

April 23rd, 2024

Notice Of Meeting

You are requested to attend the Sustainability & Environment Committee meeting to be held on Tuesday, 23rd April 2024 at 6:00 pm in Boardroom Monaghan Row.

Committee Membership 2023 - 2024

Councillor T Andrews **Chairperson**

Councillor W Clarke **Deputy Chairperson**

Councillor J Brennan

Councillor C Enright

Councillor K Feehan

Councillor D Finn

Councillor J Jackson

Councillor G Kearns

Councillor M Larkin

Councillor O Magennis

Councillor L McEvoy

Councillor K Murphy

Councillor H Reilly

Councillor D Taylor

Councillor J Truesdale

Agenda

1.0 Apologies and Chairperson's Remarks

2.0 Declarations of Interest

3.0 Action Sheet of the Sustainability and Environment Committee meeting held on 20 March 2024

[Action Sheet - 20 March 2024 inc. historic actions.pdf](#)

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Notices of Motion

4.0 Notice of Motion - Newry Market - C/063/2024

For Decision

[SE Committee Report - Notice of Motion - Markets 23.04.24.pdf](#)

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For Consideration and/or Decision

5.0 Review of Caravan Site Licence Conditions

For Decision

[SE Committee report - Caravan site licence conditions 23.04.24.pdf](#)

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[Appendix 1 - CARAVANS LICENCE - Residential NMD Mar 2019.pdf](#)

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[Appendix 2 - CARAVANS LICENCE - STATIC NMD Mar 2019.pdf](#)

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Items deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014

6.0 Christmas Illuminations 2024-2026

For Decision

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to financial or business affairs of any particular person (including Council holding that information) and the public may, by resolution, be excluded during this item of business.

[SE Committee Report - Business Case Christmas Illuminations 23.04.24.pdf](#)

Not included

[Appendix 1 Business Case for the Council Christmas Illuminations Displays across the district.pdf](#)

Not included

7.0 STA - Lubricants for Fleet Workshops

For Decision

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to financial or business affairs of any particular person (including Council holding that information) and the public may, by resolution, be excluded during this item of business.


 **SE Committee report - STA fleet lubricants 23.04.24.pdf**

Not included

8.0 District Council Collaborative Waste Management Resource

For Decision

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to financial or business affairs of any particular person (including Council holding that information) and the public may, by resolution, be excluded during this item of business.


 **SE Committee Report - District Council collaborative waste management resource 23.04.24.pdf**

Not included

9.0 STA - Waste Management

For Decision

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to financial or business affairs of any particular person (including Council holding that information) and the public may, by resolution, be excluded during this item of business.

 **SE Committee Report - STA Extension 23.04.24.pdf**

Not included

10.0 Occasional Hire of Hook Lift Vehicle and Driver

For Decision

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to financial or business affairs of any particular person (including Council holding that information) and the public may, by resolution, be excluded during this item of business.

This item has been deferred to a future Committee date.

For Noting

11.0 Consultation on Rethinking Resources – Climate Action

For Information

A verbal update will be provided by Officers.

Invitees

- Cllr Terry Andrews
- Cllr Callum Bowsie
- Fionnuala Branagh
- Cllr Jim Brennan
- Cllr Pete Byrne
- Cllr Philip Campbell
- Cllr William Clarke
- Cllr Laura Devlin
- Ms Louise Dillon
- Cllr Cadogan Enright
- Cllr Killian Feehan
- Cllr Doire Finn
- Cllr Aoife Finnegan
- Ms Joanne Fleming
- Cllr Conor Galbraith
- Cllr Mark Gibbons
- Cllr Oonagh Hanlon
- Cllr Glyn Hanna
- Cllr Valerie Harte
- Cllr Roisin Howell
- Cllr Tiarna Howie
- Ms Catherine Hughes
- Cllr Jonathan Jackson
- Cllr Geraldine Kearns
- Miss Veronica Keegan
- Mrs Josephine Kelly
- Mrs Sheila Kieran
- Cllr Cathal King
- Cllr Mickey Larkin
- Cllr David Lee-Surginor
- Cllr Alan Lewis
- Cllr Oonagh Magennis
- Mr Conor Mallon
- Aidan Mallon
- Cllr Aidan Mathers
- Cllr Declan McAteer
- Cllr Leeanne McEvoy
- Cllr Andrew McMurray
- Cllr Declan Murphy
- Sinead Murphy
- Cllr Kate Murphy
- Cllr Selina Murphy

Cllr Siobhan O'Hare
.....
Mr Andy Patterson
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Cllr Áine Quinn
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Cllr Henry Reilly
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Cllr Michael Rice
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Cllr Michael Ruane
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Cllr Gareth Sharvin
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Donna Starkey
.....
Sarah Taggart
.....
Cllr David Taylor
.....
Cllr Jarlath Tinnelly
.....
Cllr Jill Truesdale
.....
Mrs Marie Ward
.....

SUSTAINABILITY AND ENVIRONMENT SERVICES COMMITTEE**HISTORIC ACTIONS TRACKING SHEET**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 26 JANUARY 2022					
NS/004/2022	Trade Waste and Caravan Refuse Collection Services	<p>Agreed to approve the report and recommendations:-</p> <p>1. Alternate Weekly Commercial Waste Collection Service</p> <p>Commercial refuse customers (shops and businesses) to be contacted and advised of the proposed move to an alternate weekly collection cycle of residual and dry recyclable waste, where this is achievable.</p> <p>Commercial customers, (not including Caravan Operators) to be provided with appropriate bins to facilitate this change, so there is no cost burden to customers as a result of this change.</p>	S Murphy	In progress	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2022					

