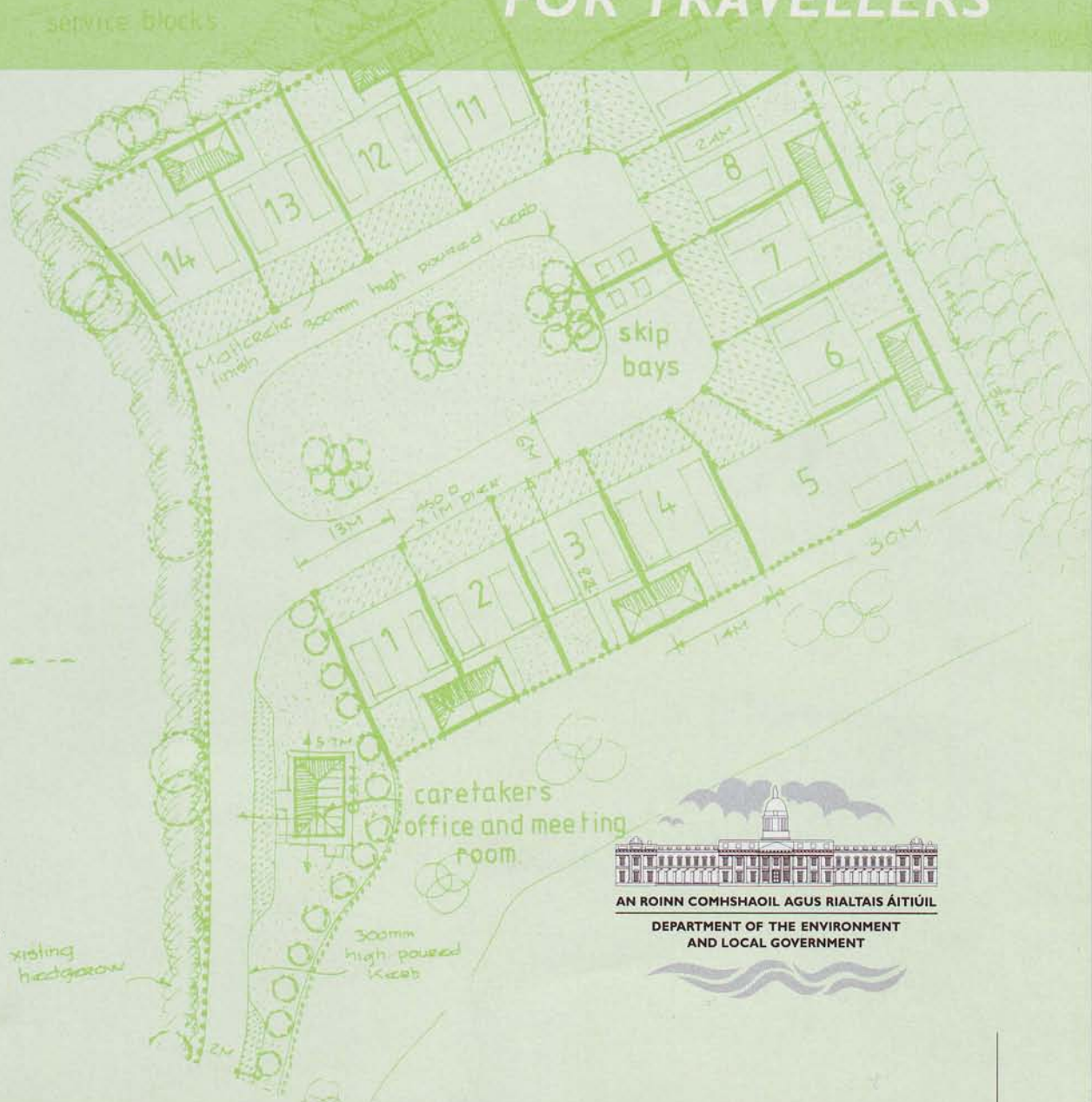


Guidelines

RESIDENTIAL CARAVAN PARKS FOR TRAVELLERS

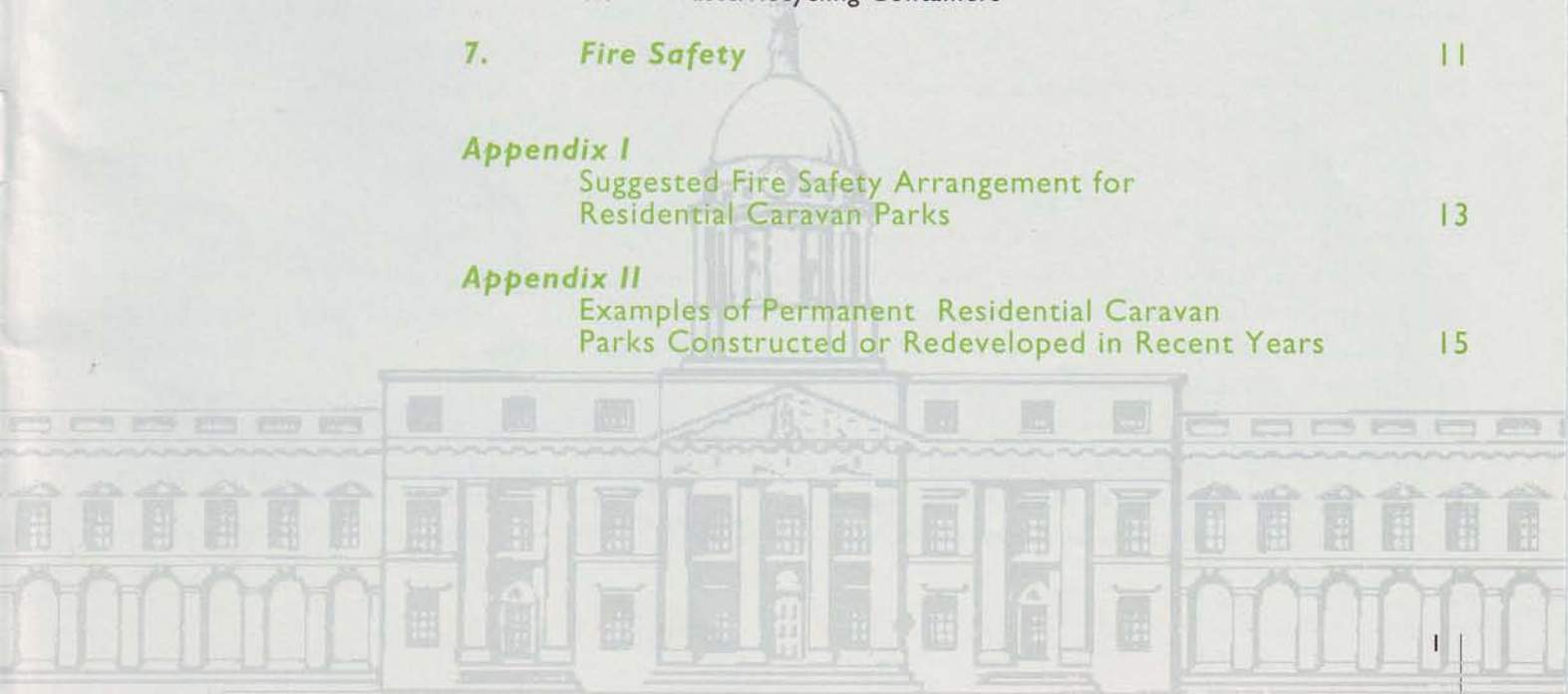



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DEPARTMENT OF THE ENVIRONMENT
AND LOCAL GOVERNMENT

Contents

	Page Number
1. Introduction	2
1.2 Purpose and Application of the Guidelines	
1.3 Group Housing Schemes	
1.4 Social Housing Guidelines	
2. Consultation and Information	3
2.1 Consultation with Travellers	
2.4 Public Consultation and Information	
3. Site Investigation	4
4. Design	5
4.1 Consultants	
4.2 Design Brief	
4.3 Size of Site	
4.4 Layout	
4.5 Internal Circulation	
4.6 Boundaries	
4.7 Bays	
4.8 Service Unit	
4.9 Electrical Supply	
5. Site Facilities	8
5.1 Children's Play Area	
5.2 Pre-school Facility	
5.3 Community Facilities	
5.4 Caretaker's Office /Store	
5.5 Public Lighting	
5.6 Waste Disposal	
5.7 Telephones	
5.8 Support for Economic Activities	
5.9 Artistic Feature	
6. Site Maintenance and Management	10
6.2 Site Management Plan	
6.3 Caretaker	
6.4 Entrance Control	
6.5 Cleansing Equipment	
6.6 Waste/Recycling Containers	
7. Fire Safety	11
Appendix I	
Suggested Fire Safety Arrangement for Residential Caravan Parks	13
Appendix II	
Examples of Permanent Residential Caravan Parks Constructed or Redeveloped in Recent Years	15



1. Introduction



Moyne Road caravan park, Baldoye. Constructed by Fingal County Council

1.1 The Government, under the National Strategy for Traveller Accommodation announced on 27 March, 1996, has undertaken to provide the necessary legal, administrative and financial supports to facilitate local authorities in meeting the accommodation needs of Travellers. The Housing Acts, 1966 to 1997, place responsibility on local authorities for the provision of accommodation for those in need including the provision of serviced caravan sites for Travellers. These Guidelines relate to caravan sites used for residential purposes on a permanent basis and reflect developments in recent years which have impacted on the design, layout and other issues associated with the provision of such sites. The Guidelines have been prepared in consultation with the National Traveller Accommodation Consultative Group and local authorities and replace those set out in Circular Letter N 16/85 of September, 1985.

