**GYPSY/TRAVELLER SITE LICENCE CONDITIONS – FOR SITES THAT ARE PRIVATELY OWNED AND MANAGED**

These conditions have been derived from Scottish Government documents; ‘Improving Gypsy/Traveller Sites – Guidance on Minimum Site Standards, and site tenants’ core rights and responsibilities’ dated May 2015 and ‘Model Standards for Residential Mobile Home Site Licences – Guidance to local Authorities on site licence conditions for mobile home, park home, or caravan sites which are licenced to have permanent residents’ dated December 2018.

Where the term ‘pitch’ is used within this document it refers to the area of land used to accommodate the caravans, trailers, and vehicles belonging to the occupying tenant of that pitch and their immediate family.

All site licence conditions apply only to the area within the boundary of the site.

**Number of Pitches, Site Plans and Boundaries**

**‘n’**

1. The maximum number of pitches on the site is ***<number text>***.
2. The boundaries of the site and each pitch must be clearly marked by appropriate man-made or natural features.
3. Each pitch should have an amenity block located on the pitch for the exclusive use by the occupants of the pitch.
4. The area to be occupied by caravans, the position of toilet blocks, the drainage, water points, fire points, recreation space, roads and car parking spaces shall conform to the details shown on the plan accompanying the application for this Licence. A plan of the site of a suitable level of quality and detail must be supplied to the local authority whenever there is a material change to the boundaries or layout of the site. Such plans should ideally be of 1:500 scale.

**Amenity and Privacy**

1. For amenity and privacy reasons:
* The distance between any caravan, trailer or vehicle sited on an individual pitch should generally be not be less than 6 m from a caravan/trailer or vehicle sited on an adjacent pitch.

**Roads, Gateways and Traffic Routes (within site boundaries)**

1. Roads must be constructed of hard durable materials (such as suitable bitumen macadam or concrete with a suitable compacted base) and must be provided so that no pitch is more than 45 metres from a road. Roads must be capable of carrying vehicles with an axle loading of 14 tonnes as a minimum.
2. Roads must be designed to provide adequate access for emergency vehicles. Routes for emergency vehicles must be kept clear of obstructions at all times. Where necessary, suitable vehicle turning areas should be provided.
3. All roads must have good surface water/storm drainage. Roads must not be less than 3.7 metres wide unless they are designed for, and used by, one way traffic in which case they must not be less than 3 metres wide.
4. One-way systems must be clearly signposted by the owner of the road.
5. Where existing two-way roads are less than 3.7 metres wide, passing places or a one-way system should be provided by the owner of the road
6. All gateways/entrance/exits to the site must be a minimum of 3.5 metres wide and have a minimum height clearance of 3.7 metres for vehicular access and be accessible at any time.
7. Roads must be maintained to a good standard by the road owner
8. Cable overhangs must meet the relevant statutory requirements.
9. Salt or grit should be provided in conveniently located containers, for use to allow the safe movement of vehicles in icy conditions.
10. Where appropriate, suitable measures (e.g. signage or speed bumps) to control the speed of vehicles on the site should be provided.

**Pedestrian Routes**

1. Every pitch must be connected to a road by a footpath at least 0.9 metres wide with a hard surface which must be maintained in good condition.
2. Communal pedestrian routes should not be less than 0.9 metres wide. The route should be made of a hard surface and must be maintained in good repair and in a safe condition by the owner or the route.
3. All pedestrian routes must have good quality and well maintained surface and storm water drainage.
4. Salt or grit should be provided in conveniently located in containers, for use to allow for safe movement of pedestrians in icy conditions.
5. The surface and gradient of roads and all pedestrian routes should be designed and maintained to take into account the requirements of disabled households by the owner.

**Bases and Hard Standings**

1. Every pitch must have an area of hard-standing or solid base, of a suitable size and quality to tolerate weight of caravans (with contents), and cars or vans/light commercial vehicles. Suitable anchor points should be provided if necessary.
2. The hard standings must be constructed to the industry guidance current at the time of construction, and kept in a suitable condition with any necessary maintenance.
3. Pitches should be of a size that enables at least one caravan and car or vans/light commercial vehicle to fit on the pitch, with sufficient room left to allow site tenants and vehicles to move around, and on and off, the pitch as necessary.

**Supply and Storage of Gas**

1. Any Gas supply (liquefied petroleum gas (LPG) and natural) provided by <licensee> and the storage of LPG gas cylinders must meet relevant statutory requirements, and relevant Standards and Codes of Practice.
2. Any gas installations supplied by <licensee> must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements. Any work on gas installations and appliances on the site must only be carried out by persons who are competent to do the particular type of work being undertaken.[[1]](#footnote-1)
3. The Amenity Block shall have a safe gas/oil system (if used) and appliances. There shall be a gas inspection (if applicable) once a year undertaken by the licence holder.

