

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



**Belfast  
City Council**

13<sup>th</sup> February, 2026

## **MEETING OF THE LICENSING COMMITTEE**

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room, City Hall and remotely via Microsoft Teams on Wednesday, 18th February, 2026 at 5.15 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

John Walsh

Chief Executive

## **AGENDA:**

### **1. Routine Matters**

- (a) Apologies
- (b) Minutes
- (c) Declarations of Interest

### **2. Delegated Matters**

- (a) Houses in Multiple Occupation (HMO) Licences Issued Under Delegated Authority (Pages 1 - 6)
- (b) Licences Issued Under Delegated Authority (Pages 7 - 12)

### **3. Non-Delegated Matters**

- (a) Fleadh Update on Licensing Matters (*Report to follow*)
- (b) Model Conditions - Caravan Licensing (Pages 13 - 76)





<b>Subject:</b>	<b>Houses in Multiple Occupation (HMO) Licences Issued Under Delegated Authority</b>
<b>Date:</b>	18 February 2026
<b>Reporting Officer:</b>	Kevin Bloomfield, NIHMO Manager
<b>Contact Officers:</b>	Kevin Bloomfield, NIHMO Manager Helen Morrissey, City Protection Manager

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	<b>Purpose of Report or Summary of main Issues</b>
1.1	Under the Scheme of Delegation, the Director of City & Neighbourhood Services Department is responsible for exercising all powers in relation to the issue and variation, but not refusal, of HMO Licences, excluding provisions relating to the issue of HMO Licences where adverse representations have been made. Those applications which were dealt with under the Scheme are listed below.
2.0	<b>Recommendations</b>
2.1	The Committee is requested to note the applications that have been issued under the Scheme of Delegation during January 2026.

3.0	<b>Main report</b>				
	<b><u>Key Issues</u></b>				
3.1	Under the terms of the Houses in Multiple Occupation Act (Northern Ireland) 2016 the following HMO Licences were issued during January 2026.				
	<b>Premise Name</b>	<b>Licensee</b>	<b>Ward</b>	<b>Housing Management Areas (HMAs)</b>	<b>Licence Type</b>
	Apartment B, 68 Fitzroy Avenue	Mr Christopher McCann	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment A, 68 Fitzroy Avenue	Mr Christopher McCann	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	11 Stormount Street	Mr Gerard Campbell	BEERSBRIDGE	NONE	New Application
	50 St Albans Gardens	Ms Anna Marie Mallett	STRANMILLIS	SANDYMOUNT HMA 2/17	Renewal Application
	Flat C, 47 Camden Street	Mr Richard Smyth	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
	Flat B, 47 Camden Street	Mr Richard Smyth	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
	Flat A, 47 Camden Street	Mr Richard Smyth	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
	111 University Avenue	Miss Helen Stevenson	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	88 Edinburgh Street	Mr Trevor Breadon	WINDSOR	EDINBURGH ST HMA 2/08	Renewal Application
	11b Stranmillis Gardens	Mr Trevor Breadon	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
	79 Edinburgh Street	Ms Abbie Cassidy	WINDSOR	EDINBURGH ST HMA 2/08	New Application
	80 Agincourt Avenue	Ms Christina Cunningham	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	29 Sandhurst Gardens	Mr Edwin Adams	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
	67 Jerusalem Street	Mr Dara Macauley	CENTRAL	HOLYLAND HMA 2/22	New Application
	28 Agincourt Street	Mr Colin Shields	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	24 Camden Street	Derrylodge Property Management Limited	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
	Flat 3, 120 Malone Avenue	Mr Richard Smyth	WINDSOR	EGLANTINE HMA 2/09	Renewal Application
	Flat 2, 120 Malone Avenue	Mr Richard Smyth	WINDSOR	EGLANTINE HMA 2/09	Renewal Application
	Flat 1, 120 Malone Avenue	Mr Richard Smyth	WINDSOR	EGLANTINE HMA 2/09	Renewal Application
	Flat 2, 33 Ashley Avenue	Derrylodge Property Management Limited	WINDSOR	ULSTERVILLE HMA 2/21	Renewal Application
	23 St Albans Gardens	Mr Eoin Cleland	STRANMILLIS	SANDYMOUNT HMA 2/17	Renewal Application
	Flat 3, 111 Fitzroy Avenue	Mr Raymond King	CENTRAL	HOLYLAND HMA 2/22	Renewal Application

Flat 1, 111 Fitzroy Avenue	Mr Raymond King	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Flat 2, 48 Eglantine Avenue	Mr Michael Smyth	WINDSOR	EGLANTINE HMA 2/09	New Application
33 Stranmillis Park	Mr Bernard Brian Campbell	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
Flat 2, 95 Wellesley Avenue	Glenwherry Investments Ltd	WINDSOR	EGLANTINE HMA 2/09	Renewal Application
82 Agincourt Avenue	Ms Ann-Marie Benson	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
137 University Avenue	Mr Shane P Murray	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
38 Springfield Road	Mr Francis McVeigh	CLONARD	NONE	Renewal Application
27 Elaine Street	Mrs Lisa Brown	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
61 Lower Windsor Avenue	Mr Trevor Breadon	WINDSOR	MEADOWBANK HMA 2/15	Renewal Application
114 Dunluce Avenue	Mrs Mary McIntyre	WINDSOR	ULSTERVILLE HMA 2/21	Renewal Application
4 Rathcool Street	Mrs Anna Rankin	WINDSOR	ADELAIDE HMA 2/01	New Application
42 Surrey Street	Mrs Avril Bruce	WINDSOR	MEADOWBANK HMA 2/15	Renewal Application
132 Dunluce Avenue	Mrs Marie McKay	WINDSOR	ULSTERVILLE HMA 2/21	Renewal Application
5 Eblana Street	Mrs Nicola Parker	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
59 Lower Windsor Avenue	Mr Trevor Breadon	WINDSOR	MEADOWBANK HMA 2/15	Renewal Application
50 Melrose Street	Mr Trevor Breadon	WINDSOR	EDINBURGH ST HMA 2/08	Renewal Application
27 Ridgeway Street	Mr Trevor Breadon	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
36 Tates Avenue	Mr Trevor Breadon	WINDSOR	EDINBURGH ST HMA 2/08	Renewal Application
35 Carmel Street	Mr Conor Fox	CENTRAL	HOLYLAND HMA 2/22	New Application
94 Edinburgh Street	Mr Trevor Breadon	WINDSOR	EDINBURGH ST HMA 2/08	Renewal Application
30 Hatfield Street	Mr Kieran Campbell	CENTRAL	LOWER ORMEAU HMA 2/13	Renewal Application
2 St Albans Gardens	Ms Una McNeill	STRANMILLIS	SANDYMOUNT HMA 2/17	Renewal Application
419 Woodstock Road	JRS NI Investments Limited	WOODSTOCK	NONE	New Application
Apartment 8, 58 - 60 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Apartment 7, 58 - 60 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
785 Crumlin Road	Mr Edward Jackson	LEGONIEL	NONE	New Application
Apartment 6, 58 - 60 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application

	Apartment 5, 58 - 60 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 4, 58 - 60 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 3, 58 - 60 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 8, 54 - 56 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 7, 54 - 56 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 2, 58 - 60 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 6, 54 - 56 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	20 Stranmillis Street	JMC Rentals Limited	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
	Apartment 5, 54 - 56 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 1, 58 - 60 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 4, 54 - 56 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 3, 54 - 56 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	6 Whitehall Gardens	Mr Barry O'Donnell	ORMEAU	NONE	Renewal Application
	Apartment 2, 54 - 56 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 1, 54 - 56 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 8, 50 - 52 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 7, 50 - 52 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 6, 50 -52 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 5, 50-52 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Apartment 4, 50 - 52 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application

Apartment 3, 50 - 52 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Apartment 2, 50 - 52 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Apartment 1, 50 - 52 Cromwell Road	SOBE Developments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
74 Rugby Avenue	Mr Paul Donnelly	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
27 Agincourt Avenue	Mr Declan O'Neill	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Flat 3, 36 Lawrence Street	Mr Paul McKeown	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Flat 2, 36 Lawrence Street	Mr Paul McKeown	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Flat 1, 36 Lawrence Street	Mr Paul McKeown	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
19 Landseer Street	FGW Property Ltd	CENTRAL	STRANMILLIS HMA 2/19	New Application
59 Castlereagh Street	Blue Square House Ltd	BEERSBRIDGE	NONE	New Application
61 Sandhurst Gardens	Mr Terence McManus	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
10 Stranmillis Park	Mr Paul Duffy	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
Flat C, 39 Dunluce Avenue	Mr John Albert Montgomery	WINDSOR	ULSTERVILLE HMA 2/21	Renewal Application
Flat B, 39 Dunluce Avenue	Mr John Albert Montgomery	WINDSOR	ULSTERVILLE HMA 2/21	Renewal Application
5 Sandhurst Gardens	Mr Eamonn O'Loingsigh	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
54 Pretoria Street	Mr Neil O'Hare	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
205 Dunluce Avenue	Mr John Boardman	WINDSOR	ULSTERVILLE HMA 2/21	Renewal Application
Flat 1, 5 Ashley Avenue	Glenburn Estates Limited	WINDSOR	ULSTERVILLE HMA 2/21	New Application
38 St Albans Gardens	Mr Alan Mackey	STRANMILLIS	SANDYMOUNT HMA 2/17	Renewal Application
Flat 2, 139 University Avenue	Mr Patrick McGovern	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
17 Ridgeway Street	JMC Rentals Limited	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
461 Falls Road	B.M.C.A. Properties Ltd	BEECHMOUNT	NONE	New Application
82 Willowbank Gardens	Mr Craig Appleby	WATER WORKS	NONE	New Application
Flat 2, 3 Abercorn Street	Hawksdale Limited	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
32 Stranmillis Gardens	Mr Neil Rafferty	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
60 Wellesley Avenue	Mr Michael Rennick	WINDSOR	EGLANTINE HMA 2/09	New Application
13 Sandymount Street	Mr Brendan McCourt	STRANMILLIS	SANDYMOUNT HMA 2/17	Renewal Application
76 Cheviot Avenue	Maurice Noble Estates Ltd	CONNSWATER	NONE	New Application

	30 St Albans Gardens	Mrs. Sharon Dennison	STRANMILLIS	SANDYMOUNT HMA 2/17	Renewal Application
	202 Ravenhill Road	Alamo Properties Limited	WOODSTOCK	NONE	New Application
	71 Tates Avenue	Mr David Tease	WINDSOR	EDINBURGH ST HMA 2/08	New Application
	61 Agincourt Avenue	Mr Thomas McAleer	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	34c Edinburgh Street	J and A Ventures Ltd	WINDSOR	EDINBURGH ST HMA 2/08	New Application
	Flat 2, 10 Wellington Park Avenue	MLM Properties Ltd	WINDSOR	EGLANTINE HMA 2/09	New Application
	Flat 2, 22 Wolseley Street	Enagh Investments Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	112 Malone Avenue	Miss Laura Cassidy	WINDSOR	EGLANTINE HMA 2/09	New Application
	17 Collingwood Avenue	Mr Patrick MacFarlane	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	27 Sandhurst Gardens	Mrs Christina O'Brien	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
	Flat 2, 28 Magdala Street	Silverstream Property Investments Limited	CENTRAL	HOLYLAND HMA 2/22	New Application
	<b><u>Financial &amp; Resource Implications</u></b>				
3.2	None				
	<b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b>				
3.3	There are no issues associated with this report.				