Purpose and Application of the Guidelines

1.2 Essentially, design, site selection, planning, environmental, technical and social aspects in relation to halting sites are matters for local authorities. These Guidelines are intended to assist local authorities in providing a reasonable standard of services at reasonable cost and set out guiding principles on selecting suitable sites, formulating a design brief, making arrangements for site maintenance and management, and meeting fire, safety and emergency requirements. They are not comprehensive and regard should be had to other relevant requirements, advice etc. The Guidelines should be used as a basis to facilitate authorities in making

decisions specific to their own particular local circumstances. It is not the intention to impose uniform solutions since situations may vary considerably in character across the country; therefore, the Guidelines should be applied in a flexible manner. Proposals, which depart from the Guidelines as a result of local circumstances and requirements, will be considered on their merits. The Guidelines are without prejudice to other statutory functions of local authorities, including the exercise of emergency powers. They will be kept under review particularly in the light of relevant legislation to be enacted, as envisaged in the National Strategy.

Group Housing Schemes

1.3 In as far as is practicable and appropriate, the advice contained in these Guidelines, particularly that in relation to procedures for consultation with Travellers, should be applied to the development of other Traveller specific accommodation such as Group Housing Schemes.

Social Housing Guidelines

1.4 Account should also be taken, in so far as is appropriate, of Guidelines prepared by the Department of the Environment and Local Government in relation to Social Housing generally.

* The term "caravan" for the purposes of these Guidelines means any structure designed or adapted for human habitation which is capable of being moved from one place to another, whether by towing or transport on a vehicle or trailer, and includes a motor vehicle so designed or adapted and a mobile home, but does not include a tent.

