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Cyngor Sir
CEREDIGION
County Council

Neuadd Cyngor Ceredigion, Penmorfa,
Aberaeron, Ceredigion SA46 0PA
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Due to COVID-19 and the health and safety of Councillors and staff, members of the public and the press cannot attend the meeting in person. Please email democracy@ceredigion.gov.uk to request a link to view the meeting.

Dear Sir / Madam

I write to inform you that a Meeting of the Licensing Committee – Taxis and other matters (non-statutory) will be held at the HYBRID - NEUADD CYNGOR CEREDIGION, PENMORFA, ABERAERON / REMOTELY VIA VIDEO CONFERENCE on Thursday, 14 July 2022 at 10.00 am for the transaction of the following business:

1. **Apologies**
2. **Declaration of personal interest/prejudicial interest**
3. **To confirm the Minutes of the Meeting of the Licensing Committee held on 24 April 2022 and to consider any matters arising from those Minutes (Pages 3 - 4)**
4. **General Update - Taxis and other matters (Non-Statutory) (Pages 5 - 12)**
5. **New Holiday Caravan Site Licence Conditions (Pages 13 - 32)**
6. **A report on the proposed fees for The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021 (Pages 33 - 36)**

Members are reminded to sign the Attendance Register

A Translation Services will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully

A handwritten signature in black ink that reads 'Lowri Edwards'.

Miss Lowri Edwards

Corporate Lead Officer: Democratic Services

To: Chairman and Members of Licensing Committee – Taxis and other matters (non-statutory)

The remaining Members of the Council for information only.

Agenda Item 3

Minutes of a Meeting of the Licensing Committee (Non-Statutory) held remotely by video-conference on Thursday, 24 February 2022

Present: Councillor Alun Lloyd-Jones (Chairman) Councillors Clive Davies, Euros Davies, Gareth Davies, Marc Davies, Endaf Edwards, Lloyd Edwards, Elaine Evans, Dan Potter and Ivor Williams

Also in attendance: Councillor Gareth Lloyd (Cabinet Member)

Officers in Attendance: Mr Alun Williams – Corporate Lead Officer – Policy & Performance, Ms Anne Louise – Davies, Trading Standards & Licensing Manager, Mr Gareth Rees, Senior Licensing Officer, Ms Nia Jones, Corporate Manager – Democratic Services, Mrs Dana Jones, Democratic Services and Standards Officer

(10:25am- 11:10am)

1 Apologies

Councillor Mark Strong apologised for his inability to attend the meeting.

2 Disclosure of Personal / Prejudicial Interests

None.

3 Minutes of Previous meetings of the Committee

It was **RESOLVED** to confirm as a true record the minutes of the meeting of the Committee held on the 16 September 2021.

4 Matters Arising

Minute 7 – The Senior Licensing Officer reported that he had discussed this issue with the Traffic Police, as they would enforce this issue as engine idling was illegal under Section 42 of the Road Traffic Act 1988. The act enforced Rule 123 of the Highway Code, which stated "You must not leave a vehicle's engine running unnecessarily while that vehicle is stationary on a public road" It was reported that the police had agreed to patrol the taxi ranks to address this issue.

Members also raised concerns that this was issue with vehicles outside schools. It was therefore agreed that a letter/email be sent to the Chair of the Learning Communities Overview and Scrutiny Committee requesting that air pollution generated from parents running their engines outside schools and using their mobile phones while in statue; would be considered under Any Other Business in next weeks' meeting.

5 **General Update**

Consideration was given to the Report of the Trading Standards & Licensing Manager and Senior Licensing Officer advising Members of activity undertaken by the Licensing Section since the last Committee meeting as follows:-

- Review of the Council's Hackney Carriage and Private Hire Licensing Policy - horse drawn omnibuses - Update
- Review of Taxi Fares
- Events Safety Advisory Group (ESAG) - Eisteddfod Tregaron 2022
- Requests for Film Classification
- Holiday Caravan Site Licences – Review of Conditions
- Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021

Following questions from the floor, it was AGREED:-

- (i) to note the report for Information;
- (ii) that a letter/email be sent to the Chair of the Learning Communities Overview and Scrutiny Committee requesting that air pollution generated from parents running their engines outside schools and using their mobile phones while in situ; would be considered under Any Other Business in next weeks' meeting; (as discussed under Matters arising)
- (iii) the need to remind drivers of school buses and taxis not to smoke outside their vehicles within the school vicinity; and
- (iv) to note that a Taxi forum would be arranged in the near future to address any issues raised by Taxi drivers

CEREDIGION COUNTY COUNCIL

Report to: Licensing Committee (Non-Statutory Committee)
Date of meeting: 14th July 2022
Title: General Update - Taxis and other matters (Non-Statutory)
Purpose of the report: For information

Taxi Hearings – Fitness to retain Dual Driver Licence (Local Government (Miscellaneous Provisions) Act 1976)

The Hackney Carriage and Private Hire Licensing Overarching Policy aims to protect the safety of the public and to ensure the integrity of drivers. The Licensing Authority is responsible for ensuring that a person is a fit and proper person to hold a licence. In doing so it considers various factors including the following:

- that the person does not pose a threat to the public;
- that the public are safeguarded from dishonest persons;
- the safeguarding of children and young persons;
- the safeguarding of vulnerable persons;
- that the public have confidence in their use of licensed vehicles.

Where applicants/licence holders fail to disclose any previous convictions; cautions; warnings; penalty notices, orders or reprimands on their application form including any pending court proceedings or other matters they may be referred to the Licensing Sub-Committee for determination.

On 14th March 2022, three Licensing Sub-Committee Taxi Hearings were held and details of these cases are contained in **Appendix A**.