<b>Subject:</b>	<b>Licences Issued Under Delegated Authority</b>
<b>Date:</b>	18 February 2026
<b>Reporting Officer:</b>	Kate Bentley, Director of Planning & Building Control, Ext. 2300
<b>Contact Officer:</b>	Stephen Hipkins, Building Control Manager, Ext. 2435

## Restricted Reports

Is this report restricted?

Yes ☐ No ☒

Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

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

If Yes, when will the report become unrestricted?

After Committee Decision  
After Council Decision  
Sometime in the future  
Never

☐  
☐  
☐  
☐

## Call-in

Is the decision eligible for Call-in?

Yes ☒ No ☐

1.0	Purpose of Report or Summary of main Issues																																				
1.1	Under the Scheme of Delegation, the Director of Planning and Building Control is responsible for exercising all powers in relation to the issue, but not refusal, of Permits and Licences, excluding provisions relating to the issue of Licences where adverse representations have been made.																																				
2.0	Recommendations																																				
2.1	The Committee is requested to note the applications that have been issued under the Scheme of Delegation.																																				
3.0	Main report																																				
	<u>Key Issues</u>																																				
3.1	Under the terms of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 the following Entertainments Licences were issued since your last meeting. <table><tr><th>Premises and Location</th><th>Type of Application</th><th>Applicant</th></tr><tr><td>Aras Mhic Reachtain, 283-289 Antrim Road, Belfast, BT15 2GZ</td><td>Renewal – 7 Day Annual</td><td>Ferdia Niall Carson, Cumann Culturtha Mhic Reachtain</td></tr><tr><td>Ballysillan Leisure Centre, Ballysillan Road, Belfast, BT14 7QQ</td><td>Renewal – 7 Day Annual</td><td>Michael McFarlane, Greenwich Leisure Limited</td></tr><tr><td>Bank Square Marquee, Bank Street, Belfast, BT1 1HL</td><td>Renewal – 7 Day Annual</td><td>Gary Hammond, Department for Communities</td></tr><tr><td>Bank Square, Bank Street, Belfast, BT1 1HL</td><td>Renewal - 7 Day Annual Outdoor</td><td>Gary Hammond, Department for Communities</td></tr><tr><td>Belfast Boat Club, 12 Lockview Road, Belfast, BT9 5FH</td><td>Renewal - 7 Day Annual</td><td>David Annesley Harrison</td></tr><tr><td>Bootleggers, 46 Church Lane, Belfast, BT1 4QN</td><td>Renewal - 7 Day Annual</td><td>Christopher Wolsey, Quay Street Merchants Limited</td></tr><tr><td>Casement Social Club, St. Agnes Hall, 146a Andersonstown Road, Belfast, BT11 9BY</td><td>Renewal - 7 Day Annual</td><td>Maria Toner</td></tr><tr><td>CIYMS, 91-93 Circular Road, Belfast, BT4 2GD</td><td>Renewal - 7 Day Annual</td><td>Chris Shields, CI Trust</td></tr><tr><td>Cooke Centenary Church Hall, Park Road, Belfast, BT7 2FY</td><td>Renewal - Occasional 14 Day</td><td>Roger Mac Neill</td></tr><tr><td>Cregagh Sports Club, 3 Gibson Park Avenue, Belfast, BT6 9GL</td><td>Renewal – 7 Day Annual</td><td>David Cochrane</td></tr><tr><td>Deanes At Queens, 1-6 College Gardens, Belfast, BT9 6BQ</td><td>Renewal - 7 Day Annual</td><td>Michael Deane, Deanes Restaurant Group</td></tr></table>	Premises and Location	Type of Application	Applicant	Aras Mhic Reachtain, 283-289 Antrim Road, Belfast, BT15 2GZ	Renewal – 7 Day Annual	Ferdia Niall Carson, Cumann Culturtha Mhic Reachtain	Ballysillan Leisure Centre, Ballysillan Road, Belfast, BT14 7QQ	Renewal – 7 Day Annual	Michael McFarlane, Greenwich Leisure Limited	Bank Square Marquee, Bank Street, Belfast, BT1 1HL	Renewal – 7 Day Annual	Gary Hammond, Department for Communities	Bank Square, Bank Street, Belfast, BT1 1HL	Renewal - 7 Day Annual Outdoor	Gary Hammond, Department for Communities	Belfast Boat Club, 12 Lockview Road, Belfast, BT9 5FH	Renewal - 7 Day Annual	David Annesley Harrison	Bootleggers, 46 Church Lane, Belfast, BT1 4QN	Renewal - 7 Day Annual	Christopher Wolsey, Quay Street Merchants Limited	Casement Social Club, St. Agnes Hall, 146a Andersonstown Road, Belfast, BT11 9BY	Renewal - 7 Day Annual	Maria Toner	CIYMS, 91-93 Circular Road, Belfast, BT4 2GD	Renewal - 7 Day Annual	Chris Shields, CI Trust	Cooke Centenary Church Hall, Park Road, Belfast, BT7 2FY	Renewal - Occasional 14 Day	Roger Mac Neill	Cregagh Sports Club, 3 Gibson Park Avenue, Belfast, BT6 9GL	Renewal – 7 Day Annual	David Cochrane	Deanes At Queens, 1-6 College Gardens, Belfast, BT9 6BQ	Renewal - 7 Day Annual	Michael Deane, Deanes Restaurant Group
Premises and Location	Type of Application	Applicant																																			
Aras Mhic Reachtain, 283-289 Antrim Road, Belfast, BT15 2GZ	Renewal – 7 Day Annual	Ferdia Niall Carson, Cumann Culturtha Mhic Reachtain																																			
Ballysillan Leisure Centre, Ballysillan Road, Belfast, BT14 7QQ	Renewal – 7 Day Annual	Michael McFarlane, Greenwich Leisure Limited																																			
Bank Square Marquee, Bank Street, Belfast, BT1 1HL	Renewal – 7 Day Annual	Gary Hammond, Department for Communities																																			
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Cregagh Sports Club, 3 Gibson Park Avenue, Belfast, BT6 9GL	Renewal – 7 Day Annual	David Cochrane																																			
Deanes At Queens, 1-6 College Gardens, Belfast, BT9 6BQ	Renewal - 7 Day Annual	Michael Deane, Deanes Restaurant Group																																			

<b>Premises and Location</b>	<b>Type of Application</b>	<b>Applicant</b>
Deanes Restaurant, 28-40 Howard Street, Belfast, BT1 6PF	Renewal – 7 Day Annual	Michael Deane, Deanes Restaurant Group
Duke of York, 7-15 Commercial Court, Belfast, BT1 2NB	Renewal – 7 Day Annual	Willie Jack, Commercial Court Inns Ltd
Duncairn Culture & Arts Centre, Duncairn Avenue, Belfast, BT14 6BP	Renewal – 7 Day Annual	David Gargan
Dunmurry Golf Club, 91 Dunmurry Lane, Dunmurry, BT17 9JS	Renewal – 7 Day Annual	Steve Davis
Harland and Wolff Football and Social Club, 18 Dee Street, Belfast, BT4 1FT	Renewal – 7 Day Annual	John Davidson
Harp Bar, 35 Hill Street, Belfast, BT1 2LB	Renewal – 7 Day Annual	Willie Jack, Commercial Court Inns Ltd
Ligoniel Sports and Social Club, 186a Ligoniel Road, Belfast, BT14 8DT	Renewal – 7 Day Annual	James Forbes
Linen Hall Library, 17 Donegall Square North, Belfast, BT1 5GB	Renewal - Occasional 14 Day	Julie Andrews
McEnaneys, 1 Glen Road, Belfast, BT11 8BA	Renewal – 7 Day Annual	Anthony Donnelly, Cal Inns Ltd
QUB, One Elmwood Student Centre, 77 University Road, Belfast, BT7 1NF	Renewal – 7 Day Annual	Ryan Feeney, Queen's University Belfast
Raven Social Club, 11-15 Castlereagh Street, Belfast, BT5 4NE	Renewal – 7 Day Annual	Stuart McFadden
RBAI Common Hall, The Royal Belfast Academical Institution, College Square East, Belfast, BT1 6DL	Renewal - Occasional 14 Day	Claire Moore
Rock Bar, 491-493 Falls Road, Belfast, BT12 6DE	Renewal – 7 Day Annual	Gerard McIlhone, G&M Rock Limited
Ronnie Drews, 79-83 May Street, Belfast, Belfast, BT1 3JL	Renewal - 7 Day Annual	Dominic Malone, Lameno Limited
Shankill Leisure Centre, 100 Shankill Road, Belfast, BT13 2BD	Renewal – 7 Day Annual	Stephen Rosling, Greenwich Leisure Ltd
St Finnian's Church Hall, 13-27 Cregagh Park, Belfast, BT6 9LF	Renewal - Occasional 14 Day	Jim Haughey
St Matthews Church Hall, 403 Shankill Road, Belfast, BT13 3AF	Renewal - Occasional 14 Day	Tracey Elaine McRoberts, Shankill Rectory
St Molua's Parish Church Hall, Upper Newtownards Road, Belfast, BT4 3LR	Renewal - Occasional 14 Day	Frances Hastie
Taughmonagh Social Club, 31 Finwood Park, Belfast, BT9 6QR	Renewal - 7 Day Annual	Colin Geary

<b>Premises and Location</b>	<b>Type of Application</b>	<b>Applicant</b>
The Black Box, 18-22 Hill Street, Belfast, BT1 2LA	Renewal – 7 Day Annual	Neil Jacques, The Black Box Trust
The Mount Inn, 156 North Queen Street, Belfast, BT15 1HQ	Renewal – 7 Day Annual	Desmond Quinn
The Parador, 471-473 Ormeau Road, Belfast, BT7 3GR	Renewal – 7 Day Annual	Peter Murray, Blaney Inns Limited
The Rose and Crown, 142 Ormeau Road, Belfast, BT7 2EB	Renewal – 7 Day Annual	Geordie Forker, L.A. Drinks Company Limited
The Rusty Saddle and Shake Or Stir, 15-21 Howard Street, Belfast BT1 6PJ	Renewal – 7 Day Annual	Eamon Diamond, Braidview Trading Limited
Turf Lodge Tenants Association, 35a Norglen Gardens, Belfast, BT11 8EL	Renewal – 7 Day Annual	Thomas Mc Larnon
Ulster Reform Club, 4 Royal Avenue, Belfast, BT1 1DA	Renewal – 7 Day Annual	Matthew Laird
Ulster Sports Club, 96-98 High Street, Belfast, BT1 2BG	Renewal – 7 Day Annual	James Sinton, Out Of Office Brewing Limited
Whites Tavern, 2-6 Winecellar Entry, Belfast, BT1 1QN	Renewal – 7 Day Annual	Paul Langsford, Clover Pubs NI No.3 Limited
Whitla Hall, Methodist College, 1 Malone Road, Belfast, BT9 6BY	Renewal - Occasional 14 Day	Fiona Woods

3.2 Under the terms of the Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985 no Amusement Permits were issued since your last meeting.