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/052/2022	Compost Week 2022	Note and approve the additional activities in 2.2 to highlight and promote the importance of recycling food waste. Note and approve the launch of an application process, with set criteria, to establish demand for deploying brown bins to residents of high rise buildings who were not previously provided with these.	S Murphy	In progress	N
NS/057/2022	Various issues concerning the Events Space Kilkeel	Note the contents of the report. Approve the Officers recommendation that the legal position of the Council regarding its maintenance of the events space, Kilkeel, is reviewed with a separate report to be provided to the Council once this has been considered further.	K Scullion	In progress	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 22 JUNE 2022					
NS/091/2022	Enforcement Improvement Plan Update	Agreed to note the content of this update report and to agree review of key actions from the Enforcement Improvement Plan to be incorporated into a timebound programme of work for 2022/23 and annually thereafter. Test case footpaths – small footpath leading to WIN – officers to examine this area for dog fouling.	S Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 18 OCTOBER 2022					
SE/143/2022	Notice of Motion – revenue from EV Charging Infrastructure	Agreed to endorse the recommendation made at the Strategic Finance Working Group Meeting of 16 June 2022 as set out in Section 2.2 of the report and that officers consider the most appropriate way forward in relation to identifying appropriate spaces that may be suitable for the proposal as outlined in the Notice of Motion.	A Cassells	In progress	N
SUSTAINABILITY AND ENVIRONMENT COMMITTEE TUESDAY 22 FEBRUARY 2023					
SE/016/2023	Economic Appraisal for the appointment of a Metal Fabrication and Repair Contractor	Agreed to note the content of the report and associated Economic Appraisal and accept the conclusion of the Economic Appraisal that Option 4 be chosen as the preferred option. Option 4 would see the appointment, through a tender process, of a contractor to provide metal fabrication and repair services. In addition to this an independent Metallurgical and Mechanical Engineering Consultancy Service would be appointed to provide advice to Council Officers on the	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		procurement and management of this service.			
SE/018/2023	Business Case for the appointment of a contractor to undertake Legionella Control Measures on behalf of the Council	Agreed to:- <ul style="list-style-type: none"> Note the content of the report. Accept the conclusion of the Business Case that Option 3 be chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to undertake a number of duties under the Council's Legionella Management Plan for a three-year period. 	K Scullion	In Progress	N
SE/019/2023	Business Case for the appointment of a contractor to undertake asbestos control measures on behalf of the Council	Agreed to:- <ul style="list-style-type: none"> To note the content of the report. Accept the conclusion of the Business Case that Option 3 be chosen as the preferred option to the appointment, through a tender process, of a competent contractor to undertake a number of duties under the Council's Asbestos Management Plan for a three-year period. 	K Scullion	In Progress	N
SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 22 MARCH 2023					
SE/035/2023	Removal of Bring Bank sites	Agreed to approve the removal of bottle bank "Bring Back" provision at caravan sites as listed in Appendix 1.	S Murphy	In progress	N

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 17 OCTOBER 2023					
SE/105/2023	Notice of Motion – Clean Indoor Air	It was agreed to adopt the Notice of Motion subject to including that before proceeding with any works, that officers obtain costings for air filtration systems in Downshire Civic Centre and the new civic centre in Newry and report same back to the Sustainable and Environment Committee for consideration in due course.	A Cassells	In Progress	N
SE/107/2023	Notice of Motion – Animal Welfare	It was agreed to remove the final sentence of the notice of motion. It was agreed to defer a decision on the Notice of Motion until the outcome of the legal process was known.	A Cassells	In Progress	N
SE/114/2023	Procurement of Deep Cleansing Services	It was agreed to procure Deep Cleansing Services as outlined in appendix 1 of the officer's report.	S Murphy	In Progress	N
SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 22 NOVEMBER 2023					
SE/125/2023	Report on Notice of Motion in relation to Livestock worrying	It was agreed that a meeting be organised with relevant partners to discuss a way forward to produce a publicity campaign highlighting the importance of ensuring dogs are kept under control in the Mourne Mountains	A Cassells	In Progress	N
SE/126/2023	Consultation response on creating a smokefree generation and tackling young vaping	It was agreed to approve the consultation response to the UK Government and devolved administrations consultation on creating a smokefree generation and tackling youth vaping in Appendix 1	S Murphy	In Progress	N

SE/128/2023	Upgrade to Town Centre CCTV and Council Facilities CCTV	It was agreed that members note the content of the report, and a business case be developed and brought to the committee with a number of options for a way forward for the proposed development of a new suite of digital CCTV systems for the Council's facilities	G Kane	In Progress	N
SE/129/2023	Summer Pitch Maintenance 2024-2026	The committee agreed to endorse the key pitch work principles and the commencement of the tender process for maintenance works as outlined in Section 2 of the report	A Mallon	In Progress	N
SE/135/2023	NFLA Membership	It was agreed to retain membership of the NFLA and to pay the current 2023/24 membership fees as outlined within the officer's report. It was also agreed to seek representation on the NFLA Steering Committee via Party Leaders and that as part of the Council's membership we look at the possibility of hosting an event.	A Cassells	In Progress	N
SE/137/2023	Business case for the purchase of Forklift Truck	It was agreed to approve the business case for the purchase of a replacement forklift truck	S Murphy	In Progress	N
SE/141/2023	Sustainable Food Places Bridging the Gap Funding Application	It was agreed to note the recent support for the "Bridging the Gap" funding application. Committee would be advised on the outcome of the application at the earliest opportunity	A Cassells	In Progress	N
SE/142/2023	Biodiversity Strategy	It was agreed to note the draft Biodiversity Strategy and Action Plan, along with the attached consultation questions, and the proposed public consultation. Members to provide any	A Cassells	In Progress	N

		further feedback through NMD Speak Service or besustainable@nmandd.org			
SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 20 DECEMBER 2023					
<u>ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014</u>					
SE/147/2023	Business case for renewal of service contract for supply of Wood Pellets to Greenbank Council Depot, Newry.	It was agreed to note the contents of the report and to approve the business case for the supply of wood pellets for the Greenbank Depot biomass boiler for a 5-year period.	G Kane	In Progress	N
SE/148/2023	Review of Public Convenience opening/closing times	It was agreed to note the contents of the report and approve the opening/closing times contained within Appendix 1 of the officer's report, based on the review of the cleansing review and liaison with Council's HR department to ensure consideration of aspects contained within point 2.4 of the officer's report.	G Kane	In Progress	N
SE/149/2023	Tender for supply of Summer & Winter bedding plants for public spaces 2024 - 2026	It was agreed to endorse the themes as contained in the officer's report and commence the procurement for supply of bedding plants as outlined in Section 2 of the officer's report.	A Mallon	Complete	Y
<u>FOR NOTING – These items are deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014</u>					
SE/154/2023	Update on rebranding/ redevelopment of Newry Market	It was agreed to note the contents of the report.	G Kane	In Progress	N