- Case #1: The decision of the Sub-Committee Panel was to revoke the licence with immediate effect.
- Case #2: The decision of the Sub-Committee Panel was to revoke the Dual Driver's Licence. However, the driver has appealed this decision and the matter is due to be heard before Aberystwyth Magistrates Court on the 8th August 2022.
- Case #3: Driver was allowed to keep his licence.

Ceredigion Taxi Trade Meeting 07/03/2022

The meeting was held virtually and chaired by Cllr Alun Lloyd-Jones.

Attendees at the meeting included Licensing Team members, Pc Taylor (Dyfed-Powys Police), Nicola Parry (Highways, Property and works) and ten members of the Taxi trade. Matters discussed included:

- Fixing of Hackney fares: Attendees requested that the Hackney fares be increased. Attendees were informed that a report would be prepared and submitted via the democratic process to review the current fares;

- Taxi rank issues including the lack of toilet facilities for drivers after dark, the lack of refuse bins in the area and the etiquette of drivers plying for hire on the taxi rank. Drivers were informed that they must not encourage people to use their vehicles while positioned on the rank.
- The concern relating to vehicles idling outside schools was also brought to attendee's notice, which is a pollution emissions problem, and which is an issue for all vehicles parking up outside the local Aberystwyth schools during picking up times, not just for taxis.
- Other general matters including the impending new taxi policy, taxi CCTV systems, disorder in Aberystwyth town etc.

The attendees were informed that steps are underway to move the taxi application process to a totally online application process. When fully implemented, applicants will be able to upload documents and applications online which will streamline the process and make it more efficient.

Review of Taxi Fares

In response to the request made at the Taxi Trade Meeting to increase the Hackney fares, and due to the current emergency regarding the sharp and sudden increase in the cost of fuel, a report is due to be presented to Cabinet on 5th July 2022 to recommend that the current Hackney fares be reviewed and then consulted on.

Setting taxi fares is an Executive function and there is a prescriptive process to follow that is set out by Section 65 of the Local Government (Miscellaneous Provisions) Act 1976.

If a new tariff is introduced, meters in hackney carriages will require re-calibrating should vehicle proprietors wish to operate at the new tariffs, the new tariffs are not mandatory, the licensees will have the ability to continue to offer a lower tariff should they choose. Any revised Tariff would be the maximum amount that could be charged for a journey in a hackney carriage vehicle.

Taxis and Private Hire Vehicles (Disabled Persons) Act 2022

This Act will commence on 28 June 2022 and will ensure that disabled persons can access transport services, free from the fear of discriminatory treatment or being faced with additional charges. It will provide specific rights and protections for 13.7 million people across Wales, Scotland, and England so that they can travel with the confidence that they will receive the assistance they require when accessing taxi and private hire vehicle services.

Recommendation(s):

Members receive this report for information.

Reason for recommendation

To advise Members of activity undertaken by the Licensing Section since the last Committee meeting and also advise on current work being undertaken.

Policy Framework:	The statutory functions delivered by the Licensing Team is a fundamental element of Public Protection policy framework.
Corporate Priorities	<ul style="list-style-type: none"> • Investing in People’s Future • Promoting Environmental and Community Resilience
Finance and procurement implications:	Within budget
Service Area	Policy, Performance and Public Protection
Statutory Powers:	Licensing Act 2003, Gambling Act 2005 and any Regulations made under the Acts.
Background Papers	Hackney Carriage and Private Hire Licensing Policy: Fitness Criteria for Drivers and Opertors
Corporate Lead Officer:	Policy, Performance and Public Protection
Reporting Officer:	Anne-Louise Davies (Trading Standards & Licensing Manager)
Date:	13 June 2022
Appendices:	Appendix A – Taxi Hearings held by the Licensing Sub-Committee

Appendix A – Taxi Hearings held by the Licensing Sub-Committee

Case #1	Date of Hearing: 14/03/2022
Members sitting on the Licensing Sub-Committee:	Cllr Alun Lloyd Jones (Chair), Cllr Dan Potter, Cllr Steve Davies
Case Summary: <p>A driver was stopped by police whilst driving a licensed private hire vehicle. The driver gave a reading of 100ug in breath when was stopped by the police, the legal limit being 35ug. The driver was arrested for an offence of driving with excess alcohol, the proportion of alcohol in breath being above the legal limit and was subsequently charged and convicted for the offence. The driver was sentenced and given a community Order, £85 Costs, Disqualification Order for 25 months (to be reduced if course completed), unpaid work requirement, rehabilitation activity requirement and a £95 Victim Surcharge.</p> <p>The driver had been issued with a year dual drivers licence granted by the authority on 6 May 2022, which was due to expire on 5 May 2024.</p> <p>The Licensing Authority was subsequently informed about the disqualification from driving for 25 months and had been ordered to serve a community penalty. The driver had not informed the Licensing Authority of the arrest and subsequent conviction. The driver did not attend the hearing but gave apologies for not attending.</p>	
Reason for Hearing: <p>Our conditions specify that drivers must hold a valid UK drivers licence in order to obtain a dual drivers licence. Section 12.10 of the Authority's Fitness Criteria specifies that an application will normally be refused or an existing licence suspended or revoked where the applicant / licence holder has a recent conviction or other matters to be considered resulting in a period of disqualification of 12 months or more, unless a period of at least 24 months has elapsed from the end of the disqualification period.</p> <p>Section 61 of the Local Government (Miscellaneous Provisions) Act 1976 (LGMPA) allows the Licensing Authority to suspend, revoke or refuse to renew an drivers licence if the licence holder has been convicted of an offence under or non-compliance with the provisions of Part II of the Act; or grounds of any conduct on the part of the driver which appears to the Council to render them unfit, or due to any material change since the licence was granted in any of the circumstances of the operator on the basis of which the licence was granted or any other reasonable cause.</p>	
Outcome of Hearing <p>The Panel decided that given the fact that the driver no longer held a driving license that they had to revoke the taxi driving licence with immediate effect.</p>	

The panel felt that taxi drivers have to show care for the people they are carrying, and although the licence holder was driving a private vehicle when the driver was stopped by the police, driving under the influence is a very serious offence which is shown by the fact that the driver has been disqualified from driving for 25 months. The panel cannot allow someone who does not hold a driving license to have a taxi driving licence.