3.3 Under the terms of the Cinemas (Northern Ireland) Order 1991 no Cinema Licences were issued since your last meeting.

3.4 Under the terms of the Petroleum Consolidation Act 1929 the following Petroleum Licences were issued since your last meeting.

<b>Premises and Location</b>	<b>Type of Application</b>	<b>Applicant</b>
Albertbridge Filling Station, 310 Albertbridge Road, Belfast, BT5 4GX	Renewal	Richard Law
Centra Blacks Road, 120 Blacks Road, Belfast, BT10 0NF	Renewal	Connor Fitzgerald, Musgrave Retail Stores NI Ltd
Maguires Garage, 534-538 Falls Road, Belfast, BT12 6EQ	Renewal	James Maguire
Rosepark Service Station, 719 Upper Newtownards Road, Belfast, BT4 3NU	Renewal	Alan Armstrong, Henderson Retail Limited
Tates Avenue Filling Station, 252 Tate Avenue, Belfast, BT12 6NB	Renewal	Alan Armstrong, Henderson Retail Limited

	<table><tr><th>Premises and Location</th><th>Type of Application</th><th>Applicant</th></tr><tr><td>Tesco Filling Station Yorkgate, Cityside Retail Park, 100-150 York Street, Belfast, BT15 1WA</td><td>Renewal</td><td>Gurdeep Ark, Tesco Stores Limited</td></tr></table>	Premises and Location	Type of Application	Applicant	Tesco Filling Station Yorkgate, Cityside Retail Park, 100-150 York Street, Belfast, BT15 1WA	Renewal	Gurdeep Ark, Tesco Stores Limited																			
Premises and Location	Type of Application	Applicant																								
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3.5	Under the terms of the Street Trading Act (Northern Ireland) 2001 the following Street Trading Licences were issued since your last meeting.																									
	<table><tr><th>Location</th><th>Type of Application</th><th>Commodity</th><th>Hours Licensed</th><th>Applicant</th></tr><tr><td>Outside Limelight, 17 Ormeau Avenue, Belfast</td><td>Grant - Temporary</td><td>Hot food and beverages</td><td>20/01/2026 19:00 – 22:00</td><td>Joel Neill, Hospitality Ulster</td></tr><tr><td>Site #49, Area Beside Lagan Lookout Building #4, Donegall Quay, Belfast</td><td>Renewal - Stationary</td><td>Hot and cold food and hot and cold beverages</td><td>Mon – Sun 11:00 – 21:00</td><td>Kylah Dittmar</td></tr><tr><td>Site #40, Area Beside Lagan Lookout #3, Donegall Quay, Belfast</td><td>Renewal - Stationary</td><td>Hot and cold food and beverages</td><td>Mon – Sun 09:00 – 21:00</td><td>Aaron McClelland</td></tr><tr><td>Site #71, Writers Square #2, Donegall Street, Belfast</td><td>Renewal - Stationary</td><td>Hot and cold food and beverages</td><td>Mon – Sun 09:00 – 17:00</td><td>Gavin Brown</td></tr></table>	Location	Type of Application	Commodity	Hours Licensed	Applicant	Outside Limelight, 17 Ormeau Avenue, Belfast	Grant - Temporary	Hot food and beverages	20/01/2026 19:00 – 22:00	Joel Neill, Hospitality Ulster	Site #49, Area Beside Lagan Lookout Building #4, Donegall Quay, Belfast	Renewal - Stationary	Hot and cold food and hot and cold beverages	Mon – Sun 11:00 – 21:00	Kylah Dittmar	Site #40, Area Beside Lagan Lookout #3, Donegall Quay, Belfast	Renewal - Stationary	Hot and cold food and beverages	Mon – Sun 09:00 – 21:00	Aaron McClelland	Site #71, Writers Square #2, Donegall Street, Belfast	Renewal - Stationary	Hot and cold food and beverages	Mon – Sun 09:00 – 17:00	Gavin Brown
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3.6	Under the terms of the Road Traffic Regulation (Northern Ireland) Order 1997 the following Road Closure Orders were issued since your last meeting.																									
	<table><tr><th>Location</th><th>Type of Activity</th><th>Date and Hours permitted</th><th>Applicant</th></tr><tr><td><b>Spar Craic 10K:</b> Chichester Street, Victoria Street, May Street, East Bridge Street, Upper Arthur Street, Donegall Place, Seymour Street, Joy Street, Alfred Street, Linenhall Street, Bedford Street, Upper Queen Street, King Street, Ameila Street, College Square North, Durham Street, Bankmore Street, Athol Street, High Street, Castle Place, Royal Avenue, Millfield, Carrick Hill, Great Victoria Street, Durham Street, Hope Street, Bruce Street, Boyne Bridge, Dublin Road, Ormeau Avenue, A12 Divis Off Slip East Bound, Divis Street, Falls Road, Grosvenor Road, Willow street, College Square North, Cullingtree Road, Sorella Street, Dunville Street, Leeson Street, Albert Street, Ardmoulin Street, A12 Grosvenor Road Off Slip East Bound, Hope Street, Marcus Ward Street, Sailsbury Street, Pakenham Streer, Donegall Pass, Posnett Street, Cameron Street, Lower Crescent, Mount Charles, India Street, Ireton Street, Cromwell Road, University Street, College Green Mews, College Green, University Square, University Avenue, Stranmillis Embankment, Annadale Embankment, Ormeau Road, Ormeau Embankment</td><td>Large Run</td><td>17 March 2026</td><td>Connla McCann</td></tr></table>	Location	Type of Activity	Date and Hours permitted	Applicant	<b>Spar Craic 10K:</b> Chichester Street, Victoria Street, May Street, East Bridge Street, Upper Arthur Street, Donegall Place, Seymour Street, Joy Street, Alfred Street, Linenhall Street, Bedford Street, Upper Queen Street, King Street, Ameila Street, College Square North, Durham Street, Bankmore Street, Athol Street, High Street, Castle Place, Royal Avenue, Millfield, Carrick Hill, Great Victoria Street, Durham Street, Hope Street, Bruce Street, Boyne Bridge, Dublin Road, Ormeau Avenue, A12 Divis Off Slip East Bound, Divis Street, Falls Road, Grosvenor Road, Willow street, College Square North, Cullingtree Road, Sorella Street, Dunville Street, Leeson Street, Albert Street, Ardmoulin Street, A12 Grosvenor Road Off Slip East Bound, Hope Street, Marcus Ward Street, Sailsbury Street, Pakenham Streer, Donegall Pass, Posnett Street, Cameron Street, Lower Crescent, Mount Charles, India Street, Ireton Street, Cromwell Road, University Street, College Green Mews, College Green, University Square, University Avenue, Stranmillis Embankment, Annadale Embankment, Ormeau Road, Ormeau Embankment	Large Run	17 March 2026	Connla McCann																	
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3.7	<b>Blue Lights Season 4:</b> Northumberland Street, Beverley Street, North Howard Link, North Howard Street, Third Street, Fifth Street, Cupar Way.	Filming	10 – 11 February 2026	Robert Huffam												
	<b>Blue Lights Season 4:</b> Royal Avenue (North Street to Rosemary Street)	Filming	11pm 9 February – 3am 11 February 2026	Robert Huffam												
	<b>Blue Lights Season 4:</b> Massey Avenue	Filming	2 February 2026, 1-9pm	Robert Huffam												
	Under the terms of the Licensing of Pavement Cafés Act (Northern Ireland) 2014 the following Pavement Café Licences were issued since your last meeting.															
	<table><tr><th>Premises and Location</th><th>Type of Application</th><th>Applicant</th></tr><tr><td>Caffe Nero, 24 Belmont Road, Belfast, BT4 2AN</td><td>Grant</td><td>Charlotte Griffin, Nero Holdings Limited</td></tr><tr><td>Caffe Nero, Unit A1 Fountain Centre, College Street, Belfast, BT1 6ET</td><td>Grant</td><td>Charlotte Griffin, Nero Holdings Limited</td></tr><tr><td>Seatons of Sailortown, 57 Dock Street, Belfast,</td><td>Grant</td><td>Kelvin Collins, Gricol Pubs Ltd</td></tr></table>				Premises and Location	Type of Application	Applicant	Caffe Nero, 24 Belmont Road, Belfast, BT4 2AN	Grant	Charlotte Griffin, Nero Holdings Limited	Caffe Nero, Unit A1 Fountain Centre, College Street, Belfast, BT1 6ET	Grant	Charlotte Griffin, Nero Holdings Limited	Seatons of Sailortown, 57 Dock Street, Belfast,	Grant	Kelvin Collins, Gricol Pubs Ltd
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3.8	<b><u>Financial &amp; Resource Implications</u></b>															
	None.															
3.9	<b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b>															
	There are no issues associated with this report.															



<b>Subject:</b>	<b>Model Conditions – Caravan Licensing</b>
<b>Date:</b>	18 February 2026
<b>Reporting Officer:</b>	Kate Bentley, Director of Planning and Building Control, Ext. 2300
<b>Contact Officer:</b>	David Bone, City Services Manager, Ext. 3301

<b>Restricted Reports</b>									
<b>Is this report restricted?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>								
<p><b>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</b></p> <p><b>Insert number</b> <input style="width: 40px;" type="text"/></p> <ol style="list-style-type: none"> <li>1. Information relating to any individual</li> <li>2. Information likely to reveal the identity of an individual</li> <li>3. Information relating to the financial or business affairs of any particular person (including the council holding that information)</li> <li>4. Information in connection with any labour relations matter</li> <li>5. Information in relation to which a claim to legal professional privilege could be maintained</li> <li>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</li> <li>7. Information on any action in relation to the prevention, investigation or prosecution of crime</li> </ol>									
<p><b>If Yes, when will the report become unrestricted?</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">After Committee Decision</td> <td style="width: 30%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>After Council Decision</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sometime in the future</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Never</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"/>
After Committee Decision	<input type="checkbox"/>								
After Council Decision	<input type="checkbox"/>								
Sometime in the future	<input type="checkbox"/>								
Never	<input type="checkbox"/>								

