow should be sufficient to project a jet of water approximately 5m. The hose reel should be a minimum length of 30m and conform to BS 5306.

Access to hydrants and other water supplies should not be obstructed or obscured.

4.7 Emergency Telephone

On permanent residential and holiday caravan sites, the site operator should assess if an emergency telephone for calling the emergency services is required. This would only be required if mobile phone reception is poor.

If required, the telephone should be immediately accessible and a notice by the telephone should include the name, address and postcode of the site.

On touring caravan sites, site owners are encouraged to provide details of the nearest available telephone for contacting the emergency services on the fire notice.

4.8 Fire Notices

A fire notice should be provided and maintained at each fire point to indicate the action to be taken in case of fire and if the mobile phone signal is poor the location of the nearest telephone. Notices should comply with BS 5499-2 - Fire safety signs, notices and graphic symbols. Suggested text is as follows:

FIRE ACTION
On discovering a fire -
(a) Ensure the caravan or site building involved is evacuated.
(b) Raise the alarm and alert others in danger.
(c) Call the Fire & Rescue Service on 999 providing:
Site Name: _____
Site Address: _____
Site Postcode: _____
(d) The nearest telephone is available at: _____
(e) If safe to do so, fight the fire using the equipment provided.
All occupiers of this site should be familiar with this notice.

4.9 Fire Warning

A means of raising the alarm in the event of a fire should be provided at each fire point. This could be a battery or mains powered alarm or a manually operated sounder, such as metal triangle with a striker, gong or siren.

All persons arriving on site for the first time should be advised to raise the alarm and alert others in the event of a fire, as detailed on the fire notice. As part of the booking procedure, this should be emphasised to the driver of a motorhome or campervan. In the event of a fire, they should move their vehicle away from the danger.

4.10 Maintenance

Fire alarms and firefighting equipment should be installed, tested and maintained by a competent person on a regular basis.

All equipment susceptible to damage by frost should be suitably protected.

4.11 Log Book

A fire precautions log book must be maintained to hold the fire risk assessments for the site and record the testing and maintenance of:

- > the automatic fire alarm;
- > any provision for emergency lighting;
- > any first aid firefighting equipment;
- > any fire drills; and
- > fixed electrical installations and portable appliances.

4.12 Liquefied Petroleum Gas

Liquefied Petroleum Gas (LPG) storage supplied from tanks or cylinders must comply and be maintained in accordance with industry standards.

A registered Gas Safe Engineer should be employed for any installation or maintenance.

Key principles include:

- > exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit;
- > LPG cylinders should be located outside. Where this is impracticable, for example, where an internal housing is fitted, cylinders should be accessible from outside, in which case, the housing should be ventilated directly to the outside.
- > cylinders should be positioned on a level hard standing. To prevent toppling, cylinders should be chained to secure them in a stable position or alternatively stored in suitable housing;
- > a notice, or the symbol, for a gas container locker should be permanently fixed to the outside of any housing indicating the presence of gas cylinders;
- > in addition to the main control valve at the cylinder, every appliance and gas-burning fitting should be provided with a shut-off tap; and
- > signage should be displayed beside the regulator to indicate how to turn off the gas supply at the cylinders in an emergency situation.

A portable self-contained LPG space-heating appliance may be permitted within a caravan providing:

- > the appliance meets the requirements of BS 3879;
- > the appliance is maintained in accordance with the manufacturer's instructions; and
- > wherever practicable, gas cylinders are changed outside.

Guidance and relevant standards include:

- > Gas Safety (Installation and Use) Regulations (Northern Ireland) 2004.
- > UKLPG Code of Practice 1 - Bulk LPG Storage at Fixed Installations - Part 1: Design, Installation and Operation of Vessels Located above Ground (October 2017).
- > UKLPG Code of Practice 7 - Storage of Full and Empty LPG Cylinders and Cartridges (February 2004).
- > BS 5482 Part 2 - Domestic butane and propane gas burning installations. Installations in caravans and non-permanent dwellings.
- > BS EN 1949 - Specification for the installation of LPG systems for habitation purposes in leisure accommodation vehicles and accommodation purposes in other vehicles.
- > BS EN 521 - Specifications for dedicated liquefied petroleum gas appliances. Portable vapour pressure liquefied petroleum gas appliances.

4.13 Electrical Installations

A competent registered electrician should be employed to carry out any electrical work, in accordance with BS 7671 - Requirements for electrical installations. (The IEE Wiring Regulations).