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 24 JANUARY 2024					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/004/2024	Report on Notice of Motion – Flood Defences	The following was agreed: <ul style="list-style-type: none"> - Further investigate the possibility of a Shared Island application to assist with flood defences - Write to DFI Rivers and request a river maintenance schedule. - Seel legal advice to clarify if a meeting with DFI Rivers and the Drainage & Flooding Council would compromise the ongoing independent review of the recent flooding in the district. 	A Cassells	In Progress	N
SE/005/2024	Report on Notice of Motion – Flood Preparedness	The following was agreed: <ul style="list-style-type: none"> - Liaise with local DEA forums to discuss and plan the set-up of Community Resilience Groups - Investigate the facilitation of sandbag availability and management through these Community Resilience Groups - Look into sharing information the website from the Regional Community Resilience Group 	A Cassells	In Progress	N
SE/006/2024	Business Case for firefighting equipment contract	It was agreed to note the content of the report and associated business case, and to accept the conclusion of the attached Business Case	C Sage	In Progress	N

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 21 FEBRUARY 2024					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/018/2024	Report on Notice of Motion – Climate Change	<p>It was agreed that this Council acknowledges the work done to date to help address the climate emergency; reaffirms previous motions regarding the degenerating global situation; and again, reiterates that the crisis is the biggest threat posed to our constituents, our district, and our planet.</p> <p>Further acknowledges, however, that recent data collated by Climate Emergency UK ranks NMDDC 8th out of the 11 Councils within NI; and thus, pledges to include ambitious targets in the forthcoming Sustainability and Climate Strategies and Action Plans to expedite implementation</p>	A Cassells		N
		<p>It was also agreed that a benchmark report would be brought back to Committee regarding Council actions and progress to mitigating climate change impact.</p>	A Cassells		N
SE/021/2024	Home to Hospital Schemes	<p>It was agreed to approve the continued funding for the Mourne and Slieve Gullion Home to Hospital Volunteer driver schemes from 1 April 2024.</p>	S Murphy	In progress	N

		It was also agreed that Council seek Expressions of Interest from suitable Community/Voluntary sector organisations to administer the schemes, subject to funding being identified	S Murphy	In Progress	N
SE/023/2024	Waste and Environmental Health Charges 2024/25	It was agreed to approve the proposed Waste Management Services Scale of Charges 2024/25 It was also agreed to approve the Ship Sanitation Inspection Charges in section 2.2 of the Officer's Report	S Murphy	In progress	N
SE/024/2024	Revision of Facilities Management Charges for financial year 2024/25	It was agreed to adopt the Facilities Management Charges for the financial year 2024/25	C Sage	Approved	Y
SE/025/2024	Business Case for Minor Construction Works	It was to accept the conclusion of the Business Case to proceed with option 3 to appoint 2 minor construction works contractor to complete minor works across the Council for 3-year period. To be procured through tender or use of a suitable Framework	C Sage	In Progress	N
SE/026/2024	Business Case for upgrade to fuel pumps and vehicle wash at Greenbank depot	It was agreed to approve the recommendations contained within the business case.	C Sage	In Progress	N
SE/028/2024	STA for additional repairs to Christmas Illuminations	It was agreed to approve a second STA to cover all outstanding costs associated with Christmas Illuminations 2023	C Sage	In Progress	N
SE/029/2024	Recycling of Paper at Household Recycling Centres	It was agreed that Council avail of the Bring Bank Servicing Contract – Lot 3: Mixed paper via arc21 at Downpatrick, Newry, Warrenpoint, Kilkeel, Camlough, Crossmaglen and Newtownhamilton HRCs from 1 April 2024.	S Murphy	In Progress	N

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 20 MARCH 2024					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/035/2024	Action Sheet of meeting held 21.02.2024	It was agreed to note the action sheet	A Cassells S Murphy	Noted	Y
SE/036/2024	Former landfill site review – Aughnagun and Drumanakelly	It was agreed that officers develop a Business Case for the installation of Solar Panels at the former landfill site Aughnagun for further consideration. It was agreed that Council further explore the benefits of installing reed beds at both sites in order to make the sites self-sustaining in terms of the management of the leachate generated on site	A Cassells S Murphy A Cassells S Murphy	In progress	N
SE/037/2024	Business Case for Mini-Tractor at Castlewellan Forest Park	It was agreed to note the contents of the report and associated business case, and to accept the conclusion of the business case to proceed with the procurement of effective replacement machinery.	C Sage	In Progress	N
SE/038/2024	Waste Processing STAs	It was agreed to approve the STAs as outlined in the Officer's Report	S Murphy	Approved	Y
SE/039/2024	Newcastle Harbour – allocation of mooring licenses	It was agreed to note the allocation of moorings at Newcastle Harbour for a 3-year period from March 2024	C Sage	Approved	Y
SE/040/2024	Electric forklifts	It was agreed to note that in line with Council's Climate Change Emergency Declaration and environmental objectives, Council officers will progress with the procurement of a battery powered forklift truck.	C Sage	In Progress	N

SE/041/2024	ARC21 Joint Committee Members Bulletin 29.02.2024 and in committee minutes of 25.01.2024	It was agreed to note the documents	A Cassells S Murphy	Noted	Y
SE/042/2024	ARC21 joint committee minutes of 25.01.2024	It was agreed to note the minutes	A Cassells S Murphy	Noted	Y

Report to:	Sustainability and Environment Committee
Date of Meeting:	23 April 2024
Subject:	Notice of Motion: Newry Market
Reporting Officer (Including Job Title):	Sinead Murphy, Director: Sustainability and Environment
Contact Officer (Including Job Title):	Gail Kane: Head of Facilities Management

