

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

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

1. The Boundaries and Plan of the Site

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

2. Density and Spacing Between Caravans

- (i) The minimum spacing distance for touring caravan sites should not be less than 6 metres between caravans and 1 metre for motorhomes and campervan sites.
- (ii) The point of measurement of porches, awnings etc., is the exterior cladding of the caravan, excluding the draw bar. It is recommended that the distance from any part of a caravan to any part of a road within the site should not be less than 2 metres where appropriate.
- (iii) Porches may protrude 1 metre into the 5 or 6 metres space and should be of the open type.
- (iv) Where awnings are used, the distance between any part of the awning and an adjoining caravan should not be less than 3 metres. They should not be of the type which incorporates sleeping accommodation and they should not face each other or touch.
- (v) Eaves, drainpipes and bay windows may extend into the 6 metre space provided the total distance between the extremities of 2 adjacent units is not less than - 5.25 metres in a 6 metre space.
- (vi) Where there are ramps for disabled people, verandahs or stairs extending from the unit, there should be 4.5 metres (3.5 metres on a holiday caravan site which has holiday caravans only) clear space between them and such items should not face each other in any space. If they are enclosed, they should normally be considered as part of the unit and, as such, should not intrude into the 6 metres space.
- (vii) Garages, sheds, covered storage, car port or covered walkways are prohibited.
- (vii) The density should be consistent with safety standards and health and amenity requirements. The gross density should not exceed 75 caravans per hectare in touring caravan sites calculated on the basis of the usable area (i.e. excluding lakes, roads,

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

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

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

4. Lighting

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

5. Bases

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

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

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

7. Supply & Storage of Gas etc.

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

8. Electrical Installations

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

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

9. Water Supply

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

10. Drainage and Sanitation

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

11. Disabled Persons

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

12. Refuse Storage & Disposal

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

13. Parking

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

14. Communal Recreation Space

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

15. Notices and Information

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

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

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

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

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

16. Emergency Telephone

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

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

17. Flooding

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

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

18. Fire Safety Measures

Fire Risk Assessment

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

Fire Points

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

Firefighting Equipment

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

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

Fire Warning

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

Maintenance and Testing of Firefighting Equipment

(v) All alarm and firefighting equipment should be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.

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

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

Fire Notices

(viii) A clearly written and visible notice should be provided and maintained at each fire point to indicate the action to be taken in case of fire. This notice should include the following:-

"On discovering a fire:

I. Ensure the caravan or site building involved is evacuated.

II. Raise the alarm.

III. Call the fire brigade (the nearest phone is sited at)."

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

Duration of the site licence.

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