An effective programme of planned preventative maintenance for all fixed electrical installations (and any portable appliances where appropriate) in accordance with wiring regulations, should be implemented for the site and the results recorded within the log book.

If there are overhead electric lines on the site, suitable warning notices should be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line.

4.14 Refuse Disposal

Every caravan should ensure any refuse bin is emptied regularly.

Ashes from a barbeque should be cold and soaked with water before placing in any bin.

Where communal bins are provided, these should be housed within a properly constructed bin store.

On touring caravan sites, adequate provision should be made for the storage, collection and disposal of refuse.

4.15 Guests with Disabilities

The needs of guests with disabilities must be considered and planned for.

A free guide is available to assist titled 'Fire Safety Law - The Evacuation of Disabled People from Buildings.' which is available through the NIFRS website www.nifrs.org.

4.16 General Fire Precautions

The following general fire precautions should be taken to reduce the risk of fire:

- > grass and other vegetation should be cut at frequent intervals to prevent it becoming a fire hazard. Cuttings should be removed and be disposed of safely;
- > spaces below caravans should be kept free from the accumulation of combustible materials;
- > paraffin appliances should be refuelled outside the caravan;
- > where flue pipes pass through the structure of a caravan, they should be adequately insulated;
- > where a caravan is retrospectively fitted with cladding, it is recommended the cladding is made from a non-combustible or limited combustibility material;
- > barbecues should not be permitted below any awning, or close to any combustible surface. Ashes should be extinguished with water;
- > open fires, chiminea and fire pits should be prohibited on sites due the increased risk of burning embers being emitted;
- > fuel tanks for motor boats should be disconnected and be stored in a shaded area and not below a caravan; and
- > jet skis or motor boats should be refuelled on the access road and not when parked beside a caravan.

5 Glamping Pods

NIFRS Small Self-Catering Premises Fire Safety Guide details the fire safety requirements applicable for structures such as a glamping pod, furnished tent, tree house, cabin, den, micro-lodge, tepee, shepherd hut, yurt, vintage caravan, boat, railway carriage, etc. The guide is available here:

<https://www.nifrs.org/home/staying-safe/business-fire-safety/fire-safety-guides/>

Key requirements include:

- > the space separation between temporary structures must be at least 6m apart so that if a fire starts in an unoccupied unit, it does not ignite the outside of the unit beside it due to radiant heat;
- > if units are less than 6m apart, then an interlinked fire alarm system must be installed so that if a detector operates in one unit, all units will be alerted simultaneously to enable people to escape immediately;
- > a 3m minimum clear space should be maintained between units from combustibles;
- > a working fire alarm system must be installed in every unit of sleeping accommodation;
- > in a permanent or temporary structure with an electrical supply, the fire alarm system must be mains wired interlinked alarms - battery alarms are no longer acceptable;
- > in a temporary structure with no electrical supply, long life battery fire alarms that are not interlinked are acceptable;
- > carbon monoxide detectors should be installed where living accommodation contains an open fire, stove, boiler, gas or fuel burning appliances, or flue;
- > if there are conduits or pipes interlinking temporary structures, they must be sealed to prevent carbon monoxide from travelling from one unit to another;
- > in a temporary structure, with only one exit, the travel distance must be no more than 9 metres from the farthest point to the exit door threshold.
- > a no smoking policy should be applied inside any unit;
- > the maximum distance to a fire appliance access road should be no more than 50m;
- > smoke and carbon monoxide alarms must be maintained and checked by a competent person on a regular basis;

- > a fire blanket should be provided were a hot ring or grill is provided for cooking; and
- > banning the use of candles, fireworks, smoking, inside barbeques, etc, should be an essential consideration to reduce the risk of a fire occurring.