2. Consultation and Information

Consultation with Travellers

2.1 There should be consultation between authorities and/or their consultants and local Travellers and Traveller organisations, in so far as is practicable from the initiation of the proposal through to the implementation stage. Authorities should take account of the expectations and aspirations of Travellers, subject to due regard to the need to provide sites at reasonable cost. Early identification of the families for which the site is being designed and consultation with the families who will live on the site is desirable. The National Strategy provides for the setting up of local Traveller accommodation committees, representative of elected members, local authority officials and local Travellers or Traveller organisations. It is expected that these committees, when established, whether informally pending the enactment of legislation or on a statutory basis, will play a key role in the consultation process.

2.2 Issues requiring consultation may include the question of site selection, design features, boundary treatment, facilities and services. Any special needs of families who will be occupying the site should be established and built into the design at the outset. In particular, regard should be had to the needs of any elderly and disabled people and account taken of the likely turnover on the site.

2.3 Social workers or community workers employed, either directly by the local authority or health board or by a voluntary body in the area, to work with Travellers should be fully involved in the initiation, development and implementation of proposals.

Public Consultation and Information

2.4 The formal notification process for local authority developments as laid down in Part X of the Local Government (Planning and Development) Regulations, 1994 does not apply to the provision by a local authority in their own functional area of residential caravan sites for Travellers. However, authorities should make reasonable efforts to inform local residents or their representatives about proposals to provide a caravan site within their area. Local authorities should seek to minimise local opposition and an increasing tendency towards litigation in regard to the location of sites by informing representatives of the local community about their proposals at an early stage in the process. This is without prejudice to the manager's statutory powers in relation to emergency situations.



Photo: Courtesy of D. Speirs

3. Site Investigation

3.1 Local authorities should ensure that suitable locations for serviced sites for Travellers are identified. A survey by appropriate technical officers should be undertaken to select a suitable site or sites on which schemes proportionate in size (see para. 4.3 below) to the extent of needs of the area may be planned.

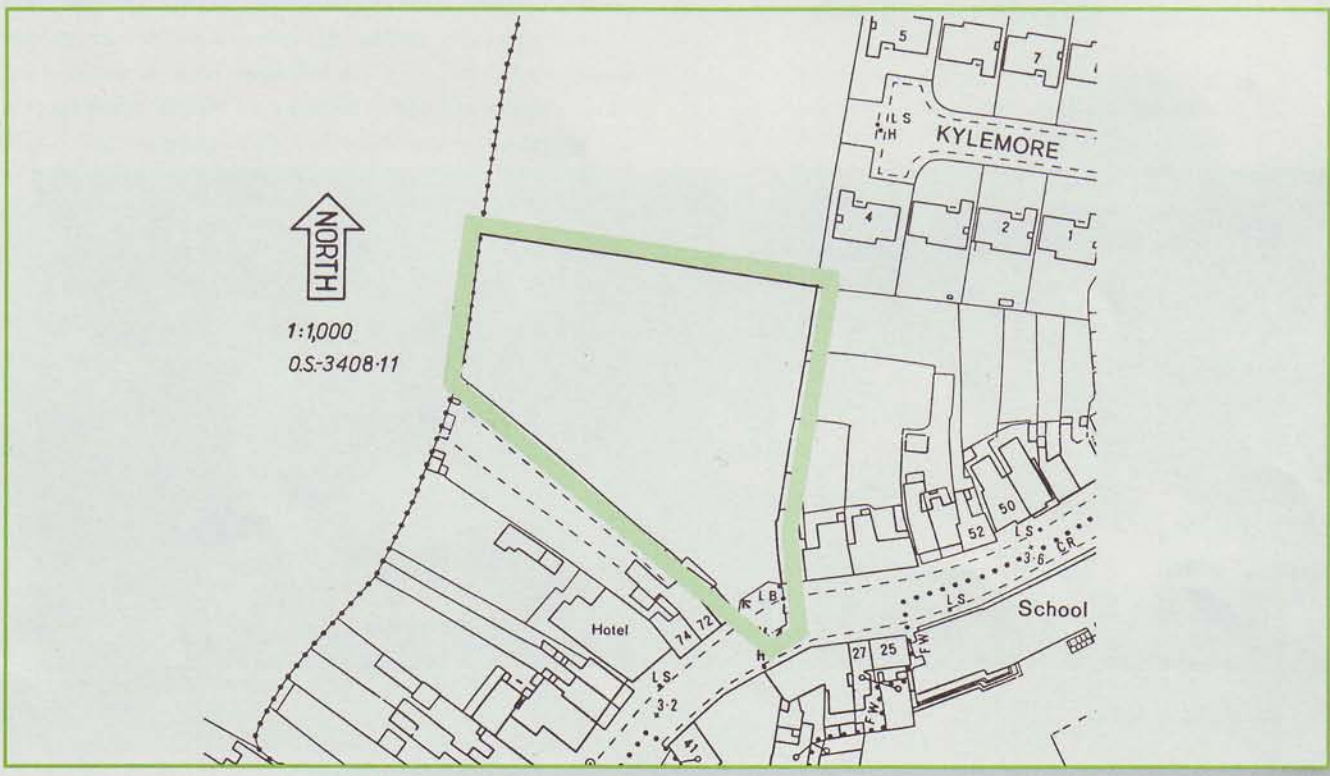
3.2 All sites should be inspected, approved and reported on by the appropriate professional/technical officers of the local authority. In particular, where a site is being acquired for a specific development, the authority's planning officer should carry out an appraisal of the site and provide certification that the development is consistent with the planning and development objectives for the area.

3.3 Prior to acquisition of a site a thorough survey and investigation should be undertaken, where feasible. Cognisance should be taken of traditional preferences and fears (e.g. proximity to graveyards) of Travellers. Local authorities should be satisfied that the sites selected are likely to be used by Travellers for whom they are being provided. Access to employment opportunities should also be taken into account in deciding on the location of new sites.

