

Model Licence Conditions 2025

Residential Sites and

Holiday Sites

Caravans Act (Northern Ireland) 1963 Section 5



An Roinn

Bonneagair

Department 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 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) guidance¹ when applying conditions on a site licence.

¹ "NIFRS Fire Safety Guide for Caravan Site Operators", available via NIFRS website at 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 cladded 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.²
- (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.

² 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 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 Act³. 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 years⁴.
8. The council may attach conditions to the licence, but these can only relate to the physical use of the site and its management⁵. The Department for Infrastructure may issue Model Licence Conditions which the council must have regard to in deciding what conditions to attach to a licence⁶. 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)⁷.
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 condition⁸.
10. It is an offence to breach a licence condition and on summary conviction the offender can currently be fined up to £2,500⁹. 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 so¹⁰.
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 conditions¹¹.
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

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

⁴ Section 3 (3) and (6).

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

⁶ Section 5 (7).

⁷ Section 8.

⁸ Sections 7 and 8 (2).

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

¹⁰ Section 9 (4).

¹¹ 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 tarmacadam 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.

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, 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, 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 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. 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.

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.
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 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.