<b>Call-in</b>	
<b>Is the decision eligible for Call-in?</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	This report sets out how the model conditions for Caravan and Campsites have been updated by the Department for Infrastructure in July 2025.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to note the background to the model conditions and the updated model conditions for Caravan and Campsites (in Appendix 1 and 2) and agree that they will be adopted by the Council and referenced on our website.
<b>3.0</b>	<b>Main report</b>
	<p>Under the <a href="#">Caravans Act (Northern Ireland) 1963</a> ("1963 Act") the development of caravan sites and their physical standards are controlled through:</p> <ol style="list-style-type: none"> <li>1. planning permission granted for the use of land as a caravan site and</li> <li>2. the 1963 Act's site licensing system.</li> </ol> <p>Applications for a caravan site licence must be made to the Council. There is no charge to apply.</p> <p>There are currently no licensed caravan or camping sites in the Belfast Area.</p> <p>Before applying for a licence, the operator must have:</p> <ul style="list-style-type: none"> <li>- Secured planning permission,</li> <li>- Sufficient insurance,</li> <li>- Met the appropriate licence conditions.</li> </ul> <p>The Department has a role in providing Model Licence Conditions regulating the layout and provision of facilities, services and equipment for caravan sites including water supply, electricity and fire points.</p> <p>In drawing up the conditions which will attach to any licence, councils must have regard to the Model Licence Conditions.</p> <p>Updated model conditions were published by the Department for Infrastructure on 1 July 2025. These conditions revise and update the Model Licence Conditions for Caravan Sites 1992 (Holiday Caravan Sites) and Model Licence Conditions 1994 (Residential Caravan Sites) and apply to:</p> <ul style="list-style-type: none"> <li>• permanent residential caravan sites;</li> <li>• holiday caravan sites; and</li> <li>• touring caravan sites</li> </ul> <p>This review has been prompted by the Northern Ireland Human Rights Commission (NIHRC) 'Out of Sight, Out of Mind: Travellers' Accommodation in NI' investigation report published on 6 March 2018. The report made a number of recommendations for public authorities, including that the Department should:</p> <p><i>"review the legal and policy framework concerning site licences. This should include the development of a model site licence setting out the minimum standard of provision and safety requirements for each type of Travellers site in NI, along with enforcement powers for any breach."</i></p> <p>The Department has accepted this recommendation and has published a stand-alone set of Model Licence Conditions for Traveller Sites.</p>



	<p>While addressing the report's recommendation the Department has also taken the opportunity to update and amalgamate the current Model Licence Conditions for holiday caravan sites <u>as well as</u> residential caravan sites into one document, creating greater clarity and ease of reference for councils and stakeholders.</p> <p>Although the conditions remain largely unchanged there are some revisions and updates including to emergency telephones, flood risk and fire safety measures.</p> <p>The updated licensing conditions represent what would normally be expected as a matter of good practice on all caravan sites and should be applied with due regard to the particular circumstances of each case, including the physical character of the site, any facilities or services that may already be available within convenient reach, and other local conditions.</p>
<b>4.0</b>	<b>Financial &amp; Resource Implications</b>
4.1	There are no financial or resource implications that arise as a result of this report.
<b>5.0</b>	<b>Equality or Good Relations Implications/Rural Needs Assessment</b>
5.1	There are no issues associated with this report.
<b>6.0</b>	<b>Appendices – Documents Attached</b>
	<ul style="list-style-type: none"> <li>• Appendix 1 – Model Conditions – Residential Sites and Holiday Sites</li> <li>• Appendix 2 – Model Conditions – Travellers Sites</li> </ul>

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# **Model Licence Conditions 2025**

## **Residential Sites and Holiday Sites**

**Caravans Act (Northern Ireland) 1963 Section 5**



Department for

**Infrastructure**

An Roinn

**Bonneagair**

Depairtment fur

**Infrastructure**

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[www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk)



## Introduction

1. The use of land as a caravan site is controlled by relevant planning legislation, whereas the physical standards and layout, amenities and other standards within the site are controlled by a site licence issued by local councils under the Caravans Act (Northern Ireland) 1963 (“the 1963 Act”). Section 5 of the 1963 Act enables councils to set licence conditions.
2. Under section 5(7) of the 1963 Act the Department may from time to time specify model conditions with respect to the lay-out and the provision of facilities, services and equipment for caravan sites or particular types of caravan site; and that, in deciding what (if any) conditions to attach to a site licence, the council shall have regard to any conditions so specified.
3. These conditions revise and update the Model Licence Conditions for Caravan Sites 1992 (Holiday Caravan Sites) **and** Model Licence Conditions 1994 (Residential Caravan Sites) and apply to both holiday and residential caravan sites:
  - permanent residential caravan sites;
  - holiday caravan sites; and
  - touring caravan sites
4. This review has been prompted by the Northern Ireland Human Rights Commission (NIHRC) ‘Out of Sight, Out of Mind: Travellers’ Accommodation in NI’ investigation report published on 6 March 2018. The report made a number of recommendations for public authorities, including that the Department should:

*“review the legal and policy framework concerning site licences. This should include the development of a model site licence setting out the minimum standard of provision and safety requirements for each type of Travellers site in NI, along with enforcement powers for any breach.”*
5. The Department has accepted this recommendation and will publish a stand-alone set of Model Licence Conditions for Traveller Sites.

6. While addressing the report's recommendation the Department has also taken the opportunity to update and amalgamate the current Model Licence Conditions for holiday caravan sites as well as residential caravan sites into one document, creating greater clarity and ease of reference for councils and stakeholders.
7. Although the conditions remain largely unchanged there are some revisions and updates including to emergency telephones, flood risk and fire safety measures.
8. These conditions should be considered when: -
  - applying licence conditions to new sites;
  - applying licence conditions to sites that have been substantially redeveloped; or
  - renewing or reviewing a current licence.
9. Where current licence conditions are adequate in serving their purpose, the council do not need to apply new conditions.
10. Where it is appropriate to amend an existing condition or apply a new condition to a licence the council must be able to justify its reasons for doing so, having regard to all the relevant circumstances of the site. In deciding whether to apply a new condition the council must have regard to the benefit that the condition will achieve and the interests of both residents and site owners (including the cost of complying with the new or altered condition) and should consult the site licence holder on the proposed variations. They may also wish to consult with residents or a Residents' Association, where appropriate.
11. The model conditions represent those standards normally to be expected as a matter of good practice on caravan sites. They should be applied with regard to the particular circumstances of the relevant site, including its physical character, any relevant services, facilities or other amenities that are available within or in the locality of the site and other applicable conditions.
12. The council should also consider the Northern Ireland Fire and Rescue Service (NIFRS) guidance<sup>1</sup> when applying conditions on a site licence.

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<sup>1</sup> "NIFRS Fire Safety Guide for Caravan Site Operators", available via NIFRS website at [www.nifrs.org](http://www.nifrs.org)

13. The Explanatory Note to this document provides advice on the application and enforcement of the model conditions when considering attaching conditions to licences.
14. Councils should allow a reasonable period of time after any site licence alteration for compliance with the revised conditions, unless the reason for making the alteration is to address a matter requiring immediate attention.
15. When considering taking enforcement action councils should undertake a risk assessment to consider all possible factors in relation to the prosecution.
16. This document should be referred to as Model Licence Conditions 2025 (Residential Sites and Holiday Sites).
17. The Model Licence Conditions for Caravan Sites 1992 **and** Model Licence Conditions 1994 shall cease to have effect from 1 July 2025.

## **Interpretation**

18. In the model conditions any references to “site” includes a park home site (including a mobile home site) and to “caravan” includes a mobile or park home.
19. In this document the term “site owner” is referred to throughout, as normally that person would be the licence holder.

# MODEL LICENCE CONDITIONS 2025 (RESIDENTIAL SITES AND HOLIDAY SITES)

## 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) Subject to the following variations the minimum spacing distance between any two caravans should not be less than 6 metres in permanent residential caravan sites and touring caravan sites. On holiday caravan sites the minimum spacing should not be less than 5 metres between caravans, 3.5 meters at the corners, made of aluminium or clad with Class 1 fire related materials or 6 metres between those made of plywood or similar skin. Where there is a mixture of holiday caravans of aluminium and plywood the separation distance should be 6 metres.
- (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 5 or 6 metre space provided the total distance between the extremities of 2 adjacent units is not less than 4.5 metres in a 5 metre space, or 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 5 or 6 metres space.
- (vii) A garage, a shed or covered storage space should be permitted between units only if it is of substantially 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 fires. Windows in such structures should not face towards the unit on either side. Car ports and covered walkways should in no circumstances be allowed within the 5 or 6 metres space. For cars and boats between units see paragraph 13.
- (viii) The density should be consistent with safety standards and health and amenity requirements. The gross density should not exceed: -
  - 50 caravans per hectare in permanent residential caravan sites;
  - 60 caravans per hectare in holiday caravan sites; and
  - 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.<sup>2</sup>
- (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.

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<sup>2</sup> Councils should refer to paragraph 25 in the Explanatory Notes in respect of holiday/touring sites.

## **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.

## **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.

## **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 made for the site (if 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 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.

## **Annex to Model Licence Conditions 2025 (Residential Sites and Holiday Caravan Sites): Explanatory Notes**

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# MODEL LICENCE CONDITIONS – EXPLANATORY NOTES

## *Introduction*

1. These explanatory notes are designed to be read in conjunction with the Model Licence Conditions 2025 – Residential Sites and Holiday Sites (“the conditions”) and are intended to offer guidance on the application and enforcement of the conditions for councils.
2. The conditions represent what would normally be expected as a matter of good practice on caravan sites. They should be applied with regard to the particular circumstances of each case, including the physical character of the site, any facilities or services that may already be available within convenient reach and other local conditions.
3. It is recognised that not all sites will easily be able to meet the conditions in every case due to their particular characteristics, but a council will need to be able to justify any decision not to have regard to the conditions in setting a licence condition.
4. The conditions are not intended to be the “ideal”; councils may in certain circumstances set more demanding ones if it is appropriate and can be justified.
5. There will be some licence conditions which require inter and cross agency input, advice from other sections within the council and external organisations, such as the Health and Safety Executive Northern Ireland (HSENI), the Northern Ireland Fire and Rescue Service (NIFRS), Northern Ireland Water (NI Water), and the Northern Ireland Environment Agency (NIEA). It is important for all parties concerned with sites that effective lines of communication are established to ensure that any problems are identified and resolved as early as possible.
6. Disability Discrimination legislation applies to sites and this should be borne in mind when framing licence conditions and considering possible enforcement action. Guidance can be found at [www.nidirect.gov.uk](http://www.nidirect.gov.uk) and this can also help councils in their consideration of licence conditions. Further guidance can also be found on the Equality Commission's website at <https://www.equalityni.org>.

