

**SITE LICENCE CONDITIONS FOR PRIVATELY OWNED AND OPERATED TRAVELLER SITES**

**TRANSIT SITES**

**(All Travellers)**

**1. FIRE PROTECTION**

NOTE: The Fire Prevention Officer should be consulted if a specific site is identified. The latest advice from the Fire Authority suggest that fire precaution measures should reflect the needs identified by risk assessment.

- i) FIRE POINT - Shall be located within 90 m of any caravan. Clearly marked 'FIRE POINT' and easily accessible. Suitable fire fighting equipment shall be provided at each fire point with a suitable means of raising the alarm in case of fire.  
  
Clearly written/illustrated notices should be provided giving advice on what action should be taken in the case of a fire.  
  
Travellers should be encouraged to carry adequate fire fighting equipment (2.5 kg dry powder extinguisher or fire blanket) and have smoke alarms

N.B. depending on circumstances fire protection requirements may lie within the remit of the fire service and not form part of the site licence.

<b>Desirable</b>		
ii)	FIRE SAFETY LEAFLETS	- It is recommended (and <u>not</u> a requirement) that, <i>Hereford and Worcester Fire and Rescue Authority 'Fire Safety for Travellers' leaflets are made available to all travellers.</i>
iii)	SEPARATION	- The design of the site should be such as to encourage adequate separation between caravans, hedgerows/boundary fences and other buildings. A minimum separation of 3metres should be provided between caravans and other buildings.
iv)	COMBUSTIBLE MATERIALS	- The site should be kept free from accumulations of combustible materials. Grass and vegetation should be cut at regular intervals where necessary to prevent it becoming a fire or safety hazard. Any such cuttings should be removed from the vicinity of the caravans

- v) **GAS BOTTLES** When not in use Liquefied Petroleum Gas (LPG) bottles shall not be stored or allowed to accumulate on the site unless a secure compound approved by Herefordshire Council is provided. Suitable arrangements shall be made for the disposal of used gas bottles off the site.

N.B Travellers should be encouraged to carry adequate fire fighting equipment (2.5 kg dry powder extinguisher or fire blanket) and have smoke alarms. This would prove unenforceable as a requirement particularly for Transit sites.

## **2. HEALTH & SAFETY**

- i) **ELECTRICAL SAFETY** Any electrical installation provided to the site should comply with IEE Regulations and be periodically tested and inspected by a competent person.
- ii) **HARD STANDINGS** Each caravan shall be sited on a hard ground level standing which is firm and safe in poor weather conditions.

## **3. WATER SUPPLY**

A standpipe with a constant supply of wholesome drinking water shall be available. No caravan should be more than 90 metres from a drinking water standpipe.

## **4. SANITATION/WASHING**

- i) **CHEMICAL TOILETS** - A suitable disposal point shall be provided for the contents of chemical toilets together with a water supply for cleansing containers. The water supply provided to this disposal point must be separate from the drinking water supply point and shall be clearly marked 'CHEMICAL TOILET DISPOSAL – NOT DRINKING WATER'.
- ii) **TOILET FACILITIES** - A toilet and wash hand basin with hot and cold water shall be provided in a suitable enclosure at the following ratio:  
Up to 10 pitches : One unisex toilet.  
More than 10 but is less than 30 pitches : 1 toilet and urinal for men and 2 toilets for women.  
Each enclosure should be designed to be

- iii) DRAINAGE
- vandal proof and provision made for regular cleansing.  
Satisfactory provision shall be made for the disposal of foul drainage

## 5. REFUSE

There shall be adequate provision for the storage, collection and disposal of refuse.

### ***Desirable***

#### 6. WORK/FACILITIES

*It is recommended (and not a requirement) that a hard standing should be provided for the repair of vehicles etc. This area need not be adjacent to the caravans.*

#### 7. HEALTH CARE

*Advice should be given on the availability of local health care, doctors, dentist, chemist etc. A formal agreement with the Health Authority may be required.*

#### 8. RECREATIONAL AREAS

*Areas should be available for recreational purposes including children's play areas.*

*Indoor recreational areas to be used for crèches, meeting room etc.*

*The provision of electricity supplies to the site for those wishing to use it.*

## PERMANENT

### (All Travellers)

#### 1. FIRE PROTECTION

NOTE: The Fire Prevention Officer should be consulted if a specific site is identified. The latest advice from the Fire Authority suggest that fire precaution measures should reflect the needs identified by risk assessment.

- i) FIRE POINT - Shall be located within 30 m of any caravan. They should be housed in a weatherproof structure, easily accessible and clearly and conspicuously marked '**FIRE POINT**'. Suitable fire fighting equipment shall be provided at each fire point with a suitable means of raising the alarm in case of fire.

Clearly written/illustrated notices should be provided giving advice on what action should be taken in the case of a fire.