Case #2	Date of Hearing: 14/03/2022
Members sitting on the Licensing Sub-Committee:	Cllr Alun Lloyd Jones (Chair), Cllr Dan Potter, Cllr Steve Davies
<p>Case Summary: A newspaper link was received by the Licensing Authority which was an article about a licensed driver appearing in the Magistrates Court in Aberystwyth in order to determine whether his DVLA licence should be revoked following the accumulation of 14 points. The driver had been caught speeding on four separate occasions between February 2019 and July 2021, in one incident had been driving at 45mph on a 30mph road. The driver's licence was not revoked by the Magistrates Court having claimed an elderly mother and horses would suffer if the driver could not drive.</p>	
<p>Reason for Hearing: Ceredigion County Council's fitness criteria for drivers, proprietors and operators of licensed vehicles states that a driver who has gained more than six penalty points will be referred to the licensing sub-committee to determine whether they remain fit to hold a dual drivers licence with this Authority.</p> <p>A licensed driver must notify the LA within 14 days from the date of any conviction, caution, warning or reprimand, including driving endorsements. In the case of a custodial sentence, the LA must be notified as soon as is reasonably practicable. The Authority was not notified by (driver) of the 2 convictions dated 27/06/21 & 23/07/21.</p> <ul style="list-style-type: none"> • 24/02/2019 - Speeding on Public Road – 3 points • 09/03/2019 – Speeding on Motorway – 3 points • 27/06/2021 – Speeding on Public Road – 3 points • 23/07/2021 – Speeding on Public Road – Convicted at Court 12/11/2021 – 5 points 	

Section 61 of the LGMPA allows the Licensing Authority to suspend, revoke or refuse to renew an drivers licence if the licence holder has been convicted of an offence under or non-compliance with the provisions of Part II of the Act; or grounds of any conduct on the part of the driver which appears to the Council to render them unfit, or due to any material change since the licence was granted in any of the circumstances of the operator on the basis of which the licence was granted or any other reasonable cause.

The LA's fitness criteria states that it shall have due regard to all convictions, and where a Magistrate's court has decided not to disqualify a person from driving, the LA shall consider that the disqualification has taken effect.

Outcome of Hearing:

A unanimous decision was made by the panel members to revoke the Dual Driver's Licence.

Following receipt of the decision letter, (driver) contacted this department claiming being unaware of the hearing or that there was a requirement to inform the LA of any convictions. The driver conditions clearly specify the requirement to declare any convictions. (driver) has appealed to Magistrates Court against the LA's decision and it will be heard on the 8th August 2022.

Case #3	Date of Hearing: 14/03/2022
Members sitting on the Licensing Sub-Committee:	Cllr Alun Lloyd Jones (Chair), Cllr Dan Potter, Cllr Steve Davies
Case Summary:	
(Driver) applied to renew their dual driver's licence. Upon renewal, (driver) did declare having received 7 penalty points in August 2020 for a speeding incident. It is believed that (driver) was given three points for speeding and a further 4 points for failing to attend the magistrate's court for the hearing.	
Reason for Hearing:	
Ceredigion County Council's fitness criteria for drivers, proprietors and operators of licensed vehicles states that a driver who has gained more than six penalty points will be referred to the licensing sub-committee to determine whether they remain fit to hold a dual drivers licence with this Authority.	
Section 61 of the LGMPA allows the Licensing Authority to suspend, revoke or refuse to renew an drivers licence if the licence holder has been convicted of an offence under or non-compliance with the provisions of Part II of the Act; or grounds of any conduct	

on the part of the driver which appears to the Council to render them unfit, or due to any material change since the licence was granted in any of the circumstances of the operator on the basis of which the licence was granted or any other reasonable cause.

Outcome of Hearing:

During the hearing the panel heard that the reason (driver) had received a further 4 points on their licence was because the Court had not registered that (driver) had paid the Penalty notice. The matter was discussed, and it was determined that had (driver) paid on time as stated, then the DVLA licence would not have been endorsed with 7 points and there would have been no reason to bring (driver) before the panel, because there would only be 3 points on the licence.

It was therefore decided that (driver) shall search their financial records to obtain evidence of having paid the penalty for the traffic offence and provide this information to the Court in order for the Court to determine whether the conviction still applies. If the conviction still applies, then the hearing would have been re-arranged.

(Driver) maintained contact with the Licensing Authority in order to update on any progress made.

The Authority later received a copy of the correspondence from (driver) confirming that the Court had withdrawn the offence dated 16/08/2020. The matter is therefore concluded and no further action needed.

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CEREDIGION COUNTY COUNCIL

Report to:	Licensing Committee (Non-Statutory Committee)
Date of meeting:	14 th July 2022
Title:	New Holiday Caravan Site Licence Conditions
Purpose of the report:	For Members to consider the content of the report and approve the proposed revised set of standard licence conditions for Holiday Caravan Sites and approve the need to consult with existing site licence holders

Background

The Licensing Team is responsible for administering the licensing regimes for regulating caravan sites in Ceredigion. Caravans and caravan and camping sites have developed greatly within the past 40 years, both the construction of the caravans and also the amenities available on these sites. Caravan sites are divided into 3 categories:

- Residential sites,
- Holiday Static Sites and
- Holiday Touring Sites.