3.4 Site investigation should cover, inter alia, the following -

- planning considerations (zoning etc.);
- adjoining land and building uses (existing and proposed);
- access;
- availability of amenities and services (such as transport, schools, shops, churches, open space, etc.);
- availability of services (e.g. drainage, water supply, electricity, telephone etc.)
- site survey including ground levels, geological survey, existing features (e.g. hedgerows, streams, etc.);
- access for refuse collection and emergency services;
- potential hazards including road/traffic hazards;
- rights of way, easements, etc.

3.5 The site survey should identify any physical characteristics of the site which could render the development of the site uneconomic because of the high cost of site development works. Regard should also be had to the relevant sections of "Social Housing Guidelines - Site Selection" published by the Department of the Environment and Local Government.



Integration of caravan park into existing community

4. Design

Consultants

4.1 The designers, whether in-house, the National Building Agency Ltd or consultants, of a scheme of accommodation for Travellers should be furnished with all relevant information e.g. recommended standards for sites, design objectives, densities, amenities, etc. They should be fully briefed regarding the requirements of the local authority and the Department's procedures for the preparation and submission of proposals for capital funding. Procedures and mechanisms should be put in place to ensure that the consultants have access to and take account of the views of Travellers concerned. In this connection, a copy of the booklet "The President Robinson Awards for the Design of Travellers' Accommodation", which involved a consultative process between Travellers and designers, may be of interest.

Design Brief

4.2 A design brief should be drawn up before commencing the project design to ensure that an attractive and comfortable environment for people to live in is created. The brief should take account of the outcome of consultation with Travellers and cover such aspects as:-

- information on the number and sizes of families and family groupings to be accommodated and the consequent number of bays required;
- general planning considerations and the design approach including any special requirements of the planning authority affecting layout and development;
- general guidance on provision for service units, including water, sanitary, electricity, telephone, heating, open space, landscaping, play space and facilities, community facilities, support for economic activity e.g. scrap storage space, caretaking, entrance control, fuel storage and clothes drying;
- appropriate architectural treatment which should seek to produce a design of character;
- any special considerations regarding access to buildings and facilities;
- the requirements of the Building Regulations, the fire safety requirements of the fire authority and planning requirements;
- use of materials which should be robust and require minimal maintenance;
- cost parameters.

These details may alter as the design progresses and designers should be able to respond within reason to these changes. It should be a standard requirement in the brief that the local authority be advised at an early stage of any unusual site development costs which could affect the viability of the site. The brief should require that the designers take full account of future management and maintenance.

Size of Site

4.3 As a general guide the maximum number of families should not exceed ten on any site. However authorities may consider it desirable to allow some flexibility in increasing this number having regard to local circumstances, including the desirability of accommodating members of the same family group. The question of the size of a site is a matter which should be addressed in the local consultation process.

Layout

4.4 Schemes should be designed on a cost-effective basis from a capital and operational costs viewpoint. The physical nature of the site along with the number of families to be accommodated, the type of facilities and amenities to be allowed (including road and service provision), will all have a bearing on the type of layout. As far as possible layout should take account of the specific preferences of Travellers in the arrangement and grouping of bays/service units. Where possible the design of service units should be such as to be capable of extension at a later stage should the need arise e.g. for normal family growth. In this respect however the layout should generally avoid the creation of spaces which are not allocated for a specific use in the interim. The layout could allow for temporary recreational usage for the space which may be used as an extension at a later stage should the need arise. A site entrance barrier should be considered and where provided should be of robust design and located so as to minimise any hazard to traffic arising from vehicles/caravans entering or leaving the site and to discourage unauthorised parking. Long access roads should generally be avoided. See also section 6 in relation to site management and maintenance.

Internal Circulation

4.5 Where the area of the site allows, internal road networks should be of sufficient width to permit two vehicles/lorries to pass each other (allowing for the fact that vehicles may be towing caravans normally 7 - 8 metres long). It is suggested that a 5.6 metre wide internal road should normally prove adequate.

Alternatively, where the area of the site is restricted or in the interests of minimising site development costs, consideration should be given to other design approaches e.g. one way loops, "pull in areas" etc. for internal roads. In any event sufficient space must be allowed for manoeuvring caravans into and within bays and for access and egress of the emergency services. See also para. 6.4 in relation to the site entrance.

Boundaries

4.6 A site which is pleasant to live in and which is designed to respect the environment in which it is located will best meet the needs of the residents as well as the settled community in the area. Boundary treatment is particularly important. The objective should be to achieve a balance between securing the boundaries and maintaining a pleasant and more open environment on site. In this regard it is understood that earth mounding on some existing sites has not always found favour with the occupants. The views of prospective occupants should be sought at an early stage in the design process and care should be taken to integrate the boundary treatment of the site into the local environment.

Bays

4.7 In general a family bay should have an area of 234m² (e.g. 13 metres wide and 18 metres deep) and be surrounded on three sides by low boundary walls. It should be capable of accommodating a minimum of 2 caravans and 1 motor vehicle. The height of dividing walls between bays may be 1 metre high except where additional height is required by reason of fire safety requirements. Section 7 of the Guidelines contains other considerations in relation to Fire Safety. Bays should be provided with the following:-

- a service unit connected to water supply, drainage, electricity and other services/facilities as described in para. 4.8;
- a hard surfaced area with a gradual incline to drain surface water and designed to take cognisance of future management, maintenance and cleansing needs;
- provision for clothes drying;
- a suitable container for domestic refuse and/or access to container for bulkier waste, (e.g. skip);
- permanent and readily identifiable markings for caravan parking spaces.



St. Oliver's Park, Clondalkin. Constructed by Dublin Corporation.