For decision	X	For noting only																			
1.0			Purpose and Background																		
1.1			The purpose of this report is to facilitate discussion on the Notice of Motion received from Councillor Finn as deferred from the Council Meeting of 4 March 2024, in accordance with standing order 16.1.16, concerning Newry Market.																		
1.2			<p>The following Notice of Motion (C/063/2024) was received from Councillor Finn:</p> <p>"Newry Mourne and Down District Council embraces the historic importance of Newry as a market town and acknowledges with concern lower than expected attendance to our local market. NMDDC commits to revitalising the market through engagement with traders, the business community and other potential stakeholders. Council officers will reach out to local councils with successful markets such as Belfast and Galway, and explore additional uses to encourage footfall, including with our arts and community groups."</p> <p>The motion was seconded by Councillor Feehan.</p>																		
2.0			Key Issues																		
2.1			<p>From 2015/2016 financial year there has been a steady decline in the overall yearly income figures to Newry Market. See yearly income details below: -</p> <table border="1"> <tbody> <tr> <td>2015/16</td> <td>£66063</td> </tr> <tr> <td>2016/17</td> <td>£61622</td> </tr> <tr> <td>2017/18</td> <td>£62118</td> </tr> <tr> <td>2018/19</td> <td>£57868</td> </tr> <tr> <td>2019/20</td> <td>£52738</td> </tr> <tr> <td>2020/21</td> <td>£15918 (Covid)</td> </tr> <tr> <td>2021/22</td> <td>£35443 (Covid)</td> </tr> <tr> <td>2022/23</td> <td>£39804 (Covid)</td> </tr> <tr> <td>2023/24</td> <td>£41629</td> </tr> </tbody> </table>	2015/16	£66063	2016/17	£61622	2017/18	£62118	2018/19	£57868	2019/20	£52738	2020/21	£15918 (Covid)	2021/22	£35443 (Covid)	2022/23	£39804 (Covid)	2023/24	£41629
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2.2			<p>Officers have over the past year been working on ways to increase both footfall into the Market together with increase the number of Traders. The following details the work already taken place and in progress: -</p> <p>a. <u>Expressions of Interest - Revitalisation of Newry Market</u> Expression of Interests were sought from external organisations requesting applications from those looking to assist the Council in the revitalisation of Newry</p>																		

	<p>Market. One application was received despite an extensive social media campaign on Council's social media sites. This application is under review.</p> <p>b. <u>Newry Artisan Market</u> Liaison with Council's ERT Department responsible for Newry Artisan Market. A collaboration is underway with the Traders of Newry Artisan Market for it to be incorporated into Newry Variety Markets Saturday Market from May onwards. Council Officers are in the process of liaising with Newry Artisan Traders in relation to this proposal.</p> <p>c. <u>Marketing Campaign</u> Council Officers are also liaising with Council's Marketing Department to undertake a Marketing Campaign to encourage both Traders and customers back to the Market. This is being done in conjunction with the Chairperson who will be promoting it as part of a Press Release.</p> <p>Current Traders have also been met with and given the opportunity to be involved in the forthcoming marketing campaign.</p>
3.0	Recommendations
	<p>Members are asked to approve:</p> <ul style="list-style-type: none"> Continued commitment by Officers to revitalise the market through engagement with traders, the business community and other potential stakeholders; and Officers to reach out to other local councils with successful markets and explore additional uses to encourage footfall, including with arts and community groups
4.0	Resource implications
4.1	Overspend on Newry Market's revenue budget of £2600 to undertake the marketing campaign discussed in Section 2.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p><i>n/a</i> <input type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>

5.3	<p>Proposal initiating consultation</p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p>
<i>Rationale: n/a</i>	
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following: Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
None	
8.0	Background Documents
None	

Report to:	Sustainability and Environment Committee
Date of Meeting:	23 April 2024
Subject:	Review of Caravan Site License Conditions
Reporting Officer (Including Job Title):	Sinead Murphy, Director: Sustainability & Environment
Contact Officer (Including Job Title):	Sinead Trainor, Head of Environmental Health (Commercial)

For decision	X	For noting only	
1.0			Purpose and Background
1.1			The purpose of this report is to seek Member approval for the Environmental Health Section to complete a review of the Council's Caravan Site licence conditions for Residential Caravan sites and for Holiday and Touring Caravan sites.
1.2			The current Residential and Holiday Caravan Sites License Conditions were agreed by Council in March 2019 and adopted for licensed sites across the District from 1 April 2019, as outlined in Appendix 1 and 2.
2.0			Key Issues
2.1			<p>The proposed review of the Caravan site license conditions will include:</p> <ul style="list-style-type: none"> • The caravan site opening period, • The total number of caravans and motor caravans on site, and • The refuse and recycling arrangements. <p>There will be a consultation process with Caravan site owners as part of the review. Any proposed changes to the caravan site licence conditions will be brought to S&E Committee for approval prior to implementation on the caravan sites across the District.</p>
3.0			Recommendations
			<p>Members are asked to approve:</p> <ul style="list-style-type: none"> • A review of the Council's Caravan Site licence conditions for Residential Caravan sites and for Holiday and Touring Caravan sites.
4.0			Resource implications
4.1			There are no additional resource implications associated with this report except officer time.
5.0			Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1			<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i> n/a</p>



5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p> <p><i>n/a</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p>Appendices</p>
	<p>Appendix 1 – Residential Caravan Site License Conditions Appendix 2 – Static Holiday and Touring Caravan Site License Conditions</p>
8.0	<p>Background Documents</p>
	<p>None</p>

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

CARAVANS ACT (NORTHERN IRELAND) 1963

RESIDENTIAL CARAVAN SITES

LICENCE NO ...

Newry, Mourne and Down District Council hereby licences as a Caravan Site, subject to the following conditions,

the premises:.....

.....

.....

Containing:..... Hectares

occupied by:.....

DATED

.....
Clerk and Chief Executive

LICENCE CONDITIONS

1. SITE BOUNDARIES

The boundaries of the site shall be clearly discernible on the ground either by reference to natural features or by indication posts, fencing, walls, hedges, etc.

2. SITE PLAN

A plan of the site layout shall be given by the site owner to the District Council showing the following:-

- (a) Each caravan stand shall be indicated clearly by a number which shall not be altered without informing the District Council.
- (b) The position of fire fighting equipment, electrical intake, sewers etc.

Any changes made to the site layout shall be notified to the District Council and an updated plan provided.

3. The total number of caravans and motor caravans on this site shall not exceed (*insert number*) at any time.

4. In the case of new sites or extensions to existing sites, the bringing of additional caravans and motor caravans onto the site for the purpose of human habitation is prohibited until the Council has notified, in writing, and are satisfied that all license conditions have been met.

5. DENSITY AND SPACE BETWEEN CARAVANS AND MOTOR CARAVANS

- (a) The overall gross density shall be consistent with safety standards, health and amenity requirements. The minimum spacing distance between any two caravans should not be less than six meters. The gross density shall not exceed 50 caravans and motor caravans to the hectare, calculated on the basis of the usable area (ie excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans and motor caravans) rather than the total site area.