This report relates only to the holiday and touring sites that are regulated under the Caravan Sites and Control of Development Act 1960. Residential sites have different, more modern legislation and model standards.

In Ceredigion, there are 140 licensed holiday and touring sites that vary in size from small business to the larger commercial business sites. Many of these licences were first issued in the 1970's and 1980's, since when there have been significant changes in the construction of caravans and the amenities available on sites. The licences remain live and never ever expire but are often transferred as owners change through the sale or transfer of sites or the passing of licence holders.

The conditions that are attached to licences are based on model standards that date back to 1983 & 1989, these model standards have never been revised or revisited. See Appendix A (the current Static Holiday Caravan site conditions) and Appendix B (the current Touring Holiday Caravan site conditions).

It is considered that these conditions are in need of modernising and as part of a Four Counties Licensing Forum that includes Pembrokeshire, Powys, Ceredigion and Carmarthenshire licensing officers, a revised set of holiday and touring site license conditions have been drafted. The proposed updated conditions are attached as Annex C and D.

One of the notable differences between the 2 sets of conditions is the removal of references to fire safety conditions which are replaced by a requirement to comply with The Regulatory Reform (Fire Safety) Order 2005 ("the Order"). Indeed, paragraph 43

of the Order states that whenever the Order applies in relation to the premises, any term, condition or restriction imposed by the licensing authority has no effect in so far as it relates to any matter in relation to which requirements or prohibitions are or could be imposed by or under this Order. In other words, the fire safety conditions in the existing Licence are redundant as the premises have to comply with the Order.

The revised conditions are not expected to place any undue additional burdens on site owners as there is no evidence of a need to raise the current standards, the purpose of the revised conditions is so that they will be more concise, up to date and clearer to understand. It is intended that they would apply retrospectively to all existing site licences. Section 8 of The Caravan Sites and Control of Development Act 1960 allows for the conditions attached to a site licence to be altered at any time, but before exercising their powers the local authority shall afford to the holder of the licence an opportunity of making representations

In accordance with Section 8 of the Caravan Sites and Control of Development Act 1960, any revised conditions will need to go through a consultation process before they can be adopted by the Licensing Authority. In addition, the Fire Authority will also need to be consulted upon even though they have been involved in the drafting of the proposed conditions.

Consultation

If the committee approves the revised conditions, the Licensing Team will consult with current site licence holders and provide them with a copy of the proposed revised conditions and allow them a period of 8 weeks in which to make representations.

Any relevant representations will be presented back to this committee for consideration. Should there be no representations to consider then the process of applying the new conditions will take immediate effect.

Revised conditions will apply to all sites on completion of this process and site owners will be notified of the date in due course, likely to be Autumn/Winter 2022. In the event that site owners will be required to carry out any works to meet the new standards, this is only likely where they do not meet current standards, then they will be given a reasonable amount of time to achieve compliance.

Recommendation(s):

Members consider the content of the report and approve the proposed standard licence conditions in Appendix C and D and approve the need to consult with the relevant trade namely existing site licence holders as part of an 8-week consultation process in accordance with the Caravan Sites and Control of Development Act 1960.

Reason for recommendation

The current conditions are in excess of 30 years old and need to be brought up to date at least to reflect the changes brought about

by The Regulatory Reform Order (Fire Safety) 2005

They are an improvement to the current conditions as they are more concise, simplified and clarify the requirements placed on site owners.

They have been considered and drafted by members of The Four Licensing Counties Forum with input from the Fire Authority.

They will lead the way for a consistent approach across the Dyfed-Powys Four Counties area.

Policy Framework:

The statutory functions delivered by the Licensing Team is a fundamental element of Public Protection policy framework.

Corporate Priorities

- Investing in People's Future
- Promoting Environmental and Community Resilience

Finance and procurement implications:

Within budget

Service Area

Policy, Performance and Public Protection

Statutory Powers:

Caravan Sites and Control of Development Act 1960

Background Papers

None

Corporate Lead Officer:

Alun Williams (Policy, Performance and Public Protection)

Reporting Officer:

Anne-Louise Davies (Trading Standards & Licensing Manager)

Date:

13 June 2022

Appendices:

- Appendix A – Current Static Caravan Site Conditions
- Appendix B – Current Touring Conditions
- Appendix C – Proposed Static Holiday Caravan Conditions
- Appendix D - Proposed Touring Holiday Caravan Conditions

Appendix A – Current Static Caravan Site Conditions

Caravan Sites and Control of Development Act 1960 Current Static Caravan Site Conditions