Service Unit

4.8.1 The service unit should be of a permanent nature and of adequate size with a minimum floor area of 30m². Units should have a residential appearance and be constructed in accordance with good building practice and the requirements of the Building Regulations. The unit should have an adequate water supply system, including provision for hot water supply, a bath or shower and WC, and plumbing for a washing machine/dryer, and be connected to a sewer or other suitable drainage disposal system. Provision should also be made for a food preparation/cooking area including a sink, drainer and worktop and for a dining area. Electricity connection points to facilitate the installation of a cooker and washing machine/drier should also be provided. Wiring for telephone connections should also be considered.

4.8.2 Wall and floor finishes should have a high standard of durability. Particular attention should be paid to matters such as ease of maintenance and cost over its lifespan. Plumbing should be concealed as far as possible. Water pipes and tanks should be lagged as necessary to prevent frost damage.

4.8.3 A satisfactory means of space and water heating should be provided in all service units. If solid fuel heating or cooking facilities are proposed, a suitable hearth, flue and chimney stack, constructed in accordance with the Building Regulations, and external fuel storage space will be required. Cooking or heating appliances whether solid fuel, oil or gas should comply with the relevant Irish or equivalent standard and be installed in accordance with the requirements of the Building Regulations.

Electrical Supply

4.9 The ESB should be consulted at an early stage in relation to metering, wiring, etc., necessary for the site generally and for each bay in particular in order to ensure proper safety standards and to minimise the risk of interference. Consideration should be given to providing each bay with its own separate supply and account with the ESB. The electrical installation must comply with the National Rules for Electrical Installations (ET 101), published by the Electro-Technical Council of Ireland (ETCI), including

- (Part 2.8) Particular requirements for leisure accommodation vehicles, caravans and caravan parks (ET 103), and
- (Part 2.3) Particular requirements for external lighting installations (ET 102).



Service unit in St. Olivers Park, Clondalkin. Constructed by Dublin Corporation.

5. Site Facilities

Children's Play Area

5.1 Consideration should be given to the provision of a play area, having regard to the number of children likely to be accommodated on the site. Where such an area is provided it should be visible or capable of being supervised from some of the bays at least, be located so as to minimise risk from vehicular traffic and be inaccessible to vehicles (except for emergency and maintenance vehicles). It should be fenced to prevent dumping or use for scrap storage.

Pre-School Facility

5.2 Proposals for larger sites may include facilities for pre-school if the numbers and age of children and distance from other facilities justify this. Where no permanent facility is provided for on site, a suitable mobile unit e.g. suitably converted bus/mobile home, may be used for this purpose and transferred to another site as required. In such cases a suitable location for parking the mobile unit should be provided for in the layout. Where a building to cater for community facilities is proposed (see para 5.3), the pre-school facility should be provided in the same building. The design of a pre-school facility should allow for other community uses.

Community Facilities

5.3 A community facility to provide, for example, a meeting room and/or space for educational and recreational purposes, would generally speaking be justified only in the case of larger sites or, on a shared basis, a combination of sites. The need for such facilities should be explored in consultation with the Travellers to be accommodated. The cost of reasonable facilities may be included in the proposals submitted to the Department if, following careful consideration of the matter, an authority is satisfied that such facilities are necessary and would provide a central community focus beneficial to the overall management of the site. If the capital cost of community or pre-school facilities is allowed, authorities will need to make arrangements for meeting the net operational costs.

Caretaker's Office/Store

5.4 A simple office/store for a caretaker should be provided and located adjoining the entrance. It should be designed so as to permit consultations with visiting social workers, public health nurses, doctors, etc. Where community facilities are proposed proper caretaking of such facilities should be provided (see para 5.3). Where residential accommodation is being provided for a caretaker, its location on the site should facilitate good management of the site.

Public Lighting

5.5 Public lighting should be adequate for safety and security purposes having regard to the density and overall layout of the site.

Waste Disposal

5.6 Where additional facilities i.e. skips for waste disposal are considered necessary they should be suitably located within easy reach of but screened from individual bays or other buildings on site (see also para. 6.6).

Telephones

5.7 A public telephone for calling the emergency services should be provided close to, but not inside, the caretaker's office. Alternatively an alarm system which will automatically alert the emergency services on activation of suitably located emergency call facilities, may be appropriate. Such automatic devices should also activate a loud audible alarm throughout the site.

Support for Economic Activities

5.8 Local authorities, in consultation with Travellers or Traveller organisations, should consider how best to accommodate reasonable economic activity of the Travellers. Local authorities may consider that it is appropriate to support economic activity off the site, within a reasonable distance e.g. through a local community enterprise scheme. The provision of on-site facilities for some level of activity may be considered where the authority is satisfied that such is appropriate having regard to the planning, environmental, health and safety considerations. Where there is a demand for such facilities and where the local authority is satisfied that it may be reasonable and practicable to do so, a separate storage area for a reasonable amount of scrap and a grazing area for horses and ponies with tethering poles and water troughs, may be provided. Consideration should be given to the arrangements for management of, including the imposition of a charge for, these facilities in line with the scale of the activity being carried out.

Artistic Feature

5.9 Where a local authority proposes to provide an artistic feature in accordance with the Department of the Environment and Local Government circular letters N 4/89, N 8/87 and N 8/86, they should consider how best to involve Travellers in the arrangements in order to avail of the opportunity for illustration of Traveller culture and identity.



Entrance to Knockaphunta caravan park, Castlebar, Co. Mayo. Constructed by Mayo County Council.



Handball alley, Moyne Road, Baldoyle, Co. Dublin. Constructed by Fingal County Council.