- (b) No caravan or motor caravan should be sited within 3 metres of the site boundary*. The distance from any part of a caravan/structure to any part of a road within the site should not be less than 2 metres. Subject to the following variations in Table 1

Criteria	Permanent Residential Caravan Site*	Holiday Caravan Site	Touring Caravan Site
Minimum separation distance between caravans	6m	5m if aluminium or other material with similar fire performance 6m if plywood or similar, or mixture of permanent residential and holiday caravans	6m
Maximum distance from fire appliance access road	50m	50m	50m
Minimum clear space where there are ramps for the disabled, verandas or stairs	4.5m	3.5m 4.5m if mixture of permanent residential and holiday caravans	4.5m where applicable
Minimum clear space between caravans at corners	3.5m	3.5m	3.5m
Minimum clear space between occupancies from combustibles	3m	3m	3m
Density	50 caravans per hectare	60 caravans per hectare	75 touring caravans or motorhomes per hectare

Table 1 Criteria Specific to Site Type

*Criteria can be reduced if a suitable and sufficient Fire Risk Assessment (Point 19) outlines reasons for the reduction.

- (c) The point of measurement of porches, awnings, etc. is the exterior cladding of the caravan or motor caravan excluding the draw bar. Porches may protrude 1 metre into the 6 metre space and shall be of the open type and be more than 2m wide along the unit.
- (d) Where awnings are used, the distance between any part of the awning and an adjoining caravan or motor caravan shall not be less than 3 metres. They

shall not be of the type which incorporates sleeping accommodation and they shall not face each other or touch. A non-combustible awning will deflect flames and shall not be permitted. A combustible awning will burn through and allow heat to dissipate.

- (e) 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.
- (f) Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 4.5 metres clear space between them mixture of and such items shall not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, shall not intrude into the 6 metre space.
- (g) Private cars, jet skis and motor boats may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan. Where the 3m space separation cannot be achieved parking should not be permitted within the separation distance.
- (h) Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors.
- (i) Fences and hedges forming the boundary between caravans, are permitted provided they are no higher than 1m. The fence should be of a picket fence type. A higher fence is permitted if made from a non-combustible material.
- (j) A garage, shed or covered storage space shall only be permitted within the separation distance if it is of 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 fire. Windows in structures within the separation distance should not face towards the units on either side.
- (k) Carports or a covered walkway should in no circumstances be allowed within the 6m space.

6. No static caravan shall be brought on to the site unless it:-
 - (a) is of proprietary or similar type specifically designed and constructed for human habitation and all caravans brought onto the site shall comply with BS 6764 superseded by BSEN 1647 or BS 4626 superseded by BSEN 1645-1(as amended) with the exception of specifications relating to materials used in their construction or subsequent modifications thereof;
 - (b) is provided with adequate means of permanent ventilation
 - (c) complies with British Standard on flueing, BS 5440: Part 1 (as amended) with regards caravan gas multi-point water heaters where the said caravan has been sold or supplied by the site operator;
 - (d) has windows of sufficient area to give a satisfactory standard of natural lighting, and
7. No caravan or motor caravan shall be stationed on the site unless it is weatherproof, dry, clean and maintained internally and externally in a good state of repair.
8. No caravan or motor caravan stationed on the site shall be used for sleeping accommodation by a greater number of persons at any one time than the number which it can reasonably be regarded as having been designed to accommodate.
9. No instrument or apparatus for amplifying sound shall be used on the site unless approved by the District Council.
10. No musical instruments, radios, tape recorders, petrol engine generators or any noisy equipment shall be permitted between the hours of 11.00 pm and 7.00 am.
11. The site shall be maintained in a clean and tidy condition at all times.
12. Trees and bushes of suitable habit shall be planted as required by the Department of the Environment, Planning Division. Existing vegetation shall be trimmed back so as to minimise fire risks and all such vegetation shall be clearly indicated on the site plan. No further planting shall be carried out in circumstances where it is liable to give rise to a fire risk or impede the spacing around the caravan.
13. **WATER SUPPLY**
 - (a) All sites shall be provided with an adequate and wholesome water supply in accordance with any statutory quality standards.

- (b) Every caravan or motor caravan not provided with a piped water supply shall have an adequate piped supply which shall be available at standpipes within 45 metres of the caravan or motor caravan. Standpipes to be provided at the rate of one to every 75 caravans and motor caravans.

14. DRAINAGE, SANITATION AND WASHING FACILITIES

- (a) Satisfactory provision shall be made for foul drainage, either by connection to a public sewer or sewerage treatment works or by discharge to a properly constructed septic tank consented by the Department of the Environment.
- (b) Properly designed disposal points for the contents of chemical closets shall be provided, with adequate supplies of water, for cleaning the containers.
- (c) For caravans and motor caravans without their own water supply, water closets and shower/bath clean and properly maintained communal toilet blocks shall be provided, with adequate supplies of water on at least the scales in Table 2. Adequate supplies of toilet tissue shall be maintained at all WC's.

Gents	Ladies
1 urinal per 30 pitches	N/A
1 Toilet per 30 pitches	2 Toilet per 30 pitches
2 basins per 30 pitches	2 basins per 30 pitches
1 bath/shower per 25 pitches	1 bath/shower per 25 pitches

Table 2

- (d) Each wash basin shall be provided with adequate supplies of hot and cold water, soap and hand drying facilities.
- (e) Provision shall be made for the hygienic disposal of sanitary materials.
- (f) Where laundry facilities are not available at least one deep sink with adequate supplies of hot and cold water shall be provided.
- (g) Toilet blocks shall be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.
- (h) All toilet blocks shall be maintained in a clean and sanitary condition.
- (i) All toilet blocks shall be provided with a satisfactory form of artificial lighting during the hours of darkness.

15. DISABLED PERSONS

- (a) Site operators shall, at all times, have regard to the requirements of the Disability Discrimination Act and any regulations made thereunder.
- (b) Particular consideration shall be given to the needs of disabled people in the provision of access to common buildings and toilet/shower facilities. A free guide is available to assist titled 'Fire Safety Law - The Evacuation of Disabled People from Buildings.' which is available through the NIFRS website www.nifrs.org .

16. ROADS, GATEWAYS AND FOOTPATHS

- (a) Every site shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner and to this end traffic routes and roadways shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.
- (b) The surface and gradients of roads and footpaths on the site shall take account of the requirements of disabled people.
- (c) Roads and footpaths shall be designed to provide adequate access for fire appliances. Roads of suitable material shall be provided so that no caravan or motor caravan standing is more than 50 metres from a road. Where the approach to the standing is across ground that may become difficult or dangerous to negotiate in wet weather, the standing shall be connected to a carriageway by a footpath with a hard surface. Roads shall not be less than 3.7 metres wide, or, if they form part of a clearly marked one-way traffic system, 3 meters wide. Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths shall not be less than 0.75 metres wide. Roads shall have no overhead cable less than 4.5 metres above the ground. Roads and footpaths shall be suitably lit taking into account the needs and characteristics of a particular site. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.
- (d) The layout of roads, gateways and footpaths shall be in accordance with an approved plan, and any proposed material change to same shall be notified to the District Council.