## ***Legal background***

7. Under the Caravan Act (Northern Ireland) 1963 (the 1963 Act), most privately owned sites must be licensed by the council, unless exempted under the 1963 Act<sup>3</sup>. A licence will be granted unless the applicant does not have a relevant planning permission to operate the site or has had a licence revoked in the last three years<sup>4</sup>.
8. The council may attach conditions to the licence, but these can only relate to the physical use of the site and its management<sup>5</sup>. The Department for Infrastructure may issue Model Licence Conditions which the council must have regard to in deciding what conditions to attach to a licence<sup>6</sup>. The council may from time to time alter a site licence condition (either of its own volition or upon the application of the licence holder)<sup>7</sup>.
9. A licence holder may appeal against the imposition of a condition in a licence or any proposed alteration to a condition or a refusal to alter a condition<sup>8</sup>.
10. It is an offence to breach a licence condition and on summary conviction the offender can currently be fined up to £2,500<sup>9</sup>. Where a condition requires works to the site to be carried out and these are not done either within the time specified or to the satisfaction of the council, the council may carry out the works itself and recover from the licence holder any expenses it has reasonably incurred in doing so<sup>10</sup>.
11. The council may apply to the court to have a licence revoked if the licence holder has been convicted on two or more occasions of breaches of licence conditions<sup>11</sup>.
12. The council is required, under section 22 of the 1963 Act, to maintain an accurate register of the site licences in their area. Given the number of different types of sites that councils may deal with, it is recommended that the register shows what type of

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<sup>3</sup> Section 2 and Schedule to the 1963 Act set out in which circumstances a site licence is not required.

<sup>4</sup> Section 3 (3) and (6).

<sup>5</sup> Section 5 (1) to (6). For restriction see *Mixnam's Properties v Chertsey UDC* A.C. 735.

<sup>6</sup> Section 5 (7).

<sup>7</sup> Section 8.

<sup>8</sup> Sections 7 and 8 (2).

<sup>9</sup> Section 9 (1). The maximum penalty on summary conviction is a fine not exceeding level 4 on the standard scale.

<sup>10</sup> Section 9 (4).

<sup>11</sup> Section 9 (2).

site each is, be it holiday, residential or mixed use. It is recommended as a minimum the register contains:-

- the name and address of site (if available the Geographic Information Service mapping code should also be logged);
- the name of the licence holder, the site owner (if different) and any person managing the site on behalf of either of those persons;
- type of site;
- the number of pitches; and
- the licence conditions (if any).

13. The council should be aware of the general requirements in relation to their own operated caravan sites, namely, the need for planning permission for the use of land as a caravan site, consent from the Department under section 21 of the 1963 Act and that regard must be given to the Model Licence Conditions.

## **The Boundaries and Plan of the Site**

1. The boundary should clearly define the limit of the site owner's responsibility. The boundary should be suitably marked and properly maintained. This boundary could be formed of a fence, hedge, wall or natural feature or any other suitable structure (or any combination of these) or it may in whole, or part, be formed by an appropriate natural feature, such as a river or a wood. It would not normally be appropriate for that natural feature to simply include an open field.
2. Plans of the site should be provided to the council at the site owners' expense.
3. It is best practice for copies of the plan to be made available to the emergency services.
4. The 3 metre separation distance inside the boundary serves the purpose of ensuring privacy from whatever is on the other side of the boundary, such as a road, and other developments, such as houses etc., and for health and safety, including the spread of fire. Given the particular characteristics of the site the council may be of the opinion that a 3 metre separation distance is not necessary in all circumstances.
5. The 3 metre separation distance measurement should be taken from the caravan wall.

## **Density and Spacing Between Caravans**

6. The 5 or 6 metre separation distance is required for two reasons:
  - Health and safety considerations; and
  - Privacy from neighbouring caravans.
7. Health and safety matters, such as the positioning of gas bottles, etc., should also be taken into account.
8. For the purposes of calculating the distance between the caravans, the point from which measurements are taken is the exterior cladding of the relevant caravan. Eaves, drainpipes, gutters, sills, threshold, door canopies and bay windows should be discounted.

9. Porches should not render the home incapable of being moved, which means they should be demountable.
10. If structures, other than garages, are on pitches within the separation distance and are of a combustible construction, then the council should consider allowing sufficient time for them to be replaced with an acceptable non-combustible model.
11. At no time should a garage constructed of combustible material be allowed within the separation distance.

### ***Enforcement***

12. In considering the enforcement of the separation distance the council should refer to the NIFRS guidance. It should also seek the views and take account of representations from the site owner and affected residents before taking any steps to enforce this condition, where practicable.
13. Before the council undertakes any enforcement action it should consider the benefit of the works against the potential impact on the residents' enjoyment of their caravans and the cost to the site owner.

### **Roads, Footpaths, Pavements, Gateways and Overhead Cables**

14. Roads should be constructed of bitumen macadam or concrete with suitable compacted base. However, sites with roads constructed of tarmac should not be required to upgrade their roads as a result of the updated conditions. The roads should only be required to be upgraded as and when they begin to fall into disrepair.
15. Some larger sites may have traffic calming measures such as speed humps on their roads. Though not specifically covered in this standard, it will be worth ensuring that any legal requirements applying to un-adopted roads are met. Guidance and assistance can be found on the Department for Infrastructure website, [www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk).

16. Gateways, roads and turnings should have enough clearance to allow safe entry for emergency vehicles and new units on lorries. The widths and heights given are based on the maximum sizes of emergency vehicles that may regularly attend incidents on sites.
17. In determining the permitted height of cable overhangs the council must take into account the current statutory requirements. Those applying as at the date of this guidance are found in the Electricity Safety Quality and Continuity Regulations (Northern Ireland) 2012 SR 2012/381 (ESQCR). These regulations provide that, in general, cables should not overhang a road at a height of less than 5.8 metres for lines not exceeding 33KV.
18. The Technical Specification (TS) published by the Energy Networks Association (ENA) [“ENA TS 43-8”](#) specifies that where:-
- The overhead line follows a route along a hedgerow, fences, boundary walls or similar features, the minimum clearance in these circumstances is 4 metres.
  - The overhead line crosses a driveway with an access width of no more than 2.5 metres (and the driveway is defined by gateposts or similar features), the minimum clearance is 4.3 metres.

Further advice on minimum clearances is available from the HSENI.

19. It is good practice that all overhead lines on sites should be fully insulated and where a cable is within easy reach of a property; it must be protected from interference.
20. Where the site owner generates their own electricity, the council should require the site owner to comply with regulation 3 of the ESQCR and in considering any enforcement action in relation to cables must consult with the HSENI.
21. Communal path widths should normally be 0.9 metres in respect of new sites or sites that are undergoing substantial redevelopment (including expansion to part of the site); otherwise paths of not less than 0.75 metres should be accepted where they already exist.

## **Lighting**

22. The lighting provided for communal paths and roads should be adequate to allow safe movement around the site during the hours of darkness. Many sites use low lighters rather than traditional street lamps and these work well as long as they are well maintained and plants/vegetation are not allowed to grow around them and stop them emitting light effectively. The lighting must be fit for purpose i.e. to allow vehicles and pedestrians to navigate around the site between dusk and dawn.

## **Bases**

23. It is important to note that the construction, maintenance and repair of the concrete base are the responsibility of the site owner. New bases should be laid as a minimum in accordance with the current industry guidelines.
24. Particular attention should be paid to the terrain of the site before a base is laid, which may mean a thicker base is needed. The base should be sufficient to handle the load placed upon it by the caravan and its contents.
25. On holiday caravan sites and touring caravan sites hard standings may not be necessary if the caravans are removed during the winter or if the ground on which they are situated is firm and safe in poor weather conditions.

## ***Enforcement***

26. When considering any enforcement action, the council should also seek the views and take account of representations from the site owner and affected residents before taking any steps to enforce this standard, where practicable.
27. Before the council undertakes any enforcement action it should consider the benefit of the works against the potential impact on the residents' enjoyment of their homes and the cost to the site owner.
28. Where a caravan has to be removed in order to facilitate works to the base the council should normally, if it is feasible and if it is the resident's desire, require the site owner to

reinstate, at his own expense, the caravan on the original pitch on completion of the works.

## **Maintenance of Common Areas, including Grass, Vegetation and Trees**

29. Cut grass and vegetation should be removed, where necessary, from the site as soon as practicable. Bonfires should not be used as a means of disposal. Vegetation is often used for sight screening but should be kept at a reasonable height.
30. Trees on the site will normally be the responsibility of the site owner. Where trees are in need of care and maintenance the council should, before any action is taken, ensure that all statutory and other requirements are complied with.
31. The common parts of the site (including roads, paths and pavements) must be kept free of any rubbish and maintained in a clean and tidy condition. The council may wish to consider whether appropriate receptacles for litter need to be provided in such areas. In any case the site owner should be required to make arrangement for the regular collection of routine refuse from the site. They should also be required to make arrangements for the prompt disposal of waste and other materials which accumulate on the site during any works etc. Secure non-combustible facilities should be provided on the site for the proper storage of refuse and waste from site works prior to its removal and disposal off the site.

## **Supply and Storage of Gas etc.**

32. The HSENI website, [www.hseni.gov.uk](http://www.hseni.gov.uk), provides details and information about the various legislative requirements and contacts if further information is needed. In addition the trade body for LPG suppliers, Liquid Gas UK, [www.liquidgasuk.org](http://www.liquidgasuk.org), also has information which may be of use.
33. Anyone being employed by a site owner to carry out work on gas (including natural gas) or oil installations should be suitably qualified to do the work. The [HSENI](#) pages contain details of various certification schemes which may apply.



## ***Enforcement***

34. In considering whether to take enforcement action for a breach of site licence conditions, the council should liaise with the HSENI to ensure any action taken by the authority is not in conflict with any action the HSENI is proposing to take.
35. Where areas of concern are identified on sites, the council should always consult the HSENI about the problem(s).
36. All new installations must be to the current regulations and maintained at that standard.

## **Electrical Installations**

37. The electrical installations on the site will be a distributor's network either belonging to the regional electricity network operator or the owner of the site. The Department for Economy's website: [www.economy-ni.gov.uk](http://www.economy-ni.gov.uk) contains information on legislation regarding the electricity supply in Northern Ireland.
38. A suitably qualified person for the purpose of carrying out work on electrical installations and appliances, including maintenance and inspections, includes a professionally qualified electrical engineer, a member of the Electrical Contractors Association, a contractor approved by the National Inspection Council for Electrical Installations Contracting, or a qualified person acting on behalf of the above.
39. It may be necessary to ensure the electricity distribution network complies with ESQCR, in which case such work should only be undertaken by a competent person familiar with those Regulations.
40. All new installations must meet the requirements of the current regulations and maintained at that standard.

## ***Enforcement***

41. In considering whether to take enforcement action for a breach of site licence conditions, the council should liaise with the HSENI to ensure any action taken by the authority is not in conflict with any action the HSENI are proposing to take.

42. Where areas of concern are identified with site electrical networks and installations, the council should always consult the HSENI about the problem(s).

## **Water Supply**

43. The Utility Regulator lays down service standards for NI Water and details can be found on its website at [www.uregni.gov.uk](http://www.uregni.gov.uk). In addition, there are various schemes for suitably qualified persons and authorities should check to ensure that those undertaking works are qualified. The main scheme is run by NIC certification and details can be found about the scheme at [www.niceic.com](http://www.niceic.com).
44. Where the water supply is wholly or partially supplied from a private water supply such a supply should be registered with the Drinking Water Inspectorate within the Department of Agriculture, Environment and Rural Affairs (DAERA) before use. Further information can be obtained from <https://www.daera-ni.gov.uk/articles/private-water-supplies>.
45. On any site of two or more caravans the site owner must consult with NI Water in respect of installing a water supply to the site.