6 Roma or Travellers' Sites

NIFRS recommends the following considerations be applied:

Consideration	Advice
Fire Risk Assessment	NIFRS advises that a written fire risk assessment is not required and a more appropriate approach would be to ensure that the site be designed and maintained in accordance with the considerations listed in this Table.
Inspections	Regular inspections should be carried out by the site operator with arrangements made to maintain provisions.
Access for Fire Appliances	As detailed in Section 2.
Space and Density between Caravans	As detailed in Section 3 for permanent residential sites.
Hard Standings	As detailed in Section 4.1.
Footpaths	As detailed in Section 4.2.
Lighting	As detailed in Section 4.3.
Smoke Alarm and Fire Extinguisher	As detailed in Section 4.4. Does not apply to privately owned caravans, recommendations are advice.
Fire Point and Fire Fighting Equipment	The provision of a fire point and firefighting equipment is not recommended, but instead the message 'Get Out, Get the Fire and Rescue Service Out, and Stay Out' should be emphasised during meetings and site visits.
Fire Notice	As detailed in Section 4.8, except that the suggested text at point (d) and (e) is not required.
Fire Warning, Log Book, Telephone, LPG	Not required.
Water Supplies	A fire hydrant should be provided within 100m of the site entrance, outside of the site perimeter on the access road.
Electrical Installations	As detailed in Section 4.13.
Refuse Disposal	As detailed in Section 4.14.
Guests with Disabilities	As detailed in Section 4.15.
General Fire Precautions	As detailed in Section 4.16.

Consideration	Advice
Facilities Pod	Where a facilities pod is provided for sanitary or cooking facilities, this should be made from non-combustible construction.
Dwellings	Where a dwelling is provided for sleeping accommodation, all aspects of building regulations apply.

7 Workers' Sites

Where caravans are provided to house workers, for example agricultural workers, for rent, or in lieu of pay, the site is a relevant premises as defined by The Fire and Rescue Services Order (Northern Ireland) 2006.

The guidance for permanent residential caravan sites applies.

8 Temporary Caravan Sites

Where a temporary touring caravan site is established for a short-term duration, for use by towed caravans, motorhomes or campervans, the following guidance should be followed to maintain safety for users.

Where the duration is for **no more than** 6 nights:

- > for towed caravans a minimum of 6m separation space should be maintained between units;
- > for occupied motorhomes or campervans a minimum of 1m separation space should be maintained between units, to include an egress route to move units in the event of an emergency;
- > a minimum of 3m clear space from combustibles, including awnings or side tents or other items, should be maintained between towed caravans and from site boundaries.
- > no caravan should be permitted to be more than 100m from a fire service access road of the specification described in Section 2.
- > the general fire precautions as described in Section 4.16 should be followed.

Where the duration is for **more than** 6 nights:

- > all of the provisions as for a touring caravan site should be adopted.

Examples of temporary sites include:

- > a caravan club, or any other group, organising an event or a meet in agreement with the landowner using a field, sports pitch or other ground to position caravans, motorhomes or campervans for a short-term duration; and
- > a festival or other event, where an area is provided for caravans, motorhomes or campervans for a short-term duration.

9. Further Information & Guidance

You will find more information about fire safety law on NIFRS website at:

<https://www.nifrs.org/home/staying-safe/business-fire-safety>.

In addition, a range of guides are provided that are relevant for a Caravan Site Operator. These include:

- > a detailed guide on the fire safety risk assessment process for sleeping accommodation;
- > a small self-catering premises fire safety guide, which details the fire safety requirements for self-catering premises, including any caravan or temporary structure offered for hire;
- > a supplementary guide providing information on accessibility and means of escape for people with mobility impairment; and
- > a range of templates, including a fire risk assessment template for simple premises, a fire safety log book template, a fire safety policy template, and an emergency fire action plan template.

The guides are available here:

<https://www.nifrs.org/home/staying-safe/business-fire-safety/fire-safety-guides>.

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BELFAST CITY COUNCIL Caravan Site Licence Conditions Titanic Quarter, Hamilton Road, Belfast

Unless otherwise stated, for the purposes of these conditions, "caravan" shall have the same meaning as Section 15 of the Caravans Act (Northern Ireland) 2011 (see Appendix 'A' for details).

1. The Boundaries and Plan of the Site

- (i) The boundaries of the site from any adjoining land should be clearly marked by a man made or natural feature.
- (ii) No caravan or combustible structure should be positioned within 3 metres of the boundary of the site (subject to the particular characteristics of the site).
- (iii) A plan of the site should be supplied to the council upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the council.
- (iv) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and should be of suitable quality.