Note: Detailed guidance on turning circles etc. is available from the Fire Authority for Northern Ireland.

17. HARD STANDINGS

Where possible, every caravan or motor caravan shall stand on a hard standing of suitable material, such as concrete which shall extend over the

whole area occupied by the caravan or motor caravan placed upon it and shall project a sufficient distance outwards from the entrance or entrances of the caravan or motor caravan to enable occupants to enter and leave safely.

18. FIRE SAFETY RISK ASSESSMENTS

Where the legislation applies, and before a site is occupied, a full fire safety risk assessment should be completed in accordance with Article 25 and 26 of The Fire and Rescue Services (Northern Ireland) Order 2006. This should form the foundation of all fire safety measures and should be carried out by a competent person with sufficient technical knowledge.

All other relevant premises, such as buildings and permanent structures within the site, should be subject to an individual fire safety risk assessment. These premises may fall under different uses, for example, offices and shops, places of assembly, or premises providing sleeping accommodation.

The NIFRS website www.nifrs.org contains a range of helpful advice on fire safety and includes links to technical guides for each of the different types of premises.

19. FIRE FIGHTING

(a) Fire Points

A fire point should be established so that no caravan or site building is more than 30m from a fire point.

Each fire point should:

- be clearly visible;
- be easily accessible;
- consist of a weather-proof structure;
- contain two 9 litre water fire extinguishers;
- be clearly marked 'FIRE POINT';
- include a fire notice; and
- include a means of raising the alarm.

A means of raising the alarm in the event of a fire should be provided at each fire point. This could be a battery or mains powered alarm or a manually operated sounder, such as metal triangle with a striker, gong or siren.

(b) Water Supplies for Firefighting

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. Fire hydrants should be clearly marked with a suitable 'H' in accordance with BS 3251 and conform to BS 750.

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.

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 30m and conform to BS 5306.

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

(c) Fire Warning

On permanent residential and holiday caravan sites, the site operator should assess if an emergency telephone for calling the emergency services is required. This would only be required if mobile phone reception is poor.

If required, the telephone should be immediately accessible and a notice by the telephone should include the name, address and postcode of the site.

On touring caravan sites, site owners shall provide details of the nearest available telephone for contacting the emergency services on the fire notice.

(d) Fire Notices

A fire notice should be provided and maintained at each fire point to indicate the action to be taken in case of fire and if the mobile phone signal is poor the location of the nearest telephone.

Notices should comply with BS 5499-2 - Fire safety signs, notices and graphic symbols.

Suggested text is provided in Appendix 1.

(e) Maintenance

Fire alarms and fire fighting equipment should be installed, tested and maintained by a competent person on a regular basis.

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

(f) Log Book

A fire precautions log book must be maintained to hold the fire risk assessments for the site and record the testing and maintenance of:

- the automatic fire alarm;
- any provision for emergency lighting;
- any first aid fire fighting equipment;
- any fire drills; and
- fixed electrical installations and portable appliances.

(g) Fire Hazards

Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans and motor caravans, buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of caravans and motor caravans.

The space beneath and between caravans and motor caravans shall not be used for the storage or combustible materials.

20. TELEPHONES

If mobile telephone network provision is not reliable an immediately accessible landline telephone or mobile telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

21. STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

LPG storage supplied from tanks or cylinders must comply and be maintained in accordance with industry standards.

A registered Gas Safe Engineer should be employed for any installation or maintenance.

Key principles include:

- Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.
- LPG cylinders should be located outside. Where this is impracticable, for example, where an internal housing is fitted, cylinders should be accessible from outside.
- Cylinders should be positioned on a level hard standing. To prevent toppling, cylinders should be chained to secure them in a stable position or alternatively stored in suitable housing.

- The housing must be fire resistant to at least 20 minutes and be on level hard standing.
- Ventilation of the housing at high and low level, directly to the outside, should be provided.
- A notice, or the symbol, for a gas container locker should be permanently fixed to the outside of the housing indicating the presence of gas cylinders.
- Pipe work should be in copper or steel tube with compatible fittings.
- Where flexible tubing is necessary, it should comply with the requirements of BS 3212 with integral threaded metallic ends and must be replaced every 5 years.
- In addition to the main control valve at the cylinder, every appliance and gas-burning fitting should be provided with a shut-off tap.
- Signage should be displayed beside the regulator to indicate how to turn off the gas supply at the cylinders in an emergency situation.

A portable self-contained LPG space-heating appliance may be permitted within a caravan providing:

- the appliance meets the requirements of BS 3879.
- the appliance is maintained in accordance with the manufacturer's instructions; and
- wherever practicable, gas cylinders are changed outside.

22. ELECTRICAL INSTALLATIONS

- (a) Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans and motor caravans situated on them.
- (b) Any electrical installations, which are not NIE works and circuits shall be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical installations for the time being in force.
- (c) A competent registered electrician should be employed to carry out any electrical work, in accordance with BS 7671:2008 - Requirements for electrical installations. (The IEE Wiring Regulations 17th Edition).
- (d) An effective programme of planned preventative maintenance for all fixed electrical installations (and any portable appliances where appropriate) in accordance with wiring regulations, should be implemented for the site and the results recorded within the log book.
- (e) The Licensee shall, within one month of such an inspection, obtain an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed, supplemented or

replaced by subsequent certificates, with the site licence. A copy of the inspection certificate shall be available for inspection by the District Council.

- (f) The cost of the inspection and report shall be met by the site operator or licence holder.
- (g) If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.
- (h) If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

23. REFUSE DISPOSAL

- (a) Provide an adequate number of suitable non-combustible refuse bins with close-fitting lids housed within a properly constructed bin store with a facility to enable it to be hosed down with clean water.
- (b) Arrangements shall be made for the regular removal of refuse from the caravan site by the District Council or other approved waste collector.

24. RECREATION SPACE

Space equivalent to at least one-tenth of the total area shall be allocated for children's games and/or other recreational purposes immediately adjacent to the site provided it is not separated from the site by a public road and is either owned by or under the control of the site operator or is provided as readily accessible public recreational facilities.