6. Site Maintenance and Management

6.1 The need to improve management and maintenance generally of local authority accommodation has been stressed in recent years in order to protect the capital investment in the provision and refurbishment of accommodation and to ensure that tenants receive a high quality professional service. Cost effective management and maintenance of residential caravan sites and facilities should be an essential consideration at all stages of the proposed development, particularly at design stage. Travellers should be encouraged to participate in the management and maintenance of sites. Tenant participation is endorsed by the Housing (Miscellaneous Provisions) Act, 1992, which gives local authorities powers to make management arrangements best suited to local circumstances, including the assignment of responsibilities and resources to local tenants' and residents' bodies.

Site Management Plan

6.2 Flexible site management plans should be drawn up with particular attention paid to the involvement of tenants in the management and maintenance of the site. Site management plans should have regard to the relevant sections of Guidelines on Best Practice in Housing Management developed by the Housing Management Group, amended and adapted, as considered necessary, to take account of the range of accommodation provided and other particular circumstances which apply to the site concerned.

Caretaker

6.3 Caretaking arrangements, whether part-time or whole-time, may be considered necessary, at least as an interim measure, pending the putting in place of arrangements for tenants to take greater responsibility for day to day site maintenance. The nature, extent and level of caretaking is a matter for each local authority concerned and should be kept under review. Where on-site residential caretaking is deemed necessary, Travellers should be considered for that role.

Entrance Control

6.4 The continued need for a site entrance barrier should be kept under review in the light of general improvements in the availability and supply of accommodation for Travellers. In addition ramps or other types of traffic control system may be used where considered appropriate. Arrangements should be put in place to ensure that the emergency services (fire and

ambulance) can gain entrance to the site at all times. This will require that keys are made available to the emergency services, together with whatever other access arrangements and instructions are necessary. In any case barriers should not be located remote from the accommodation bays so as to ensure that the emergency services can gain access to within a reasonable distance from caravans, vehicles and buildings should a barrier fail to be unlocked.

Cleansing Equipment

6.5 Stand pipe connections for use with fire hydrants, together with hosing and other cleaning equipment, should be made available for the use of the caretaker for keeping the service units and the site generally clean.

Waste/Recycling Containers

6.6 A critical objective of any site management plan should be to ensure that arrangements are in place to prevent accumulations of waste which would give rise to health hazards, fire risk or nuisance. Where practicable the normal domestic refuse collection service should be extended to the site. Local authorities should consider what further or alternative waste collection service is required on a site by site basis. Skips should be provided for bulky items and other non-domestic waste not suitable for deposit in individual domestic waste or recycling containers. A frequent and regular system for removal of the contents of skips or containers or skip/container replacement should be maintained.

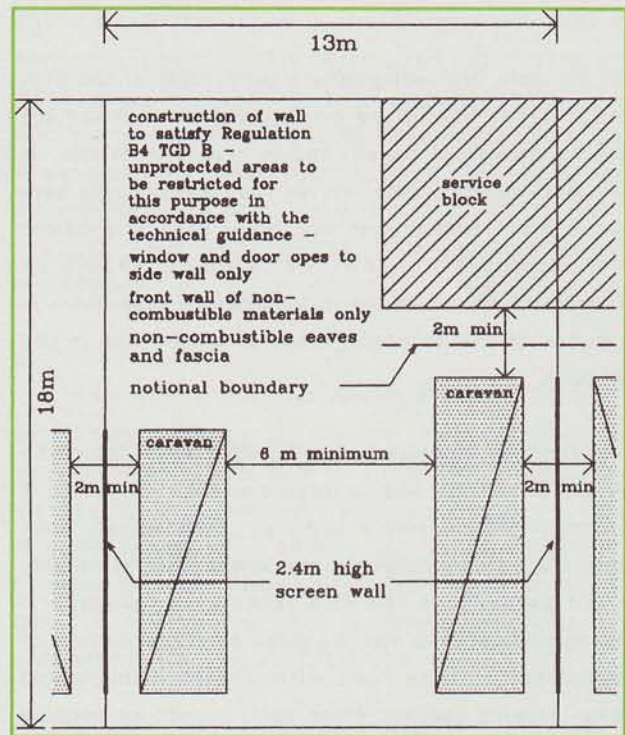
7. Fire Safety

7.1 The location of caravans should be such as to reduce the risk of fire spread between caravans, between a caravan and a building, or from a building to a caravan. Generally, there should be a minimum separation distance of 6m between caravans and 9m between a caravan and a building or other structure. These distances may be reduced by the use of suitably located screen walls which can provide a barrier to the spread of fire. The external walls of a building may be regarded as screen walls provided they meet the fire resistance, combustibility and other criteria outlined below. Screen walls should not be less than 2.4m high and extend the full length of the caravans. The distance between caravans may be reduced to 2m by the use of suitably constructed screen walls (1m on either side of the screen wall). The distance from a caravan to a building may also be reduced to 2m where screen walls are provided or where the external walls of the building are suitable for this purpose.

