



Camp Site Licence Conditions

Site boundaries

1. The boundaries of the site shall be clearly marked by a man made or natural feature and the site owner shall give the local authority an up to date layout of the site on application for a licence, when there is a material change to the boundaries or layout or if requested by the local authority. The plan must show all relevant structures, features and facilities on the site.

Density and spacing

2. Up to 6 tents accommodating no more than 12 people in total (including children), known to each other and forming a group who book together, may form one pitch. People in the group must consent to forming a group as a prior condition of camping. Tents not used for accommodating people will be counted within the group maximum of 6. Each tent shall be no closer than 2 metres from any other tent in the group (as measured from the closest point of the fabric of the tent, including an awning or other structure).
3. Every tent pitch shall be not less than 6 metres from any other tent pitch in a separate occupation, in any direction.
4. Where barbecues, cooking equipment, cars, trailers and boats are placed among tents in any pitch, the site operator must carry out risk assessments to ensure that risk from fire and explosion are minimised. The site operator must ensure that highly flammable substances are removed to a safe storage area and equipment which is capable of supporting an intense fire is reasonably separate from any ignition source.
5. Where barbeques, cooking equipment, cars trailers and boats are placed between pitches in separate occupation then there should be at least a 3 metres separation distance between any barbeque, cooking equipment, car, trailer or boat and the adjacent pitch.
6. There shall be a minimum of 2 metres between any tent and the edge or kerb of any roadway. Where the site boundary is adjacent to dwellings, no caravan or combustible structure shall be positioned within 3 metres of a dwelling

7. There shall be not more than 30 tents per acre (75 per hectare) calculated on the usable area (i.e. excluding lakes, roads, communal services, and other areas unsuitable for the positioning of tents).

Access, roads, gateways and footpaths

8. Roads, gateways and footpaths shall be provided if a risk assessment by the site operator shows the site to be difficult or dangerous to negotiate in wet weather.
9. Where provided, roads shall:
 - a. Be provided of suitable materials so that no pitch is more than 50 metres from a road.
 - b. Be designed to give adequate access for emergency vehicles to within 90 metres of any unit and be kept clear of obstructions at all times.
 - c. Be not less than 3.7 metres wide if a two-way system or 3 metres wide if a clearly marked one-way system.
 - d. Be suitably lit at night as necessary, taking into account the needs and characteristics of a particular site.
 - e. Cable overhangs must meet the statutory requirements
10. Where provided, vehicle gateways shall:
 - a. Be a minimum of 3.1 metres wide.
 - b. Have a minimum height clearance of 4 metres.
11. Where provided, footpaths shall:
 - a. Be not less than 0.75 metres wide and with a hard surface.
 - b. Be suitably lit at night as necessary.
12. Where roads, footpaths and paving are provided, there shall be adequate surface water drainage.

Water supply and waste water disposal

13. There shall be an adequate, constant and wholesome supply of water in accordance with appropriate Water Bylaws and statutory quality standards. Each pitch shall be no further than 90 metres from a water tap. At each tap there shall be a trapped gully connected to a soak away or, if the gully is used for waste water disposal, drained to the recommendations of the Council.
14. Where the water supply is obtained from any source other than a public water main, a covered storage tank capable of holding one day's estimated total water demand must be provided and maintained.
15. All new water supplies, repairs and improvements shall comply with current legislation, regulations and relevant British or European Standards. Work on water supplies and installations shall 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 or European Standards.

Toilets and washing facilities

16. For sites with up to 120 tents there shall be 2WCs for women, 1WC and 1 urinal for men, per 30 tents or part thereof.
17. There shall be 2 wash hand basins for women and 2 for men per 30 tents or part thereof and shall be provided with a constant supply of water sited adjacent to the toilets.
18. For sites with more than 120 tents, the provision for toilets and wash hand basins may be varied with the agreement of the Council.
19. Showers with hot and cold water or water at a suitably controlled temperature shall be provided on a scale of 2 showers for men and 2 showers for women per 60 tents.
20. Properly designed chemical closet disposal points shall be provided, with an adequate supply of water for cleaning the containers. Water supply at disposal points shall be clearly marked "Not Drinking Water".