25. NOTICES

- (a) A suitable sign shall be prominently displayed at the site entrance indicating the name of the site, and the name and telephone number of the site operator or license holder.
- (b) A copy of the site licence with its conditions and the current electrical installation inspection certificate shall be displayed prominently on the site.
- (c) Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They shall show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of

first-aid provision and of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.

(d) All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

26. Domestic pets shall not be allowed to roam at will and must be kept under control by means of a leash or other suitable means and shall not be allowed to trespass or cause annoyance in any way.

27. All equipment and facilities provided shall at all times be maintained in a proper state of repair and in satisfactory working order.

28. INSPECTION

Power of entry to inspect with regard to site licence conditions shall be as contained within the principal legislation.

Appendix 1 – Suggested Text for Fire Notice**FIRE ACTION****On discovering a fire –**

- (a) Ensure the caravan or site building involved is evacuated.**
- (b) Raise the alarm.**
- (c) Call the Fire & Rescue Service on 999 providing:**

Site Name: _____**Site Address:** _____**Site Postcode:** _____

- (d) The nearest telephone is available at:** _____

- (e) If safe to do so, fight the fire using the equipment provided.**

All occupiers of this site should be familiar with this notice.

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

CARAVANS ACT (NORTHERN IRELAND) 1963

STATIC HOLIDAY AND TOURING CARAVAN SITES

LICENCE NO ...

Newry, Mourne and Down District Council hereby licences as a Caravan Site, subject to the following conditions,

the premises:.....

Containing:..... Hectares

occupied by:.....

DATED

.....
Clerk and Chief Executive

LICENCE CONDITIONS

1. SITE BOUNDARIES

The boundaries of the site shall be clearly discernible on the ground either by reference to natural features or by indication posts, fencing, walls, hedges, etc.

2. The site shall not be used as a caravan site during January or February, except at weekends.

3. SITE PLAN

A plan of the site layout shall be given by the site owner to the District Council showing the following:-

- (a) Each caravan stand shall be indicated clearly by a number which shall not be altered without informing the District Council.
- (b) The position of fire fighting equipment, electrical intake, sewers etc.

Any changes made to the site layout shall be notified to the District Council and an updated plan provided.

4. The total number of caravans and motor caravans on this site shall not exceed (*insert number*) at any time.
5. In the case of new sites or extensions to existing sites, the bringing of additional caravans and motor caravans onto the site for the purpose of human habitation is prohibited until the Council has notified, in writing, and are satisfied that all license conditions have been met.

6. DENSITY AND SPACE BETWEEN CARAVANS AND MOTOR CARAVANS

- (a) The overall gross density shall be consistent with safety standards, health and amenity requirements. The minimum spacing distance between any two caravans should not be less than five meters. The gross density shall not exceed 60 caravans and motor caravans to the hectare, calculated on the basis of the usable area (ie excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans and motor caravans) rather than the total site area.

- (b) No caravan or motor caravan should be sited within 3 metres of the site boundary*. The distance from any part of a caravan/structure to any part of a road within the site should not be less than 2 metres. Subject to the following variations in Table 1

Criteria	Permanent Residential Caravan Site*	Holiday Caravan Site	Touring Caravan Site
Minimum separation distance between caravans	6m	5m if aluminium or other material with similar fire performance 6m if plywood or similar, or mixture of permanent residential and holiday caravans	6m
Maximum distance from fire appliance access road	50m	50m	50m
Minimum clear space where there are ramps for the disabled, verandas or stairs	4.5m	3.5m 4.5m if mixture of permanent residential and holiday caravans	4.5m where applicable
Minimum clear space between caravans at corners	3.5m	3.5m	3.5m
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Density	50 caravans per hectare	60 caravans per hectare	75 touring caravans or motorhomes per hectare

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- (c) The point of measurement of porches, awnings, etc. is the exterior cladding of the caravan or motor caravan excluding the draw bar. Porches may protrude 1

- metre into the 5 metre space and shall be of the open type and be more than 2m wide along the unit.
- (d) Where awnings are used, the distance between any part of the awning and an adjoining caravan or motor caravan shall not be less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they shall not face each other or touch. A non-combustible awning will deflect flames and shall not be permitted. A combustible awning will burn through and allow heat to dissipate.
 - (e) Eaves, drainpipes and bay windows may extend into the 5 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.
 - (f) Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 3.5 metres clear space between them (4.5 metres if mixture of caravans and motor caravans) and such items shall not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, shall not intrude into the 5 metre or 6 metre space.
 - (g) Private cars, jet skis and motor boats may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan. Where the 3m space separation cannot be achieved parking should not be permitted within the separation distance.
 - (h) Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors.
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- (d) Each wash basin shall be provided with adequate supplies of hot and cold water, soap and hand drying facilities.
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- (a) Every site shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner and to this end traffic routes and roadways shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.
- (b) The surface and gradients of roads and footpaths on the site shall take account of the requirements of disabled people.
- (c) Roads and footpaths shall be designed to provide adequate access for fire appliances. Roads of suitable material shall be provided so that no caravan or motor caravan standing is more than 50 metres from a road. Where the approach to the standing is across ground that may become difficult or dangerous to negotiate in wet weather, the standing shall be connected to a carriageway by a footpath with a hard surface. Roads shall not be less than 3.7 metres wide, or, if they form part of a clearly marked one-way traffic system, 3 meters wide. Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths shall not be less than 0.75 metres wide. Roads shall have no overhead cable less than 4.5 metres above the ground. Roads and footpaths shall be suitably lit taking into account the needs and characteristics of a particular site. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.
- (d) The layout of roads, gateways and footpaths shall be in accordance with an approved plan, and any proposed material change to same shall be notified to the District Council.

Note: Detailed guidance on turning circles etc. is available from the Fire Authority for Northern Ireland.

18. HARD STANDINGS

Where possible, every caravan or motor caravan shall stand on a hard standing of suitable material, such as concrete which shall extend over the

whole area occupied by the caravan or motor caravan placed upon it and shall project a sufficient distance outwards from the entrance or entrances of the caravan or motor caravan to enable occupants to enter and leave safely.

19. FIRE SAFETY RISK ASSESSMENTS

Where the legislation applies, and before a site is occupied, a full fire safety risk assessment should be completed in accordance with Article 25 and 26 of The Fire and Rescue Services (Northern Ireland) Order 2006. This should form the foundation of all fire safety measures and should be carried out by a competent person with sufficient technical knowledge.