	Condition
1	The maximum number of caravans on the site shall not exceed xxxx static caravans
	Site Boundaries
2	The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, the site owner should give the local authority a plan of its layout. It is recommended that a 3 metre wide area should be kept clear within the inside of all boundaries.
	Site Layout
3	The site shall be laid out in accordance with the approved layout plan. Plans for, and construction of, all buildings on the site house such appurtenances as toilet blocks, baths, laundries, shops, etc., must conform to the requirements of the Building Regulations
4	Individual standings on site should be indicated and maintained.
	Season Occupation
5	The caravans on the site shall be used only for human habitation for the period permitted by the current Planning consent. In no circumstances will static holiday caravans be permitted to be occupied for a continuous period of twelve months in any year.
	Density and Space Between Caravans
6	The minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties shall be not less than 5 metres between units, 3.5 metres at the corners. (See specimen layout at Appendix I). For those with a plywood or similar skin it shall be not less 6 meters. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance shall be 6 metres; and where there is a mixture of permanent residential homes and holiday caravans, the separation distances shall again be 6 meters.
7	Porches may protrude 1 metre into the 5 metres and should be of the open type.
8	When awnings are used, the distance between any part of the awning and an adjoining 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.
9	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.
10	Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 3.5 metre clear space between them (4.5 metres if mixture of caravans) and 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.
11	A garage, a shed or a covered storage space shall be permitted between units only 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 the case of fire. Windows in such structures

	shall not face towards the unit on the other site. Car ports and covered walkways shall in no circumstances be allowed within the 5 or 6 metre space. For cars and boats between units, see reference to same elsewhere in this document.
12	The density should be consistent with the safety standards and health and amenity requirements. The gross density shall not exceed 60 caravans the hectare, calculated on the basis of useable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.
	Roads, Gateways and Footpaths
13	Roads and footpaths shall be designed to provide adequate access for fire appliances.
14	Roads of suitable material be provided so that no caravan standing is more than 50 metres from the road
15	Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each standing shall be connected to a carriageway by a footpath, with a hard surface.
16	Roads shall not be less than 3.7 metres wide, or, if they form part of a clearly-marked one way traffic system, 3 metres wide.
17	Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
18	Footpaths shall be not less than 0.75 metres wide.
19	Roads shall have no overhead cable less than 4.5 metres above the ground.
20	They shall be suitably lit taking into account the needs and characteristics of a particular site.
21	Emergency vehicle routes within the site shall be kept clear of obstruction at all times and adequate provision shall be made to ensure proper disposal of surface water.
	Hard Standings
22	Where possible, every caravan shall stand on a hard-standing of suitable material, which shall extend over the whole area occupied, by the caravan placed upon it, and shall project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.
	Fire Fighting Appliances
	Fire Points
23	These shall be established so that no caravan or site building is more than 30 metres from a fire point.
24	They shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".
25	Such points shall be illuminated to a high standard during periods of darkness.
	Fire Fighting Equipment
26	Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point. There shall also be a reel that complies with the British Standard 5306 Part 1, with a hose not less than 30 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply

	of sufficient pressure and terminating in a small hand control nozzle Hoses shall be housed in a box painted red and marked "HOSE REEL".
27	Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing. Hydrants shall conform to British Standard 750. Access to hydrants and other water supplies shall not be obstructed or obscured.
28	Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.
	Fire Fighting Equipment within Caravans.
29	Each caravan must be provided with a small multi-purpose dry powder extinguisher of 1.5 Kg capacity to conform to B.S.S. 5423. Such extinguishers must be installed and maintained in accordance with B.S.S. 5306 (Part 111).
30	In addition, each caravan must be supplied with a fire blanket of approved construction and of adequate size and such a blanket shall be installed and maintained adjacent to food cooking equipment.
	Fire Warning
31	A means of raising the alarm in the event of a fire shall be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren.
	Maintenance
32	All alarm and firefighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of the licensing authority. A logbook shall be kept to record all tests and any remedial action.
33	All equipment susceptible to damage by frost shall be suitably protected.
	Fire Notices
34	A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice shall include the following: "On discovering a fire Ensure the caravan or site building involved is evacuated raise the alarm call the fire brigade (the nearest telephone is sited.....) attack the fire using the firefighting equipment provided, if safe to do so. It is in the interest of all occupiers of this site to be familiar with the above routine and method of operating the firefighting equipment."
	Fire Hazards
35	Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site.
36	Any such cuttings shall be removed from the vicinity of caravans.
37	The space beneath and between caravans shall not be used for the storage of combustible materials.
38	Where such hazard exists, suitable beaters of the type used by the Forestry Commission shall be provided at each Fire Point.
	Telephones

39	An immediately accessible telephone shall be available on the site for calling the emergency services.
40	A notice by the telephone shall include the address of the site.
	Storage of Liquefied Petroleum Gas (LPG)
41	LPG storage supplied from the tanks shall comply with the recommendations contained in the Health and Safety Executive publications as follows Guidance Booklet HSG 34 "The Storage of LPG at Fixed Installations" or, where LPG is supplied from cylinders, with Guidance Note CS4 "The Keeping of LPG in Cylinders and Similar Containers" as appropriate. H.S.E. guidance publications may be obtained direct from the H.S.E. or at H.M.S.O.
42	Where there are metered supplies from a common LPG storage tank, the Guidance Note CS 11 "The Storage and Use of LPG at Metered Estates" provides further guidance. In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipe-lines Act 1962 may also be applicable.
43	Exposed gas bottles or cylinders shall not be within the separation boundary of the adjoining unit.
44	LPG installations shall conform to British Standard 5482, "Code of Practice for domestic butane and propane gas burning, installations, Part 2: 1977 Installations in Caravans and non-permanent dwellings".
45	For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary metre(s) and such service pipes are subject to the Gas Safety Regulations 1972.
	Electrical Installations
46	Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
47	Such electrical installations, other than Electricity Board works and circuits subject to regulations made by the Secretary of State under section 15 of the Energy Act 1983 and section 64 of the Electricity Act 1947, shall be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (LEE) Regulations for Electrical Installations for the time being in force, and where appropriate, to the standard which would be acceptable for the purposes of the Electricity (Overhead lines) Regulations 1988, Statutory Instrument 1988 No.1057.
48	Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractor's Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on the behalf of one of the above. The installation shall be inspected every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current regulations.
49	The inspector shall, within one month of such an inspection, issue an inspection certificate in the form prescribed in the LEE Wiring Regulations which should be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.
50	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.
51	If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on the supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.
	Water Supply
52	An adequate supply of wholesome water complying with E.C. Directive 80/77SEEC/ relating to the Quality of Water intended for human consumption must be provided and maintained.
53	Where caravans are not individually supplied with water, stand pipes must be provided within 50 metres of each standing.
	Drainage, Sanitation and Washing Facilities
54	Satisfactory provision shall be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
55	Properly designed disposal points for the contents of chemical closets shall be provided, with an adequate supply of water for cleaning the containers and clearly marked for use only for that purpose.
56	Where caravans are not individually supplied with water, stand pipes must be provided within 50 metres of each standing.
57	For caravans without their own water supply and water closets, communal toilet blocks shall be provided, with adequate supplies of water, on at least the following scales: Men : 1 W.C. and 1 urinal per 15 caravans. Women : 2 W.C.'s. per 15 caravans. 1 wash basin for each W.C. or group of W.C.'s. 1 shower or bath (with hot and cold water) for each sex per 20 caravans. Toilet blocks shall be sited conveniently so that all site occupants may have reasonable access to one by means of road or footpath. Particular consideration should be given to the needs of disabled persons the provision of water points, toilets, washing points and showers. Laundry facilities shall be provided in a separate room on the scale of not less than one deep sink running hot and cold water per 30 caravans. Any mechanical equipment installed at the laundry for general use shall be properly maintained by the site licence holder.
58	All such facilities provided shall be properly maintained and kept thoroughly clean and be provided with adequate ventilation and lighting at all times.
	Refuse Disposal
59	Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close fitting lids or plastic bags. Arrangements shall be made for the bins to be emptied regularly. Where communal bins are also provided these shall be of a similar construction and housed within a properly constructed bin store
	Parking
60	One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed.