## ***Enforcement***

46. With the majority of well-established sites enforcement of this section will need to be carefully handled, as most sites will have long established water systems. As with gas and electricity above, there may be a case for dual enforcement if an offence is identified. Consultation with NI Water and the Drinking Water Inspectorate is essential.
47. As with the previous sections, where an issue with water supply is identified on a particular site, the council should advise NI Water and the Drinking Water Inspectorate of the problem.
48. All new installations must be in accordance with the current regulations and maintained at the appropriate standard.

## **Drainage and Sanitation**

49. As with water supplies, provision of sewerage facilities is overseen by the Utility Regulator.
50. It is important that all drains and sewers are well maintained and are connected to the appropriate system. If left unchecked, there can be consequences for the health of residents, along with those who live near the site.
51. Where the proposed site is serving multiple caravans, those constructing must consider the requirements of Article 161 of the Water and Sewerage Services (Northern Ireland) Order 2006, as amended, with regards the construction and adoption of sewers serving two or more units.
52. It should be noted that the environmental quality of drainage is regulated by the NIEA, with whom the council must consult about any problems.
53. Where appropriate, particular consideration should be given to the needs of disabled people in the provision made for water points, toilets, washing points and showers.

## ***Enforcement***

54. In considering whether to take enforcement action for a breach of site licence conditions, the council should liaise with NI Water and the NIEA to ensure any action taken by the authority is not in conflict with any action NI Water or the NIEA are proposing to take.
55. Where areas of concern are identified on sites, the council should alert NI Water and the NIEA to the possible defects.
56. All new installations must be to the current regulations and maintained at that standard.

## **Refuse Storage and Disposal**

57. If communal bins are provided they should be housed within a properly constructed bin store. Liaison with council colleagues who deal with refuse collection matters will help in

ensuring that the bins provided by the site owner (in the case of communal bins) are acceptable to the council in undertaking its collection of refuse from them.

58. The site owner should be required to discuss with the council arrangements for the separation of waste for the purpose of recycling it, and required to provide the necessary receptacles etc., on the site.

## **Parking**

59. Parking needs will vary considerably between individual caravan sites. Parking requirements should reflect the reasonable needs of the residents, having regard to the size and layout of the site, the number of units, the occupation criteria of the site and the availability of public transport in the immediate vicinity.
60. Provision of parking spaces on new sites or those undergoing redevelopment or extension should be consistent with the relevant parking standards required through the planning process.
61. It should be noted that the guidance issued by the NIFRS (A Fire Safety Guide for Caravan Site Operators) recommends a 3 metre separation distance from an adjacent caravan and councils should consider this guidance as well as taking account of the individual site and the risk involved, when setting their site licence conditions.

## **Communal Recreation Space**

62. This standard should only be applied if the council is satisfied that it is both practicable to provide recreation space on the site and there is insufficient recreation space off the site in the near locality.
63. It will only be practicable to provide such space on the site if there is sufficient open space which is available, and it is possible to safely use that space for recreation. The standard requires the council to consider the need for recreation space; it does not require it to consider the need for recreation facilities, although the council may consider that need as part of a licence condition. The larger the site the more recreation space or spaces may be needed. On small sites there may be no need for space at all.

In deciding whether it is practicable to provide the space the council should also consider the site layout, the availability of private open spaces (e.g. within the pitch), the availability of other amenities on the site (e.g. club houses) and the age and number of residents on the site.

64. On site recreation space may be considered unnecessary if there is sufficient suitable space available off site within close (walking) distance of it. The space must, however, be freely accessible by the public, such as a municipal park, commons land, and greens or any part of the countryside to which the public have a right to walk.

## **Notices and Information**

65. It is important that all notices are protected from the weather and are prominently displayed, either on a board, in an office open to the public, or other places on the site which the residents have free and reasonable access to.
66. The notices must include the most recent site licence, and the contact details of the site manager, and, if different, the licence holder. This should include an out of hours contact number for emergencies, and if available an e-mail address.
67. The site owner is also required to make available certain information for inspection by residents in a prominent position on the site. That could be the site office, provided it is open at reasonable times, a community room which every resident is entitled to use and which is also open at reasonable times or a notice board located at the entrance to or in a central part of the site.

## **Emergency Telephone**

68. The council should decide whether an emergency telephone for calling the emergency services is required, taking account of the individual characteristics of each site including appropriate availability of mobile phone coverage and reception.

## **Flooding**

69. It is important that if a site is in an area susceptible to flooding, procedures are in place

to ensure that all those on the site are alerted quickly, and that they are aware of any evacuation procedures that may be in place. A notice should be prominently displayed with all relevant information.

70. The site should be included in any emergency arrangement plans held by councils.
71. Sites should consider surface water flood risk and how to mitigate any such risk. For those located within the inundation area of a Controlled Reservoir it would be advisable to have an evacuation plan in place.
72. Advice on flood risks is available from the Department for Infrastructure website: [www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk).
73. It is important in those parts of the country where flooding is an issue that councils have effective liaison with the Department for Infrastructure Rivers Office for their area, as well as relevant officials across their own council. NI Water should also be contacted.

## **Fire Safety Measures**

74. The NIFRS website: [www.nifrs.org](http://www.nifrs.org) contains a range of helpful information on fire safety and the requirements of The Fire and Rescue Services (Northern Ireland) Order 2006. This includes links to fire safety guides including a specific guide relating to fire safety for caravan site operators.
75. In applying any conditions relating to fire safety measures, the council should consider the recommendations made in the NIFRS guidance.
76. The Fire and Rescue Service has a duty to provide fire safety advice to those who ask for it, although it will not carry out risk assessments.

## ***Firefighting Equipment***

77. Where fire points are advised in the NIFRS Fire Safety Guide for Caravan Site Operators they should be visible at all times and marked in a way that makes it obvious as to what they are. They will need to be kept clear of any obstructions at all times

should they be needed in the event that a fire breaks out.

78. As of the date of publication of this document current guidance by the NIFRS is that 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. 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.
79. The positioning of mains connected hydrants is the responsibility of NI Water, and any queries as to whether a site has a hydrant should be directed to them. The positioning of the hydrants should be recorded on the site map, which will assist the emergency service in locating them in the event of an emergency.
80. 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 30 metres and comply with the current British Standard.
81. Fire Extinguishers should only be used if there is not enough water pressure for a hose reel. Where provided, extinguishers should comply with the current British Standard.
82. The previous Model Licence Condition in respect of an emergency telephone has been modified. An emergency telephone for calling the emergency services is only required if mobile phone reception is poor. 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.

### ***Fire Warning***

83. The means of raising the alarm in the event of a fire should be appropriate to the size and layout of the site. If the responsible person is unsure of which form of raising the alarm is the most suitable to the site, then refer to the NIFRS Fire Safety Guide for

Caravan Site Operators.

### ***Maintenance and Testing of Firefighting Equipment***

84. It is important that all fire warning systems and firefighting equipment are regularly inspected and maintained. The suggestion is that these checks should be carried out on an annual basis. All testing and maintenance should be carried out by a person suitably qualified to do the work. Records should be kept of any testing and when the most recent inspections were carried out. The record of all tests and inspections should be kept on the site for inspection.

### ***Fire Notices***

85. The fire action notice should be displayed on a notice board, and at other suitable points around the site. The full address of the site, including the postcode should be included. Suggested text is available in the NIFRS Fire Safety Guide for Caravan Site Operators.

### ***Enforcement***

86. The main enforcer in respect of fire safety is the Northern Ireland Fire and Rescue Service.



# Model Licence Conditions for Traveller Sites 2025

**Caravans Act (Northern Ireland) 1963 Section 5**



Department for

**Infrastructure**

An Roinn

**Bonneagair**

Depairtment fur

**Infrastructure**

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## Introduction

1. The use of land as a caravan site is controlled by relevant planning legislation, whereas the physical standards and layout, amenities and other standards within the site are controlled by a site licence issued by local councils under the Caravans Act (Northern Ireland) 1963 (“the 1963 Act”). Section 5 of the 1963 Act enables councils to set licence conditions.
2. Under section 5(7) of the 1963 Act the Department may from time to time specify model conditions with respect to the lay-out and the provision of facilities, services and equipment for caravan sites or particular types of caravan site; and that, in deciding what (if any) conditions to attach to a site licence, the council shall have regard to any conditions so specified.
3. These conditions revise and update the Model Licence Conditions 1994 (Residential Caravan Sites) and apply to Traveller or Roma sites (including transit and emergency halting sites).
4. This publication of separate Model Licence Conditions for Travellers Sites has been prompted by the Northern Ireland Human Rights Commission (NIHRC) ‘Out of Sight, Out of Mind: Travellers’ Accommodation in NI’ investigation report published on 6 March 2018. The report made a number of recommendations for public authorities, including that the Department should:

*“review the legal and policy framework concerning site licences. This should include the development of a model site licence setting out the minimum standard of provision and safety requirements for each type of Travellers site in NI, along with enforcement powers for any breach.”*

This recommendation has been accepted, and the Model Licence Conditions for Traveller Sites 2025 will be published alongside the Model Licence Conditions 2025 (Residential Sites and Holiday Sites).

5. In response to a recommendation by NIHRC, the Department for Communities (DfC) has completed its review of the Design Guide for Travellers' Accommodation. The Design Guide for Travellers' sites in Northern Ireland<sup>1</sup> is intended to support the provision of appropriate, cost-effective sites for Travellers living in Northern Ireland.
6. These conditions apply to Traveller or Roma sites (including transit and emergency halting sites) and should be considered when: -
  - applying licence conditions to new sites;
  - applying licence conditions to sites that have been substantially redeveloped; or
  - renewing or reviewing a current licence.
7. Where current licence conditions under the Model Licence Conditions 1994 (Residential Caravan Sites) are adequate in serving their purpose, the council do not need to apply new conditions.
8. Where it is appropriate to amend an existing condition or apply a new condition to a licence the council must be able to justify its reasons for doing so, having regard to all the relevant circumstances of the site. In deciding whether to apply a new condition the council must have regard to the benefit that the condition will achieve and the interests of both residents and site owners (including the cost of complying with the new or altered condition) and should consult the site licence holder on the proposed variations. They may also wish to consult with residents where appropriate.
9. The model conditions represent those standards normally to be expected as a matter of good practice on caravan sites. They should be applied with regard to the particular circumstances of the relevant site, including its physical character, any relevant services, facilities or other amenities that are available within or in the locality of the site and other applicable conditions.
10. The council should also consider the Northern Ireland Fire and Rescue Service (NIFRS) guidance<sup>2</sup> and the DfC Design Guide for Travellers' sites in Northern Ireland when

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<sup>1</sup> "Design Guide for Travellers' sites in Northern Ireland", available via the Department for Communities website at [www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

<sup>2</sup> "NIFRS Fire Safety Guide for Caravan Site Operators", available via NIFRS website at [www.nifrs.org](http://www.nifrs.org)

applying conditions on a site licence.