2. Density and Spacing Between Caravans

- (i) The minimum spacing distance for touring caravan sites should not be less than 6 metres between caravans and 1 metre for motorhomes and campervan sites.
- (ii) The point of measurement of porches, awnings etc., is the exterior cladding of the caravan, excluding the draw bar. It is recommended that the distance from any part of a caravan to any part of a road within the site should not be less than 2 metres where appropriate.
- (iii) Porches may protrude 1 metre into the 5 or 6 metres space and should be of the open type.
- (iv) Where awnings are used, the distance between any part of the awning and an adjoining caravan 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.
- (v) Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of 2 adjacent units is not less than - 5.25 metres in a 6 metre space.
- (vi) Where there are ramps for disabled people, verandahs or stairs extending from the unit, there should be 4.5 metres (3.5 metres on a holiday caravan site which has holiday caravans only) clear space between them and such items should not face each other in any space. If they are enclosed, they should normally be considered as part of the unit and, as such, should not intrude into the 6 metres space.
- (vii) Garages, sheds, covered storage, car port or covered walkways are prohibited.
- (vii) The density should be consistent with safety standards and health and amenity requirements. The gross density should not exceed 75 caravans per hectare in touring caravan sites calculated on the basis of the usable area (i.e. excluding lakes, roads,

communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

3. Roads, Footpaths, Pavements, Gateways and Overhead Cables

- (i) Roads and footpaths should be designed to provide adequate access for emergency vehicles.
- (ii) Where the approach to the caravan is across ground which may become difficult or dangerous in wet weather, each standing should be connected to a road by a footpath with a hard surface.
- (iii) Emergency vehicle routes within the site should be kept clear of obstruction at all times.
- (iv) New roads should be constructed and laid of suitable bitumen macadam or concrete with a suitable compacted base.
- (v) All roads should have adequate surface water/storm drainage.
- (vi) New two-way roads should not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.
- (vii) One-way systems should be clearly signposted.
- (viii) Where existing two-way roads are not 3.7 metres wide, passing places should be provided where practical.
- (ix) Vehicular access and at least 1 gateway to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- (x) Roads and footpaths should be maintained in a good condition.
- (xi) Cable overhangs must meet the statutory requirements.
- (xii) Every caravan should be connected to a road by a footpath with a hard surface.
- (xiii) Where practicable, communal footpaths and pavements should not be less than 0.9 metres wide.

4. Lighting

Taking into account the needs and characteristics of a particular site, roads, communal footpaths and pavements should be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

5. Bases

- (i) Every unit must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the unit and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

6. Maintenance of Common Areas, including Grass, Vegetation and Trees

- (i) Every part of the site to which the public have access should be kept in a clean and tidy condition.
- (ii) Every road, communal footpath and pavement on the site should be maintained in a good condition, good repair and clear of rubbish.
- (iii) Grass and vegetation should be maintained and cut at frequent and regular intervals and removed where necessary.
- (iv) Trees within the site should (subject to the necessary consents) be maintained.
- (v) Any cuttings, litter or waste should be removed from the immediate surrounds of a pitch.

7. Supply & Storage of Gas etc.

- (i) Gas (including natural gas) and oil installations, and the storage of supplies should meet current statutory requirements and relevant Standards and Codes of Practice.
- (ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.
- (iii) Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.

8. Electrical Installations

- (i) On the site an electricity network of adequate capacity should be installed to meet safely all reasonable demands of the caravans and other facilities and services within it.
- (ii) The electrical network installations are 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.
- (iii) Any work on electrical installations and appliances should 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.
- (iv) Any work on the electrical network within the site should be done by a competent person fully conversant with the appropriate statutory requirements.
- (v) Upon completion of the electrical installation, and prior to occupation, an inspection certificate in the prescribed form under the IEE Wiring Regulations shall be provided by the appointed competent person to the Council and shall be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder. Emergency Lighting & Secondary Lighting must be inspected & certified annually.

The 18th Edition of the Wiring Regulations, also known as BS 7671, is the current standard for electrical installations in the UK. Amendment 4 of the 18th edition, IET Wiring Regulations (BS 7671:2018 + A4:2026) published on 15th April 2026, consolidates all previous updates into a single document known as "the Orange Book".

9. Water Supply

- (i) All pitches on the site should be provided with a wholesome water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- (ii) All new wholesome water supplies should be in accordance with all current legislation, regulations and relevant British Standards.
- (iii) All repairs and improvements to water supplies and installations should be carried out to conform with current legislation and British Standards.
- (iv) Work on water supplies and installations should be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British Standards.
- (v) The water supply and installations must be compliant with the Guidelines for the Provision of Temporary Drinking Water supplies at Events in Northern Ireland and a risk assessment of the water supply to be provided to the Council and evidence of microbiological results and a formal certificate of disinfection one week prior to occupation.