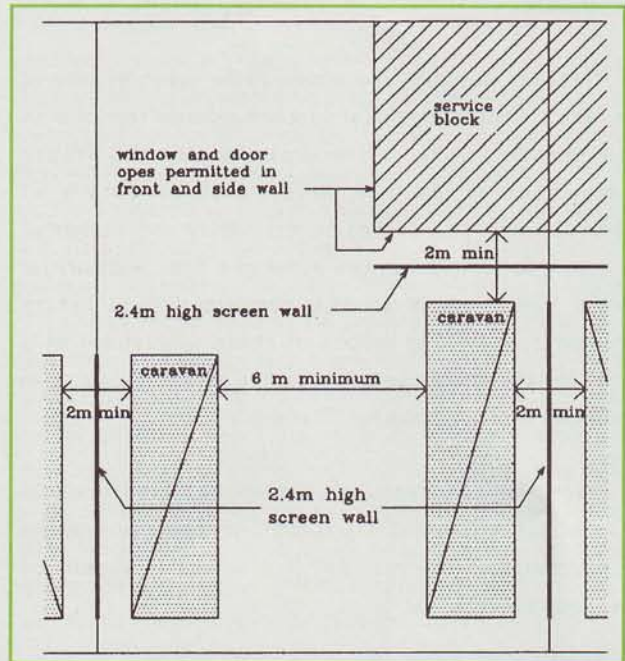
7.2 Screen walls should be constructed wholly from non-combustible construction and have a fire resistance performance of not less than 60 minutes when tested in accordance with the BS 476 Parts 20-22. A wall of a building which is considered as a screen wall should satisfy Regulation B4 of the Building Regulations with regard to space separation, where the relevant boundary (see Technical Guidance Document B relating to the Building Regulations) is mid-way between the caravan and the building. Unprotected areas and openings such as doors and windows on these walls should be restricted for this purpose, in accordance with the technical guidance. Additionally, the living accommodation and its means of escape in case of fire should be located remote from any wall which acts as a screen wall, and any overhanging roof elements such as eaves and fascias should be non-combustible.

7.3 The location of caravans, taking into account the minimum size of a family bay indicated in paragraph 4.7 and the particular circumstances, including the use of screen walls and other relevant details, should be discussed and agreed with the Chief Fire Officer of the relevant fire authority.

7.4 The general requirements for access to, and circulation around, the site should be such as will allow for access for fire appliances to the site. (refer to entrance provisions in paragraph 6.4).



Ref 7.1



Ref 7.2

7.5 There is a need for strict supervision of the site from a fire safety point of view to ensure that:

- surfaces are kept free of dry brush, weeds etc.;
- parking of vehicles is strictly controlled;
- notices related to fire are observed; and
- storage of rubbish, etc. is properly regulated.

7.6 Portable fire extinguishers (preferably of the dry-powder type) should be positioned at appropriate locations throughout the site and be readily accessible. It is also desirable that each caravan should in addition have a portable fire extinguisher but this is entirely a matter for the occupants. However residents should be constantly reminded of the importance of evacuation in the event of fire (see suggested arrangements in the Appendix).

7.7 Hydrants complying with BS 750: 1984 should be provided on the site and be located so that no caravan is more than 100 m from a hydrant. Stand-pipes, hose lengths and nozzles should be available for use by suitably trained persons on the site (such as a caretaker). Consideration should also be given to the provision of suitably located hose reels within reach of individual caravan parking spaces. Hose reels should be suitably protected from frost and care should be taken to prevent their misuse.

7.8 Notices outlining the action to be taken in case of fire, etc., should be located throughout the site in prominent locations. Plans drawn up for the proper management of the site should include details of responsibilities with regard to fire safety and details of the action to be taken in the event of a fire. Authorities should have regard to the suggested Fire Safety Arrangements in Appendix I of these Guidelines as a model for the implementation of fire safety measures in residential caravan parks for Travellers.

7.9 Particular care needs to be taken with the storage of LPG and other flammable materials on the site and the requirements of the relevant fire authority should be taken into account.

7.10 The erection by tenants of temporary dwellings in locations other than those indicated on each bay, or the erection of other temporary structures such as sheds or huts which could add to the risk of fire, should be prohibited

7.11 These Guidelines are intended to cover residential caravan parks. The question of fire safety within caravans/mobile homes is clearly a matter for the occupants. Their attention should be directed to the fire safety standards which are in existence regarding caravans

and mobile homes and of the responsibility of owners and occupiers to ensure that their home is safe from fire. The following Irish and British fire safety standards are applicable to caravans :

National Standards Authority of Ireland :

I.S. 168 : 1973 Ventilation of caravans & mobile homes
(Note : Statutory Instrument S.I. No. 111 of 1974 in relation to this Standard).

I.S. 806 : 1988 Butane and gas burning installations in caravans, non-permanent dwellings, transportable site offices & cabins.

British Standards Institution :

BS 3632 : 1995 Specification for residential park homes.

BS 4626 : 1970 (1990) Specification for touring trailer caravans.

BS 5482 : Domestic butane & propane gas burning installations

Part 2 : 1977 Installations in caravans and non-permanent dwellings.

BS 5601 : Code of Practice for ventilation and heating of caravans

Part 1 : 1978 (1990) Ventilation

Part 4 : 1980 (1990) Installation of electrical heating appliances.

BS 6762 : Services for leisure accommodation vehicles and transportable accommodation units

Part 2 : 1991 Code of Practice for the installation of solid fuel fired heating in park homes and transportable accommodation units

Part 3 : 1989 Specification for oil fired systems.

BS 6764 : 1991 Specification for habitation and stability requirements for leisure accommodation vehicles : leisure homes.

BS 6765 : Leisure accommodation vehicles : caravans

Part 3 : 1989 Specification for 12V direct current extra low voltage electrical installations.

BS 6767 : Transportable accommodation units

Part 1 : 1992 Recommendations for design & construction.

Appendix I

Suggested Fire Safety Arrangements for Residential Caravan Parks

Introduction

1. Below are suggested fire safety arrangements, details of which should be conspicuously posted in appropriate areas on the site, included in the Site Management Plan or otherwise brought to the attention of tenants, as appropriate. The local authority, in consultation with the Chief Fire Officer, should prepare poster size notices containing material on the lines detailed below. The purpose of the notices, etc. is to inform all those concerned of the site arrangements for fire safety and to seek their co-operation in complying with them in the interests of the protection of life and property from fire. Fire emergency arrangements and safe, practical fire prevention aspects should be regularly explained to tenants, especially on first arrival at the site.