11. The Explanatory Note to this document provides advice on the application and enforcement of the model conditions when considering attaching conditions to licences.
12. Councils should allow a reasonable period of time after any site licence alteration for compliance with the revised conditions, unless the reason for making the alteration is to address a matter requiring immediate attention.
13. When considering taking enforcement action councils should undertake a risk assessment to take into account all possible factors in relation to the prosecution.
14. This document should be referred to as Model Licence Conditions for Traveller Sites 2025.
15. The Model Licence Conditions 1994 shall cease to have effect from 1 July 2025.

## **Interpretation**

16. In the model conditions any references to “site” includes serviced sites, transit sites and emergency halting sites.
17. In this document the term “site owner” is referred to throughout, as normally that person would be the licence holder.

# MODEL LICENCE CONDITIONS FOR TRAVELLER SITES 2025

## 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) Subject to the following variations the minimum spacing distance between any two caravans should not be less than 6 metres.
- (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 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 4.5 metres in a 5 metre space, or 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 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) A garage, a shed or covered storage space should be permitted between units only if it is of substantially 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 fires. Windows in such structures should not face towards the unit on either side. Car ports and covered walkways should in no circumstances be allowed within the 6 metres space. For cars and boats between units see paragraph 13.
- (viii) The density should be consistent with safety standards and health and amenity requirements. The gross density should not exceed 50 caravans per hectare, 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 area.
- (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.

## **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.

## **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.

## **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**

- (i) 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.
- (ii) Where recreational facilities are provided, warning signs should be placed at the entrance to the site and throughout warning drivers of the presence of children where appropriate.

## **15. Notices and Information<sup>3</sup>**

- (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.

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<sup>3</sup> Councils should refer to paragraph 67 in the Explanatory Notes when applying Conditions 15(ii) and (iii) in respect of NIHE sites.

- a copy of the fire risk assessment made for the site (if 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<sup>4</sup>**

### **Fire Notices**

- (i) A clearly written and visible notice should be provided and maintained on site to indicate the action to be taken in case of fire. This notice should include the following:-
- Ensure the caravan or site building involved is evacuated.
  - Raise the alarm.
  - Call the Fire & Rescue Service on 999.

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<sup>4</sup> Councils should consider the "NIFRS Fire Safety Guide for Caravan Site Operators", available via NIFRS website at [www.nifrs.org](http://www.nifrs.org). See paragraph 75 of explanatory notes.

In applying the conditions above in respect of fire safety measures the council should refer to NIFRS Fire Safety Guide for Caravan Site Operators. As regards to Traveller / Roma sites the guidance emphasises that in the event of a fire the occupier should Get Out, Get the Fire and Rescue Service Out, and Stay Out and therefore the provision of fire points, fire fighting equipment or a fire warning is not recommended.

- (ii) During meetings and site visits it should be emphasised that in the event of a fire the occupier should Get Out, Get the Fire and Rescue Service Out, and Stay Out.

## **Annex to Model Licence Conditions for Traveller Sites 2025: Explanatory Notes**

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# MODEL LICENCE CONDITIONS – EXPLANATORY NOTES

## *Introduction*

1. These explanatory notes are designed to be read in conjunction with the Model Licence Conditions for Traveller Sites 2025 (“the conditions”) and are intended to offer guidance on the application and enforcement of the conditions for councils.
2. The conditions represent what would normally be expected as a matter of good practice on caravan sites. They should be applied with regard to the particular circumstances of each case, including the physical character of the site, any facilities or services that may already be available within convenient reach and other local conditions.
3. It is recognised that not all sites will easily be able to meet the conditions in every case due to their particular characteristics, but a council will need to be able to justify any decision not to have regard to the conditions in setting a licence condition.
4. The conditions are not intended to be the “ideal”; councils may in certain circumstances set more demanding ones if it is appropriate and can be justified.
5. There will be some licence conditions which require inter and cross agency input, advice from other sections within the council and external organisations, such as the Health and Safety Executive Northern Ireland (HSENI), the Northern Ireland Fire and Rescue Service (NIFRS), Northern Ireland Water (NI Water), and the Northern Ireland Environment Agency (NIEA). It is important for all parties concerned with sites that effective lines of communication are established to ensure that any problems are identified and resolved as early as possible.
6. Disability Discrimination legislation applies to sites and this should be borne in mind when framing licence conditions and considering possible enforcement action. Guidance can be found at [www.nidirect.gov.uk](http://www.nidirect.gov.uk) and this can also help councils in their consideration of licence conditions. Further guidance can also be found on the Equality Commission's website at <https://www.equalityni.org>.

## ***Legal background***

7. Under the Caravan Act (Northern Ireland) 1963 (the 1963 Act), most privately owned sites must be licensed by the council, unless exempted under the 1963 Act<sup>5</sup>. A licence will be granted unless the applicant does not have a relevant planning permission to operate the site or has had a licence revoked in the last three years<sup>6</sup>.
8. The council may attach conditions to the licence, but these can only relate to the physical use of the site and its management<sup>7</sup>. The Department for Infrastructure may issue Model Licence Conditions which the council must have regard to in deciding what conditions to attach to a licence<sup>8</sup>. The council may from time to time alter a site licence condition (either of its own volition or upon the application of the licence holder)<sup>9</sup>.
9. A licence holder may appeal against the imposition of a condition in a licence or any proposed alteration to a condition or a refusal to alter a condition<sup>10</sup>.
10. It is an offence to breach a licence condition and on summary conviction the offender can currently be fined up to £2,500<sup>11</sup>. Where a condition requires works to the site to be carried out and these are not done either within the time specified or to the satisfaction of the council, the council may carry out the works itself and recover from the licence holder any expenses it has reasonably incurred in doing so<sup>12</sup>.
11. The council may apply to the court to have a licence revoked if the licence holder has been convicted on two or more occasions of breaches of licence conditions<sup>13</sup>.
12. The council is required, under section 22 of the 1963 Act, to maintain an accurate register of the site licences in their area. Given the number of different types of sites that councils may deal with, it is recommended that the register shows what type of

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<sup>5</sup> Section 2 and Schedule to the 1963 Act set out in which circumstances a site licence is not required.

<sup>6</sup> Section 3 (3) and (6).

<sup>7</sup> Section 5 (1) to (6). For restriction see *Mixnam's Properties v Chertsey UDC* A.C. 735.

<sup>8</sup> Section 5 (7).

<sup>9</sup> Section 8.

<sup>10</sup> Sections 7 and 8 (2).

<sup>11</sup> Section 9 (1). The maximum penalty on summary conviction is a fine not exceeding level 4 on the standard scale.

<sup>12</sup> Section 9 (4).

<sup>13</sup> Section 9 (2).



site each is i.e. Traveller site. It is recommended as a minimum the register contains:-

- the name and address of site (if available the Geographic Information Service mapping code should also be logged);
- the name of the licence holder, the site owner (if different) and any person managing the site on behalf of either of those persons;
- type of site;
- the number of pitches; and
- the licence conditions (if any).

## **The Boundaries and Plan of the Site**

1. The boundary should clearly define the limit of the site owner's responsibility. The boundary should be suitably marked and properly maintained. This boundary could be formed of a fence, hedge, wall or natural feature or any other suitable structure (or any combination of these) or it may in whole, or part, be formed by an appropriate natural feature, such as a river or a wood. It would not normally be appropriate for that natural feature to simply include an open field.
2. Plans of the site should be provided to the council at the site owners' expense.
3. It is best practice for copies of the plan to be made available to the emergency services.
4. The 3 metre separation distance inside the boundary serves the purpose of ensuring privacy from whatever is on the other side of the boundary, such as a road, and other developments, such as houses etc., and for health and safety, including the spread of fire. Given the particular characteristics of the site the council may be of the opinion that a 3 metre separation distance is not necessary in all circumstances.
5. The 3 metre separation distance measurement should be taken from the caravan wall.

## **Density and Spacing Between Caravans**

6. The 6 metre separation distance is required for two reasons:
  - Health and safety considerations; and
  - Privacy from neighbouring caravans.
7. Health and safety matters, such as the positioning of gas bottles, etc., should also be taken into account.
8. For the purposes of calculating the distance between the caravans, the point from which measurements are taken is the exterior cladding of the relevant caravan. Eaves, drainpipes, gutters, sills, threshold, door canopies and bay windows should be discounted.

9. Porches should not render the home incapable of being moved, which means they should be demountable.
10. If structures, other than garages, are on pitches within the separation distance and are of a combustible construction, then the council should consider allowing sufficient time for them to be replaced with an acceptable non-combustible model.
11. At no time should a garage constructed of combustible material be allowed within the separation distance.

### ***Enforcement***

12. In considering the enforcement of the separation distance the council should refer to the NIFRS guidance. It should also seek the views and take account of representations from the site owner and affected residents before taking any steps to enforce this condition, where practicable.
13. Before the council undertakes any enforcement action it should consider the benefit of the works against the potential impact on the residents' enjoyment of their caravans and the cost to the site owner.

### **Roads, Footpaths, Pavements, Gateways and Overhead Cables**

14. Roads should be constructed of bitumen macadam or concrete with suitable compacted base. However, sites with roads constructed of tarmac should not be required to upgrade their roads as a result of the conditions. The roads should only be required to be upgraded as and when they begin to fall into disrepair.
15. Some larger sites may have traffic calming measures such as speed humps on their roads. Though not specifically covered in this standard, it will be worth ensuring that any legal requirements applying to un-adopted roads are met. Guidance and assistance can be found on the Department for Infrastructure website, [www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk).

16. Gateways, roads and turnings should have enough clearance to allow safe entry for emergency vehicles and new units on lorries. The widths and heights given are based on the maximum sizes of emergency vehicles that may regularly attend incidents on sites.
17. In determining the permitted height of cable overhangs the council must take into account the current statutory requirements. Those applying as at the date of this guidance are found in the Electricity Safety Quality and Continuity Regulations (Northern Ireland) 2012 SR 2012/381 (ESQCR). These regulations provide that, in general, cables should not overhang a road at a height of less than 5.8 metres for lines not exceeding 33KV.
18. The Technical Specification (TS) published by the Energy Networks Association (ENA) [“ENA TS 43-8”](#) specifies that where:-
- The overhead line follows a route along a hedgerow, fences, boundary walls or similar features, the minimum clearance in these circumstances is 4 metres.
  - The overhead line crosses a driveway with an access width of no more than 2.5 metres (and the driveway is defined by gateposts or similar features), the minimum clearance is 4.3 metres.

Further advice on minimum clearances is available from the HSENI.

19. It is good practice that all overhead lines on sites should be fully insulated and where a cable is within easy reach of a property; it must be protected from interference.
20. Where the site owner generates their own electricity, the council should require the site owner to comply with regulation 3 of the ESQCR and in considering any enforcement action in relation to cables must consult with the HSENI.
21. Communal path widths should normally be 0.9 metres in respect of new sites or sites that are undergoing substantial redevelopment (including expansion to part of the site); otherwise paths of not less than 0.75 metres should be accepted where they already exist.