61	Suitably serviced car parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors.
62	Plastic or wooden boats shall not be parked between units.
	Recreation Space
63	Space equivalent to about one-tenth of the total area of the site shall be allocated for children's games and other recreational purposes.
64	Serious consideration should be given to the provision of a separate area away from the children's suitably protected, for the exercising of animal pets. Dogs must be kept on a lead, at all times that it is not kept within the caravans.
	Notices
65	A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
66	A copy of the site licence with its conditions shall be displayed prominently on the site.
67	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 the nearest public telephone.
68	The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative.
69	At sites subject to flood risk, warning notices shall be displayed giving advice about the flood warning system.
70	All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas with illuminated artificial lighting.
71	The site operator shall keep on a voluntary basis a register of all persons staying on the site.
72	The site operator shall be responsible for the operation of the site in such a manner that; excessive noise from the organised entertainment; cooking smells from the barbecues etc. do not give rise to complaints from residents on the site and properties adjoining the site.

Appendix B – Current Touring Conditions

Caravan Sites and Control of Development Act 1960

Current Touring Conditions

	Conditions
1	The maximum number of caravans on the site shall not exceed xxxxx touring caravans.
2	No touring caravan shall remain on the site between the period xxxx to xxxx in any year.
	Spacing
3	Every unit should be not less than 6 metres from any other unit in separate family occupation and not less than 3 metres should be permitted between units in any circumstances. "It is recommended that a 3 metre wide area should be kept clear within the inside of all boundaries."
4	The minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties shall be not less than 5 metres between units, 3.5 metres at the corners. For those with a plywood or similar skin it shall be not less 6 meters.
5	Vehicles and other ancillary equipment should be permitted within the 6 metres space between units in separate family occupation but, in order to restrict the spread of fire, there should always be 3metres clear space within the 6metres separation.
6	Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the site.
	Drinking Water Supply and Waste Water Disposal
7	There should be an adequate supply of drinking water. Each pitch on a site should be not further than 90 metres from a water tap. At each tap there should be a soakaway or gully.
8	Water waste disposal points should be provided so that each pitch is no further than 90 metres from a waste water disposal point. The appropriate Water Authority should be consulted about the arrangements for disposal of water likely to be contaminated.
	Toilets: WC's and Chemical Closets
9	The scale of provision should be 1 WC and 1 urinal for men and 2 WCs for women per 30 pitches and their location should be to the satisfaction of the licensing authority.
	Disposal Point for Chemical Closets
10	Whether or not WCs are provided, a properly designed disposal point for the contents of chemical closets should be provided together with an adjacent adequate supply of water for cleansing containers. The method of disposal will need to be considered in the light of the particular circumstances and should be to the satisfaction of the local authority and the appropriate Water Authority. Where appropriate, the water supply should be clearly labelled as non-potable.
	Washing Points
11	There should be a minimum of 4 wash basins supplied with water per 30 units: 2 each for men and women. They should be adjacent to the toilets.
	Hot Water: Showers
12	Showers should be provided on the basis of 1 shower per 25 pitches and hot water should be available.
	Disabled Persons