**Electrical Installations**

1. Thesite must be provided with an electricity supply and distribution network of adequate capacity to safely meet the reasonable demands of each pitch and other facilities and services within it. The electrical system on the site, including the distribution network and supplies to mobile homes and site buildings, must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements.
2. The electrical system in the Amenity Block and elsewhere on the pitch shall be inspected at a minimum of every 5 years.
3. Any work on the electrical distribution network on the site and equipment connected to it must be carried out only by persons who are competent to do the particular type of work being undertaken.[[2]](#footnote-2)

**Oil Storage Tanks**

1. Oil storage tanks must be designed, constructed and located so as to comply with relevant statutory requirements and British and/or European Standards.

**Water Supply**

1. All pitches on the site must be provided with a water supply sufficient in all respects to meet the reasonable demands of the occupants, and all water supplied for human consumption must be of the quality required by relevant statutory requirements and British and/or European Standards.
2. The water distribution network and installations must be designed, installed, tested, inspected and maintained in accordance with the provisions of the relevant statutory requirements and British and/or European Standards.
3. All repairs and improvements, instructed by <licensee>, to water supplies and installations must be carried out to conform to relevant statutory requirements and British and/or European Standards.
4. Work on water supplies and installations, instructed by <licensee>, must be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with relevant statutory requirements and British and/or European Standards.
5. Water supplies should be adequately protected from damage by frost.

**Drainage and Sanitation**

1. The Gypsy/Traveller site, including every pitch or hard standing, must be provided with a suitable drainage system for the hygienic disposal of foul, rain and surface water from the site, buildings, Amenity Blocks, roads and footpaths.
2. The surface and foul drainage network and installations must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements.
3. Each Amenity Block and site building must be connected to a foul drainage system. Provision must be made for foul drainage either by connection to a public sewer, a sewage treatment facility or to an appropriate septic tank or treatment system approved by the local authority or, where appropriate, the Scottish Environment Protection Agency (SEPA). A maintenance and service contract must be in place for non-public sewage treatment systems. Septic tanks and treatment systems should be registered with SEPA in accordance with their requirements.

**Flooding**

1. The site licence holder should establish whether the site is at risk from flooding by referring to SEPA’s Flood Maps.
2. Where the site is at risk of flooding the licence holder should sign up to SEPA’s Floodline service, establish an evacuation plan, and display notices prominently on the park with all relevant information.

 **Lighting**

1. Roads and pedestrian routes must be provided with a good quality working artificial lighting system between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.
2. Where appropriate, Amenity Blocks and communal buildings should have good quality working artificial internal and external lighting.
3. The lighting systems and installations must be designed, installed, tested, inspected and maintained in accordance with relevant statutory requirements.

**Amenity Blocks**Amenity Blocks shall meet the following standards
a) they shall be structurally sound, with good quality foundations, floors and walls
b) roofs shall be structurally sound, in good repair and keep out water
c) rising damp and penetrating damp shall not be present
d) windows and doors shall be of good quality
e) they shall meet an energy efficiency rating of band E or better
f) a toilet shall be provided for exclusive use of the occupants of the pitch
g) bathroom fittings (including toilet, and any shower or bath) should be of a good quality
h) kitchen fittings (such as storage cabinets and worktops) should be of good quality
i) there should be hot and cold water supplied to amenity block sinks/basins/bath/shower
j) there should be adequate electrical sockets in the amenity block. The kitchen must have at least 6 x 13 amp electrical power sockets securely mounted on the wall.
k) there should be adequate food storage space in the amenity block (at least 1 m3 in either the kitchen itself or immediately adjacent).
l) there are adequately and appropriately located carbon monoxide detectors and alarms.
m) there are adequately and appropriately located smoke alarms/detectors. Site providers should also meet their duties under the Fire (Scotland) Act 2005.
 **Domestic Waste**

1. Each mobile home must be provided with, or have ready access to, appropriate facilities for the recycling of waste material and for the disposal of residual waste.

**Notices and Information**

1. Displayed in a prominent place at the entrance to the site, must be:
2. details of how to contact the Police, the Fire and Rescue Service, and emergency and local medical services;
3. Emergency contact details for <licensee> and out of hours <licensee> repairs;
4. a copy of the Site Rules, if applicable. If the site rules are more than one page long the first page can be displayed, along with details of a specific place on the site that the full site rules can be inspected on request;
5. a copy of the Site Licence.

All notices must be suitably protected from the elements.

Other relevant information should be provided to the local authority if requested, including a copy of documents showing the on-going maintenance and inspection of the site and its facilities.

**Site Maintenance**

1. The site licence holder should ensure that the site and all the facilities on it, including any common areas, paths, roads and children’s play equipment, in <licensee>’s ownership are maintained in a good order and condition, and function as intended. Repairs are carried out in line with timescales set locally for other social housing tenants.

**Additional Structures and Alterations to Existing Structures**

1. New structures on the site and buildings or structures undergoing a change of use, alteration or adaption must comply with relevant building standards Regulations. Planning Permission may also be required and any conditions complied with.

**Parking**

1. Sufficient and appropriate parking provision should be made for vehicles belonging to residents and their visitors.
1. For the definition of a competent person please see paragraph 8.2 of the Explanatory Notes to these Model Standards. [↑](#footnote-ref-1)
2. For the definition of competent person see paragraph 9.3 of the Explanatory Notes to these model standards. [↑](#footnote-ref-2)