All other relevant premises, such as buildings and permanent structures within the site, should be subject to an individual fire safety risk assessment. These premises may fall under different uses, for example, offices and shops, places of assembly, or premises providing sleeping accommodation.

The NIFRS website www.nifrs.org contains a range of helpful advice on fire safety and includes links to technical guides for each of the different types of premises.

20. FIRE FIGHTING

(a) Fire Points

A fire point should be established so that no caravan or site building is more than 30m from a fire point.

Each fire point should:

- be clearly visible;
- be easily accessible;
- consist of a weather-proof structure;
- contain two 9 litre water fire extinguishers;
- be clearly marked 'FIRE POINT';
- include a fire notice; and
- include a means of raising the alarm.

A means of raising the alarm in the event of a fire should be provided at each fire point. This could be a battery or mains powered alarm or a manually operated sounder, such as metal triangle with a striker, gong or siren.

(b) Water Supplies for Firefighting

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. Fire hydrants should be clearly marked with a suitable 'H' in accordance with BS 3251 and conform to BS 750.

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.

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 30m and conform to BS 5306.

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

(c) Fire Warning

On permanent residential and holiday caravan sites, the site operator should assess if an emergency telephone for calling the emergency services is required. This would only be required if mobile phone reception is poor.

If required, the telephone should be immediately accessible and a notice by the telephone should include the name, address and postcode of the site.

On touring caravan sites, site owners shall provide details of the nearest available telephone for contacting the emergency services on the fire notice.

(d) Fire Notices

A fire notice should be provided and maintained at each fire point to indicate the action to be taken in case of fire and if the mobile phone signal is poor the location of the nearest telephone.

Notices should comply with BS 5499-2 - Fire safety signs, notices and graphic symbols.

Suggested text is provided in Appendix 1.

(e) Maintenance

Fire alarms and fire fighting equipment should be installed, tested and maintained by a competent person on a regular basis.

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

(f) Log Book

A fire precautions log book must be maintained to hold the fire risk assessments for the site and record the testing and maintenance of:

- the automatic fire alarm;
- any provision for emergency lighting;
- any first aid fire fighting equipment;
- any fire drills; and
- fixed electrical installations and portable appliances.

(g) Fire Hazards

Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans and motor caravans, buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of caravans and motor caravans.

The space beneath and between caravans and motor caravans shall not be used for the storage or combustible materials.

21. TELEPHONES

If mobile telephone network provision is not reliable an immediately accessible landline telephone or mobile telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

22. STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

LPG storage supplied from tanks or cylinders must comply and be maintained in accordance with industry standards.

A registered Gas Safe Engineer should be employed for any installation or maintenance.

Key principles include:

- Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.
- LPG cylinders should be located outside. Where this is impracticable, for example, where an internal housing is fitted, cylinders should be accessible from outside.
- Cylinders should be positioned on a level hard standing. To prevent toppling, cylinders should be chained to secure them in a stable position or alternatively stored in suitable housing.

- The housing must be fire resistant to at least 20 minutes and be on level hard standing.
- Ventilation of the housing at high and low level, directly to the outside, should be provided.
- A notice, or the symbol, for a gas container locker should be permanently fixed to the outside of the housing indicating the presence of gas cylinders.
- Pipe work should be in copper or steel tube with compatible fittings.
- Where flexible tubing is necessary, it should comply with the requirements of BS 3212 with integral threaded metallic ends and must be replaced every 5 years.
- In addition to the main control valve at the cylinder, every appliance and gas-burning fitting should be provided with a shut-off tap.
- Signage should be displayed beside the regulator to indicate how to turn off the gas supply at the cylinders in an emergency situation.

A portable self-contained LPG space-heating appliance may be permitted within a caravan providing:

- the appliance meets the requirements of BS 3879.
- the appliance is maintained in accordance with the manufacturer's instructions; and
- wherever practicable, gas cylinders are changed outside.

23. ELECTRICAL INSTALLATIONS

- (a) Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans and motor caravans situated on them.
- (b) Any electrical installations, which are not NIE works and circuits shall be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical installations for the time being in force.
- (c) A competent registered electrician should be employed to carry out any electrical work, in accordance with BS 7671:2008 - Requirements for electrical installations. (The IEE Wiring Regulations 17th Edition).
- (d) An effective programme of planned preventative maintenance for all fixed electrical installations (and any portable appliances where appropriate) in accordance with wiring regulations, should be implemented for the site and the results recorded within the log book.
- (e) The Licensee shall, within one month of such an inspection, obtain an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed, supplemented or

replaced by subsequent certificates, with the site licence. A copy of the inspection certificate shall be available for inspection by the District Council.

- (f) The cost of the inspection and report shall be met by the site operator or licence holder.
- (g) If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.
- (h) If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

24. REFUSE DISPOSAL

- (a) Provide an adequate number of suitable non-combustible refuse bins with close-fitting lids housed within a properly constructed bin store with a facility to enable it to be hosed down with clean water.
- (b) Arrangements shall be made for the regular removal of refuse from the caravan site by the District Council or other approved waste collector.

25. RECREATION SPACE

Space equivalent to at least one-tenth of the total area shall be allocated for children's games and/or other recreational purposes immediately adjacent to the site provided it is not separated from the site by a public road and is either owned by or under the control of the site operator or is provided as readily accessible public recreational facilities.

26. NOTICES

- (a) A suitable sign shall be prominently displayed at the site entrance indicating the name of the site, and the name and telephone number of the site operator or license holder.
- (b) A copy of the site licence with its conditions and the current electrical installation inspection certificate shall be displayed prominently on the site.
- (c) Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They shall show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of

first-aid provision and of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.

(d) All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

27. Domestic pets shall not be allowed to roam at will and must be kept under control by means of a leash or other suitable means and shall not be allowed to trespass or cause annoyance in any way.

28. All equipment and facilities provided shall at all times be maintained in a proper state of repair and in satisfactory working order.

29. INSPECTION

Power of entry to inspect with regard to site licence conditions shall be as contained within the principal legislation.

Appendix 1 – Suggested Text for Fire Notice**FIRE ACTION****On discovering a fire –**

- (a) Ensure the caravan or site building involved is evacuated.**
- (b) Raise the alarm.**
- (c) Call the Fire & Rescue Service on 999 providing:**

Site Name: _____**Site Address:** _____**Site Postcode:** _____

- (d) The nearest telephone is available at:** _____

- (e) If safe to do so, fight the fire using the equipment provided.**

All occupiers of this site should be familiar with this notice.