13	Particular consideration should be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers.
	Electrical Installations
14	Sites shall be provided with an electrical supply sufficient, to meet all reasonable demands of the caravans situated on them.
15	Such electrical installations other than Electricity Board works and circuits subject to regulations made by the Secretary of State under section 16 of the Energy Act 1983 and section 64 of the Electricity Act 1947, shall be installed, tested and maintained in accordance with British Standard 7671.
16	Work on electrical installations and appliances shall be carried out only by an NICEIC (National Inspection Council for Electrical Installation Contracting) approved contractor.
17	The installations shall be tested and inspected annually to ensure compliance with BS 7671, and an NICEIC Electrical Installation Certificate must be supplied to the site operator within 1 month of the installation inspection confirming its compliance with BS 7671.
18	The NICEIC Electrical Installation Certificate must be retained by the site operator and displayed (supplemented or replaced by subsequent certificates) with the site licence.
19	The cost of the inspection and report shall be met by the site operator or licence holder.
20	If an inspection reveals that an installation no longer complies with BS 7671, any deficiencies shall be rectified.
21	Any major alterations and extensions to an installation and all parts of the existing installation affected by this should comply with BS 7671.
	Refuse Disposal
22	Adequate provision should be made for the storage, collection and disposal of refuse. (It is expected that site operators should normally be able to meet their responsibilities by making arrangements with the local authority).
	Fire Precautions
23	No unit should be further than 90 metres from a fire point. At each fire point there should be two water (gas expelled) extinguishers each of 10 litres capacity and complying with British Standard 5423: 1980, together with a means of raising the alarm in the event of fire (e.g. a manually operated sounder, gong, or hand operated siren). All fire fighting equipment susceptible to damage by frost should be suitably protected.
24	Wherever there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, should also be provided at each fire point.
25	The fire points should be clearly marked and easily accessible. All fire fighting equipment should be maintained in working order and kept available for use and for inspection by the licensing authority.
26	Each fire point should exhibit a conspicuous notice indicating the action to be taken in case of fire and the location of the nearest telephone. The notice should include the following: On discovering fire: *Raise the alarm *Ensure the affected unit is evacuated *Call the Fire Brigade (the nearest telephone is sited *If practicable, attack the fire using the fire fighting equipment provided.

Appendix C – Proposed Static Holiday Caravan Conditions

Caravan Sites and Control of Development Act 1960

Proposed Static Holiday Caravan Conditions

STATUTORY AND REGULATORY REQUIREMENTS OF SITE OWNERS

In addition to the conditions imposed by this site licence there are other areas where a site needs to meet the statutory requirement of more specific legislation. It is the responsibility of the site owner to comply or have regard to any statutory requirements, regulations and codes of practice that apply at any time. The following list is not exhaustive, but it is provided as guidance. Legislation and guidance is regularly updated, the site owner will need to ensure that they are using the most up to date legislation/guidance.

Health & Safety

Health & Safety at Work etc. Act 1974

Fire Safety Regulatory

Reform (Fire Safety) Order 2005

Electrical Safety

The Electricity at Work Regulations 1989

Gas Safety

Gas Safety (Installation and Use) Regulations 1998

Mobile Homes and Caravan Sites

Mobile Homes Act 1983

Mobile Homes (Wales) Act 2013

Caravan Sites and Control of Development Act 1960

Caravan Sites Act 1968

Definition of caravan:

“... any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted “this could include some types of pods, lodges, shepherds’ huts, or similar, but does not include a tent.”

Planning

Town and Country Planning Act 1990

Miscellaneous

Equalities Act 2010

Disability Discrimination Act 1995

Tree Preservation Orders

Private Water Supplies (Wales) Regulations 2017

Please contact the licensing section should the site owner change, there are any changes to the planning permission or site layout. It is likely that the site licence will need re-issuing to reflect the changes

SCHEDULE OF LICENCE CONDITIONS FOR STATIC HOLIDAY CARAVAN SITES

1. PLAN

A plan of the site must be supplied to the local authority on application for a licence or when there is a material change to the boundaries or layout, or if requested by the authority. The plan must clearly illustrate the layout of the site including all relevant structures, features and facilities on it.

2. SPACING

- a) No caravan or combustible structure will be positioned within 3 metres of the boundary. Lesser distances may be encountered on established sites and must be addressed and approved by the fire authority via the site's approved fire risk assessment.
- b) The minimum spacing distance between units made of aluminium or other materials with similar fire performance properties must be not less than 5 metres between units, 3.5 metres at the corners. For those with a plywood or similar skin it must be not less than 6 metres. Lesser distances may be encountered on established sites and must be addressed and approved by the fire authority via the site's approved fire risk assessment.
- c) Any structure attached to a unit may protrude a maximum of one metre into the 5/6m separation distance. The structure must not exceed the height of the unit. Greater sizes may be encountered on established sites and must be addressed and approved by the fire authority via the site's approved fire risk assessment.
- d) Garages/Sheds are permitted within the 6m space between units, they must be of non-combustible construction. In order to restrict the spread of fire there must always be 3m clear space.

3. ROADS, GATEWAYS AND FOOTPATHS

- a) Roads must provide adequate access for emergency vehicles and routes and must always be kept clear of obstruction.
- b) All roads must have adequate surface water/storm drainage.
- c) Two-way roads must not be less than 3.7 metres wide or 3 metres wide if used by one-way traffic; where existing two-way roads are not 3.7 metres wide, passing places must be provided where practical
- d) One-way systems must be clearly sign posted.

- e) Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- f) Communal roads, pavements and footpaths must be maintained in good condition; and be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site.

4 HARD STANDINGS

Every caravan must stand on a hard-standing of suitable material, which will extend over the whole area occupied by the caravan placed upon it, and must project a sufficient distance outward from the entrance of the caravan to enable occupants to enter and leave safely.

5. GAS SAFETY

- a) Gas supplies, storage and installations must meet the relevant and applicable parts of any legislation, British Standards and LP Gas Association Codes of Practice in force at any time. Any relevant certificates must be provided to the Council at their request.
- b) Any gas appliances must be maintained and tested in accordance with any current legislation or codes of Practice in force at any time. Any relevant certificates must be provided to the Council at their request

6. ELECTRICAL SAFETY

- a) The site must have an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- b) All electrical installations must be installed, tested, maintained in accordance with the regulations and relevant statutes. Works on electrical installations and equipment should only be carried out by a competent person. The installation should be inspected annually or as otherwise stated by a qualified competent electrician who will issue a report of the inspection in the prescribed format. Any deficiencies must be rectified.