Notice for Procedures in the case of fire

2. Notices should be conspicuously located on each bay and in other areas. Pictograms should be used where possible to explain more clearly the procedures and arrangements involved. The notice should advise occupants that, in the event of a fire in a caravan, service building or other building on the site, the following action should be taken -

- Get all tenants out of the caravan or building immediately and stay out. Do not go back to recover belongings. Move occupants out of nearby caravans.
- Call for help by:
 - using the nearest emergency alarm call point; or
 - using the emergency telephone and dialling 999. Ask for the fire brigade and answer all questions clearly. The name and address of the site should be stated. Give any other useful information, e.g. the emergency services available on the site, or
 - alerting the site caretaker.
- Open the entrance barrier in accordance with arrangements for opening as set out in the notice.
- Assist the fire brigade in locating the fire or emergency and by following all instructions given.

The notice should also give clear directions as to the location of any portable fire extinguishers or other fire fighting equipment provided by the local authority on site, and contain a warning that fire fighting equipment should only be used when it is safe to do so and only by those who have received suitable training.

Fire Prevention

3. Tenants should be reminded in whatever way is considered appropriate e.g. leaflet, notice, etc. that they have a responsibility to prevent fire - see para 4.4 of this Appendix for list of suggestions in relation to fire prevention. Tenants could also be reminded of the need to maintain any fire extinguishers owned by them.

4. Emergency Arrangements to be included in Site Management Plan.

Emergency Facilities

4.1 Arrangements should be put in place to ensure that the emergency services (fire and ambulance) can gain entrance to the site at all times. (see para. 6.4 of the Guidelines). The site should have a public telephone and/or alarm call points. (see para. 5.7 of the Guidelines). Fire fighting equipment should be readily available on site (see section 7 of the Guidelines).

Services

4.2 The connection and disconnection of water, gas, telephone, and electrical services should be made only by the caretaker or other authorised persons as determined by the local authority. Should these services be interrupted, telephone numbers as to whom to contact or notify should be available to the caretaker or other authorised persons and updated when appropriate.

Fire Fighting Equipment

4.3 Where portable fire extinguishers and/or other fire fighting equipment, as detailed in para.s 7.6 and 7.7 of the Guidelines, are maintained the location of such equipment must be clearly stated in the Site Management Plan and in the site notices.

Fire Prevention

4.4 Every effort should be made to educate tenants on their responsibility for fire safety in their caravans and on the site as a whole e.g. through leaflets, site notices or the conduct of awareness/fire drills on site. Appropriate arrangements should be included in the site management plan. Such arrangements should take account of the following -

- Tenants are responsible for fire safety in their own caravan and on their bay.
- Constant vigilance is necessary and tenants can help by keeping the area free from conditions conducive to the creation of fire or other hazards e.g. accumulation of waste, leaves and other combustible materials and by notifying the caretaker when unsafe conditions are noticed.
- Caravans should only be located on the designated parts of the individual bays or elsewhere on the site and additional units should not be permitted.
- Additional temporary structures, such as sheds or huts, should not be permitted on bays as these can constitute a serious fire hazard.
- Use should be made of the containers which have been provided for disposing of waste.
- Burning of rubbish on site should not be permitted.
- Liquefied Petroleum Gas (LPG) cylinders should not be used inside caravans. (Attention is drawn to BS 5482 Code of Practice for domestic butane and propane gas burning installations, Part 2:1977 Installations in caravans and non-permanent dwellings.)
- LPG cylinders should always be kept in an upright position and should never be stored inside or under caravans.



Ballyfree caravan park, Sligo. Constructed by Sligo County Council.

Appendix II

Recently Completed Residential Caravan Parks

Listed below are some examples of recently constructed or redeveloped permanent residential caravan parks.

Moyne Road in Baldoyle, Dublin - a 10 bay caravan park completed in January, 1996, incorporating a caretaker's residence and office, community room/centre and handball alley.

St. Joseph's, Dunsink Lane, Finglas, Dublin - major refurbishment works were carried out to this 28 bay caravan park which also has a pre-school and community meeting room/caretakers office on site.

St. Olivers Park, Clondalkin, Dublin - a mixed development of both housing and bays following a major redevelopment of an older site. In all 12 houses and 14 bays were provided including a community building, with pre-school. There is also a church on site.

Windtown, Navan, Co. Meath - a 14 bay caravan park completed in November, 1996, complete with a caretaker's office.

Strokestown Road, Longford - completed in December, 1996. This 16 bay caravan park includes on site pre-school facilities, a caretaker's office and meeting room for residents.

Trim, Co. Meath - expected to be completed later in 1997. This scheme comprises a 14 bay caravan park complete with it's own community/caretaker facility.

Ballyfree, Co. Sligo - completed in 1997. This is a 9 bay caravan park complete with a caretaker's office on site.

Bishop's Field, Salthill, Co. Galway - six bay caravan park located at lower Salthill and completed at the end of 1996.

Castlebar, Co. Mayo - known as Knockaphunta, Castlebar, this is a six bay caravan park with its own caretaker's office on site.

Wetlands, Co. Kilkenny - built in conjunction with Hebron Road, this scheme involved the refurbishment of 5 existing bays and the construction of 2 new group houses.

Hebron Road, Co. Kilkenny - this involved the refurbishment of 5 existing bays and the construction of a further 2 new bays at the site.



Entrance to Bishop's Field caravan park, Lower Salthill, Galway. Constructed by Galway Corporation.

NOTES

For more complete information, contact the author at the address below.

The following information is provided for your reference. It is intended to be a general overview of the project and is not intended to be a substitute for the full report. The information is provided in a summary format and is subject to change without notice. The information is provided for your reference and is not intended to be a substitute for the full report. The information is provided in a summary format and is subject to change without notice.



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