## **Lighting**

22. The lighting provided for communal paths and roads should be adequate to allow safe movement around the site during the hours of darkness. Many sites use low lighters rather than traditional street lamps and these work well as long as they are well maintained and plants/vegetation are not allowed to grow around them and stop them emitting light effectively. The lighting must be fit for purpose i.e. to allow vehicles and pedestrians to navigate around the site between dusk and dawn.

## **Bases**

23. It is important to note that the construction, maintenance and repair of the concrete base are the responsibility of the site owner. New bases should be laid as a minimum in accordance with the current industry guidelines.
24. Particular attention should be paid to the terrain of the site before a base is laid, which may mean a thicker base is needed. The base should be sufficient to handle the load placed upon it by the caravan and its contents.

## ***Enforcement***

25. When considering any enforcement action, the council should also seek the views and take account of representations from the site owner and affected residents before taking any steps to enforce this standard, where practicable.
26. Before the council undertakes any enforcement action it should consider the benefit of the works against the potential impact on the residents' enjoyment of their homes and the cost to the site owner.
27. Where a caravan has to be removed in order to facilitate works to the base the council should normally, if it is feasible and if it is the resident's desire, require the site owner to reinstate, at his own expense, the caravan on the original pitch on completion of the works.

## **Maintenance of Common Areas, including Grass, Vegetation and Trees**

28. Cut grass and vegetation should be removed, where necessary, from the site as soon as practicable. Bonfires should not be used as a means of disposal. Vegetation is often used for sight screening but should be kept at a reasonable height.
29. Trees on the site will normally be the responsibility of the site owner. Where trees are in need of care and maintenance the council should, before any action is taken, ensure that all statutory and other requirements are complied with.
30. The common parts of the site (including roads, paths and pavements) must be kept free of any rubbish and maintained in a clean and tidy condition. The council may wish to consider whether appropriate receptacles for litter need to be provided in such areas. In any case the site owner should be required to make arrangement for the regular collection of routine refuse from the site. They should also be required to make arrangements for the prompt disposal of waste and other materials which accumulate on the site during any works etc. Secure non-combustible facilities should be provided on the site for the proper storage of refuse and waste from site works prior to its removal and disposal off the site.

## **Supply and Storage of Gas etc.**

31. The HSENI website, [www.hseni.gov.uk](http://www.hseni.gov.uk), provides details and information about the various legislative requirements and contacts if further information is needed. In addition the trade body for LPG suppliers, Liquid Gas UK, [www.liquidgasuk.org](http://www.liquidgasuk.org), also has information which may be of use.
32. Anyone being employed by a site owner to carry out work on gas (including natural gas) or oil installations should be suitably qualified to do the work. The [HSENI](#) pages contain details of various certification schemes which may apply.

## ***Enforcement***

33. In considering whether to take enforcement action for a breach of site licence

conditions, the council should liaise with the HSENI to ensure any action taken by the authority is not in conflict with any action the HSENI is proposing to take.

34. Where areas of concern are identified on sites, the council should always consult the HSENI about the problem(s).
35. All new installations must be to the current regulations and maintained at that standard.

## **Electrical Installations**

36. The electrical installations on the site will be a distributor's network either belonging to the regional electricity network operator or the owner of the site. The Department for Economy's website: [www.economy-ni.gov.uk](http://www.economy-ni.gov.uk) contains information on legislation regarding the electricity supply in Northern Ireland.
37. A suitably qualified person for the purpose of carrying out work on electrical installations and appliances, including maintenance and inspections, includes a professionally qualified electrical engineer, a member of the Electrical Contractors Association, a contractor approved by the National Inspection Council for Electrical Installations Contracting, or a qualified person acting on behalf of the above.
38. It may be necessary to ensure the electricity distribution network complies with ESQCR, in which case such work should only be undertaken by a competent person familiar with those Regulations.
39. All new installations must meet the requirements of the current regulations and maintained at that standard.

## ***Enforcement***

40. In considering whether to take enforcement action for a breach of site licence conditions, the council should liaise with the HSENI to ensure any action taken by the authority is not in conflict with any action the HSENI are proposing to take.
41. Where areas of concern are identified with site electrical networks and installations, the council should always consult the HSENI about the problem(s).

## **Water Supply**

42. The Utility Regulator lays down service standards for NI Water and details can be found on its website at [www.uregni.gov.uk](http://www.uregni.gov.uk). In addition, there are various schemes for suitably qualified persons and authorities should check to ensure that those undertaking works are qualified. The main scheme is run by NIC certification and details can be found about the scheme at [www.niceic.com](http://www.niceic.com).
43. Where the water supply is wholly or partially supplied from a private water supply such a supply should be registered with the Drinking Water Inspectorate within the Department of Agriculture, Environment and Rural Affairs (DAERA) before use. Further information can be obtained from <https://www.daera-ni.gov.uk/articles/private-water-supplies>.
44. On any site of two or more caravans the site owner must consult with NI Water in respect of installing a water supply to the site.

### ***Enforcement***

45. With the majority of well-established sites enforcement of this section will need to be carefully handled, as most sites will have long established water systems. As with gas and electricity above, there may be a case for dual enforcement if an offence is identified. Consultation with NI Water and the Drinking Water Inspectorate is essential.
46. As with the previous sections, where an issue with water supply is identified on a particular site, the council should advise NI Water and the Drinking Water Inspectorate of the problem.
47. All new installations must be in accordance with the current regulations and maintained at the appropriate standard.

## **Drainage and Sanitation**

48. As with water supplies, provision of sewerage facilities is overseen by the Utility Regulator.



49. It is important that all drains and sewers are well maintained and are connected to the appropriate system. If left unchecked, there can be consequences for the health of residents, along with those who live near the site.
50. Where the proposed site is serving multiple caravans, those constructing must consider the requirements of Article 161 of the Water and Sewerage Services (Northern Ireland) Order 2006, as amended, with regards the construction and adoption of sewers serving two or more units.
51. It should be noted that the environmental quality of drainage is regulated by the NIEA, with whom the council must consult about any problems.
52. Where appropriate, particular consideration should be given to the needs of disabled people in the provision made for water points, toilets, washing points and showers.

### ***Enforcement***

53. In considering whether to take enforcement action for a breach of site licence conditions, the council should liaise with NI Water and the NIEA to ensure any action taken by the authority is not in conflict with any action NI Water or the NIEA are proposing to take.
54. Where areas of concern are identified on sites, the council should alert NI Water and the NIEA to the possible defects.
55. All new installations must be to the current regulations and maintained at that standard.

### **Refuse Storage and Disposal**

56. If communal bins are provided they should be housed within a properly constructed bin store. Liaison with council colleagues who deal with refuse collection matters will help in ensuring that the bins provided by the site owner (in the case of communal bins) are acceptable to the council in undertaking its collection of refuse from them.
57. The site owner should be required to discuss with the council arrangements for the separation of waste for the purpose of recycling it, and required to provide the

necessary receptacles etc., on the site.

## **Parking**

58. Parking needs will vary considerably between individual caravan sites. Parking requirements should reflect the reasonable needs of the residents, having regard to the size and layout of the site, the number of units, the occupation criteria of the site and the availability of public transport in the immediate vicinity.
59. Provision of parking spaces on new sites or those undergoing redevelopment or extension should be consistent with the relevant parking standards required through the planning process.

## **Communal Recreation Space**

60. This standard should only be applied if the council is satisfied that it is both practicable to provide recreation space on the site and there is insufficient recreation space off the site in the near locality.
61. It will only be practicable to provide such space on the site if there is sufficient open space which is available, and it is possible to safely use that space for recreation. The standard requires the council to consider the need for recreation space; it does not require it to consider the need for recreation facilities, although the council may consider that need as part of a licence condition. The larger the site the more recreation space or spaces may be needed. On small sites there may be no need for space at all. In deciding whether it is practicable to provide the space the council should also consider the site layout, the availability of private open spaces (e.g. within the pitch), the availability of other amenities on the site (e.g. club houses) and the age and number of residents on the site.
62. On site recreation space may be considered unnecessary if there is sufficient suitable space available off site within close (walking) distance of it. The space must, however, be freely accessible by the public, such as a municipal park, commons land, and greens or any part of the countryside to which the public have a right to walk.

63. Councils should consider the DfC Design Guide for Traveller sites where recreation areas are provided. It is important to ensure they are designed and located with the safety of children in mind (taking into account the proximity of busy roads) and allowing for supervision. Warning signs should be placed at the entrance to the site and throughout warning drivers of the presence of children.

## **Notices and Information**

64. It is important that all notices are protected from the weather and are prominently displayed, either on a board, in an office open to the public, or other places on the site which the residents have free and reasonable access to.
65. The notices must include the most recent site licence, and the contact details of the site manager, and, if different, the licence holder. This should include an out of hours contact number for emergencies, and if available an e-mail address.
66. The site owner is also required to make available certain information for inspection by residents in a prominent position on the site. That could be the site office, provided it is open at reasonable times, a community room which every resident is entitled to use and which is also open at reasonable times or a notice board located at the entrance to or in a central part of the site.
67. The council should discuss and agree a suitable arrangement in respect of the display of notices and information required by Conditions 15(ii) and (iii) with the NIHE, regarding the sites provided for Travellers.

## **Emergency Telephone**

68. The council should decide whether an emergency telephone for calling the emergency services is required, taking account of the individual characteristics of each site including appropriate availability of mobile phone coverage and reception.

## **Flooding**

69. It is important that if a site is in an area susceptible to flooding, procedures are in place

to ensure that all those on the site are alerted quickly, and that they are aware of any evacuation procedures that may be in place. A notice should be prominently displayed with all relevant information.

70. The site should be included in any emergency arrangement plans held by councils.
71. Sites should consider surface water flood risk and how to mitigate any such risk. For those located within the inundation area of a Controlled Reservoir it would be advisable to have an evacuation plan in place.
72. Advice on flood risks is available from the Department for Infrastructure website: [www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk).
73. It is important in those parts of the country where flooding is an issue that councils have effective liaison with the Department for Infrastructure Rivers Office for their area, as well as relevant officials across their own council. NI Water should also be contacted.

## **Fire Safety**

74. The NIFRS website: [www.nifrs.org](http://www.nifrs.org) contains a range of helpful information on fire safety and the requirements of The Fire and Rescue Services (Northern Ireland) Order 2006. This includes links to fire safety guides including a specific guide relating to fire safety for caravan site operators.
75. In applying any conditions relating to fire safety measures, the council should consider the recommendations made in the NIFRS guidance. At Traveller or Roma sites, NIFRS recommends that during meetings and site visits it should be emphasised that in the event of a fire the occupier should Get Out, Get the Fire and Rescue Service Out, and Stay Out, and therefore the provision of fire points, firefighting equipment or a fire warning is not recommended.
76. The Fire and Rescue Service has a duty to provide fire safety advice to those who ask for it.

### ***Fire Notices***

77. The fire action notice should be displayed on a notice board, and at other suitable points around the site. Suggested text is available in the NIFRS Fire Safety Guide for Caravan Site Operators.

### ***Enforcement***

78. The main enforcer in respect of fire safety is the Northern Ireland Fire and Rescue Service.

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