Drainage

21. Foul drainage shall be discharged to either a public sewer, private sewer, septic tank or cesspool approved by the Council.

Maintenance of common areas

22. Every part of the site to which the public have access shall be kept in a clean and tidy condition
23. Every road, communal footpath and pavement on the site shall be maintained in a good condition; good repair and clear of rubbish.
24. Grass and vegetation shall be cut and removed at frequent and regular intervals.
25. Trees within the site shall (subject to necessary consents) be maintained.
26. Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

Supply and storage of gas

27. Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
28. 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
29. Any relevant certificates shall be provided to Durham County Council at their request.

Electrical installation

30. The site shall have an electricity network of adequate capacity to meet safely all reasonable demands of the site and the facilities and services within it.
31. The electrical network installations shall be 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.
32. Any work on electrical installations and appliances shall 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.
33. Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

Refuse storage and disposal

34. Suitable and sufficient refuse bins should be provided. These shall be non-combustible and housed within a properly constructed bin store
35. All refuse bins must have close fitting lids. A plastic sack system may be provided as an alternative but must be protected from attack by animals and birds.
36. Communal bins where provided should be emptied regularly and all refuse disposal shall be in accordance with all current legislation and regulations.

Parking

37. Car parking shall be adequate for both campers and visitors. Parking shall be located so as not to obstruct carriageways, access ways or footpaths. Vehicles should be parked separate from the tented areas but if parked within the area of the pitches they must comply with the spacing requirements above.

Recreation spaces

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

Notices and information

39. The following signs/notices must be displayed in a prominent place:-
 - a. The name of the site in a prominent position at the entrances to the site.
 - b. The current name, address and telephone number of the licence holder and manager and emergency contact details.
 - c. A plan and notice setting out action to be taken in an emergency and showing where the police, fire brigade, ambulance and local doctors can be contacted.
 - d. Where an emergency telephone is provided a notice showing its location and the grid reference of the site.
 - e. A copy of the site licence and licence conditions, or the front page of the licence and details of where the full licence conditions can be viewed and between which times.

- f. If the site has overhead electric lines, warning notices must be displayed on the supports and at the site entrance. Where appropriate, these must warn against the danger of contact between the lines and the masts of yachts or dinghies.
- g. All notices shall be suitably protected from the weather and from direct sunlight.

41. In addition the following shall be available for inspection in a prominent place:

- a. A copy of the site owner's certificate of public liability insurance.

Flooding

42. The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.

43. Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities of water that might be expected, the availability of a warning service and on what appropriate measures to take.

44. Where the site has been categorised as high risk for flooding a flood risk assessment shall be undertaken

Fire safety measures

Fire Points

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

Fire Fighting Equipment

46. Where water standpipes are provided:

- a. The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
- b. There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle.
- c. Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.

49. Where hydrants are provided, hydrants shall conform to the current British or European Standard.

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

51. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water or foam extinguishers (2 x 9 litres) which comply with the current British or European Standard.

Fire Warning

52. A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

Maintenance and Testing of Fire Fighting Equipment

53. All alarm and firefighting equipment shall 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.

54. A record shall be kept of all testing and remedial action taken.

55. All equipment susceptible to damage by frost shall be suitably protected.

Fire Notices

56. A clearly written and conspicuous notice shall 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:

- a. Ensure the caravan or site building involved is evacuated.
- b. Raise the alarm.
- c. Call the fire brigade (the nearest phone is sited at).”

57. It is in the interest of site occupiers to be familiar with the above routine and the method of operating the fire alarm and firefighting equipment.

58. The space beneath and between caravans should not be used for the storage of combustible materials.

General

59. Where there is no mobile phone reception available there shall be a telephone on site available at all times for contacting the emergency services.