Travellers should be encouraged to carry adequate fire fighting equipment (2.5 kg dry powder extinguisher or fire blanket) and have smoke alarms fitted. If this can be imposed through licence agreement then consideration may be given to dispensing with the need for fire points.

Note: Consideration should be given to ensuring that all caravans carry adequate fire fighting equipment (2.5 kg dry powder extinguisher or fire blanket) and have smoke alarm fitted. If this can be imposed through licence agreement then consideration may be given to dispensing with the need for fire points.

N.B. depending on circumstances fire protection requirements may lie within the remit of the fire service and not form part of the site licence.

Desirable

- |      |                      |   |   |
|------|----------------------|---|---|
| ii)  | FIRE SAFETY LEAFLETS | - | It is recommended (and not a requirement that <i>Hereford and Worcester Fire and Rescue Authority</i> 'Fire Safety for Travellers' leaflets should be made available to all travellers) |
| iii) | TELEPHONE            | - | Should be made available on the site for calling emergency services.  |
| iv)  | SEPARATION           | - | The design of the site should be such as to   |

encourage adequate separation between caravans, hedgerows and other building (6m – 3m between family units). It may be appropriate in some instances to increase the separation to a 10 m distance.

- v) COMBUSTIBLE MATERIALS - The site should as far as reasonably possible be kept free from accumulations of combustible materials. Grass and vegetation should be cut at regular intervals where necessary to prevent it becoming a fire or safety hazard. Any such cuttings should be removed from the vicinity of the caravans..

- vi) GAS BOTTLES  
When not in use Liquefied Petroleum Gas (LPG) bottles shall not be stored or allowed to accumulate on the site unless a secure compound approved by Herefordshire Council is provided. Suitable arrangements shall be made for the disposal of used gas bottles off the site.

## 2. HEALTH & SAFETY

- i) ELECTRICITY  
Electrical installations on the site should comply with IEE Regulations and be periodically tested by a competent person

- ii) HARD STANDINGS  
Each caravan shall be sited on a hard ground level standing which is firm and safe in poor weather conditions.

- iii) LIGHTING  
A suitable level of lighting shall be provided to roadways, footpaths and utility buildings

- iv) ROADS  
All roadways shall be constructed of a hard, level surface and maintained in a good state of repair so as to permit vehicular access. Roads should not be less than 3 metres wide with at least 3.7 metres clearance to allow access for fire appliances. No Pitch shall be more than 50 metres from a road and each Pitch shall be connected to a road by a footpath with a hard surface not less than 0.75 metres wide.

- v) Footpaths - Suitably surfaced footpaths should be provided to provide access between the roadway, car parking areas, and utility rooms etc.

## 3. WATER SUPPLY

A constant supply of wholesome drinking water shall be available to all caravans on the site. It is recommended that drinking water is supplied to each Pitch, however it is a minimum requirement that no caravan be more than 50 metres from a drinking water standpipe. The supply shall be fitted with a tap and suitably mounted to prevent contamination.

**Desirable**

*Drinking water supply to each Pitch.*

**4. SANITATION/WASHING FACILITIES**

- i) CHEMICAL TOILETS - A suitable disposal point shall be provided for the contents of chemical toilets together with a water supply for cleansing containers. The water supply provided to this disposal point must be separate from the drinking water supply point and shall be clearly marked 'CHEMICAL TOILET DISPOSAL – NOT DRINKING WATER'.
- ii) TOILET & WASHING FACILITIES - Toilet, washing laundry and dish washing facilities must be provided. It is recommended that every Pitch is provided with its own utility building housing WC, washing, dish washing and laundry facilities, however it is a minimum requirement that communal facilities are provided as follows:-  
Men – 1 WC + 1 urinal per 15 caravans.  
Women – 2 WCs per 15 caravans.  
1 wash basin for every WC (with hot and cold water).  
1 shower or bath for each sex for every 20 caravans.  
Dish washing and laundry facilities.

**Desirable**

*Utility building with the above facilities at every Pitch.*

**5. REFUSE**

Provision should be made for a proper disposal point for rubbish with regular collection.

**6. WORK/FACILITIES**

- i) PITCH SIZE - each Pitch should be of sufficient size to allow for at least 2 caravans

## Essential

- v) RECREATIONAL AREAS - Areas should be available for recreational purposes including childrens play areas.
- iii) ADDITIONAL FACILITIES
- It is recommended (but not a requirement) that the following additional work area/facilities are provided:*
- a) Areas should be made available for work purposes.*
  - b) Hard standings should be provided for the repair of vehicles.*
  - c) Grassed areas should be available for the erection of tents/benders etc.*
  - d) Areas separate from the residential element should be made available for the grazing of horses etc.*
  - e) Indoor recreational areas to be used for crèches, meeting room etc.*
  - f) The provision of electricity supplies to the site for those wishing to use it.*

## 7. HEALTH CARE

*Desirable*

*Advice should be given on the availability of local health care, doctors, dentist, chemist etc. A formal agreement with the Health Authority may be required.*