10. Drainage and Sanitation

- (i) Surface water drainage should be provided where appropriate to avoid standing pools of water.
- (ii) There should be satisfactory provision for foul and wastewater drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the council.
- (iii) All drainage and sanitation provision should be in accordance with all current legislation and British Standards.
- (iv) Work on drains and sewers should be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British Standards.
- (v) For caravans without their own water supply and water closets, clean and properly maintained communal toilet blocks should be provided, with adequate supplies of water, to at least the following scales: -
 - Men: 1 WC and 1 urinal per 15 caravans or less;
 - Women: 2 WCs per 15 caravans or less;
 - 1 wash basin for each 2 WCs (or urinals).
- (vi) Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.
- (vii) On holiday and touring caravan sites, where laundry facilities are not available, at least one deep sink with adequate supplies of hot and cold water should be provided.

11. Disabled Persons

- (i) Particular consideration should be given to the needs of disabled people in the provision made for water points, toilets, washing points and showers if appropriate.
- (ii) Provision for access for disabled people to common buildings should be in compliance with Building Regulations extant at the time the building was erected, altered or extended. Particular consideration should be given as to how any new standards may be introduced where appropriate.

12. Refuse Storage & Disposal

- (i) Where communal refuse bins are provided these should be housed within a properly constructed bin store which should include a facility to enable it to be hosed down with clean water.
- (ii) All refuse disposal should be in accordance with all current legislation and regulations.

13. Parking

- (i) Private cars, jet skis and boats may be parked between adjoining caravans provided that they do not obstruct entrances to caravans or access around them and they are the appropriate distance from an adjacent caravan.
- (ii) Fuel tanks for motorboats should be disconnected and stored in a shaded area, not below a caravan.
- (iii) Suitably surfaced parking spaces should be provided to meet the requirements of residents and their visitors.

14. Communal Recreation Space

On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site should be allocated for recreational purposes, unless in the council's opinion there are adequate recreational facilities within close proximity to the site.

15. Notices and Information

(i) The name and address of the site should be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details.

(ii) In addition, the following should be available for inspection in a prominent place on the site: -

- a copy of the current site licence.
- a copy of the most recent periodic electrical inspection report.
- a copy of the site owner's certificate of public liability insurance.
- a copy of the local flood warning system and evacuation procedures, if appropriate.
- a copy of the fire risk assessment for the site (as required by the NIFRS Caravan Sites Operators Guide).

(iii) A current plan of the site with roads and pitches marked on it should also be prominently displayed at the entrances.

(iv) All notices should be suitably protected from the weather and from direct sunlight, preferably in an area lit by artificial light.

16. Emergency Telephone

(i) An emergency telephone for calling the emergency services is only required if mobile phone reception in the area is poor.

(ii) If provided, the telephone should be immediately accessible and a notice by the telephone should include the name, address and postcode of the site.

17. Flooding

(i) The site owner should establish whether the site is at risk from flooding by referring to the Department for Infrastructure's Flood Maps.

(ii) Where there is risk from flooding the site owner should consult the Department for Infrastructure (Rivers) for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

18. Fire Safety Measures

Fire Risk Assessment

A fire risk assessment for the site should be undertaken by a suitably qualified person and provided to the Council upon completion of the site and prior to occupation.

Fire Points

(i) These points should be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point should be housed in a weather-proof structure, easily accessible and clearly marked "FIRE POINT".

Firefighting Equipment

(ii) All fire hydrants should conform to the current British Standard.

(iii) Access to hydrants and other water supplies should not be obstructed or obscured.

Fire Warning

(iv) A suitable means of raising the alarm in the event of a fire should be provided at each fire point on permanent residential caravan sites, holiday caravan sites and touring caravan sites.

Maintenance and Testing of Firefighting Equipment

(v) All alarm and firefighting equipment should 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.

(vi) A record should be kept of all testing and remedial action taken.

(vii) All equipment susceptible to damage by frost should be suitably protected.

Fire Notices

(viii) A clearly written and visible notice should 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)."

In applying the conditions above in respect of fire safety measures the council should refer to NIFRS Fire Safety Guide for Caravan Site Operators

Duration of the site licence.

(1)The Site Licence for this site will expire when the temporary planning permission granted under Planning Reference LA04/2026/0 393F expires.....

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