7. WATER SUPPLY

- a) There must be an adequate wholesome supply of drinking water.
- b) Satisfactory provision must be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.

8. REFUSE

- a) Provision must be made for the storage, collection and disposal of refuse and managed to prevent pest, fire or other public health impact.
- b) An approved accredited waste contract must be in place.

- c) The site must be maintained in a tidy condition and kept clear of all litter and refuse

9. NOTICES

- a) The following signs/notices must be displayed in a prominent place
- Name of the site
 - Site Licence
 - Name and telephone number of the licence holder and manager (where applicable)
 - Emergency contact details setting out action to be taken in an emergency and showing where the police, fire brigade, ambulance and local doctors can be contacted;
- b) In addition, the following to be available for inspection
- a copy of the site licence including licence conditions;
 - a copy of the most recent periodic electrical inspection report;
 - any relevant gas safety certificates;
 - the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005
 - a copy of the up-to-date public liability insurance certificate

10. FLOODING

The site owner must establish whether the site is at risk from flooding by referring to the Natural Resources Wales Flood Map. Where there is risk from flooding the site owner must consult Natural Resources Wales for advice on the likelihood of flooding, the depths and velocities of water that might be expected, the availability of a warning service and on what appropriate measures to take.

Appendix D - Proposed Touring Holiday Caravan Conditions

Caravan Sites and Control of Development Act 1960

Proposed Touring Holiday Caravan Conditions

STATUTORY AND REGULATORY REQUIREMENTS OF SITE OWNERS

In addition to the conditions imposed by this site licence there are other areas where a site needs to meet the statutory requirement of more specific legislation. It is the responsibility of the site owner to comply or have regard to any statutory requirements, regulations and codes of practice that apply at any time. The following list is not exhaustive, but it is provided as guidance. Legislation and guidance is regularly updated, the site owner will need to ensure that they are using the most up to date legislation/guidance.

Health & Safety

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Planning

Town and Country Planning Act 1990

Miscellaneous

Equalities Act 2010

Disability Discrimination Act 1995

Tree Preservation Orders

Private Water Supplies (Wales) Regulations 2017

Please contact the licensing section should the site owner change, there are any changes to the planning permission or site layout. It is likely that the site licence will need re-issuing to reflect the changes

SCHEDULE OF LICENCE CONDITIONS FOR TOURING HOLIDAY CARAVAN SITES

1. PLAN

A plan of the site must be supplied to the local authority on application for a licence or when there is a material change to the boundaries or layout, or if requested by the authority. The plan must clearly illustrate the layout of the site including all relevant structures, features and facilities on it.

2. SPACING

- a) No caravan or combustible structure will be positioned within 3 metres of the boundary. (Any lesser distances may be encountered on established sites and must be addressed and approved by the fire authority via the site's approved fire risk assessment).
- b) Every caravan must be no less than 6m from any other caravan. Vehicles, boats and/or awnings are permitted within the 6m space between units but in order to restrict the spread of fire, there shall always be 3m clear space. (Any lesser distances must be addressed and approved by the fire authority via the site's approved fire risk assessment)
- c) Emergency vehicle routes within a site must be kept clear from obstruction and all such vehicles must always be able to secure access to within 90 metres of any unit on the site

3. GAS SAFETY

Any gas storage and installation shall meet the relevant and applicable parts of any legislation, British Standards and LP Gas Association Codes of Practice in force at any time. Any relevant certificates shall be provided to the Council at their request

4. ELECTRICAL SAFETY

- a) The site must have an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- b) All electrical installations must be installed, tested, maintained in accordance with the regulations and relevant statutes. Works on electrical installations and equipment should only be carried out by a competent person. The installation should be inspected annually or as otherwise stated by a qualified competent electrician who will issue a report of the inspection in the prescribed format. Any deficiencies must be rectified.

5. WATER SUPPLY

- a) There must be an adequate wholesome supply of drinking water. Each pitch on a site must be no further than 90 metres from a water tap.

- b) Satisfactory provision must be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
- c) A properly designed disposal point for the contents of chemical toilets must be provided together with an adequate supply of water for cleansing containers.

6. TOILETS/SHOWERS

- a) Toilet/Shower blocks must be suitably lit
- b) Toilets and showers must be provided and be kept in good repair, in a clean condition and must always be readily accessible while the site is operational. The following facilities must be provided as a minimum:
 - (xx*) WCs
 - (xx*) WHBs with supply of hot and cold water
 - (xx*) SHOWERS with a supply of hot water

[* no's to be inserted depending on no of pitches calculated as – 1 WC & 1 WHB per 10 pitches 1 shower per 15 pitches, sites >100 pitches provision may be varied by agreement with Council]

- c) Arrangements must be made for the reception and disposal of sanitary dressings.
- d) Wheelchair users should be able to approach, transfer to and use the sanitary facilities provided. This requires an agreed proportion of wheelchair accessible toilets and showers. Sites that do not comply with this condition at the date of issuing this licence must meet compliance as soon as sanitary facilities at the site are refurbished, rebuilt or extended.

7. REFUSE

- a) Provision must be made for the storage, collection and disposal of refuse and managed to prevent pest, fire or other public health impact.
- b) An approved accredited waste contract must be in place.
- c) The site must be maintained in a tidy condition and kept clear of all litter and refuse

8. NOTICES

- a) The following signs/notices must be displayed in a prominent place:
 - Name of the site
 - Site Licence
 - Name and telephone number of the licence holder and manager (where applicable)
 - Emergency contact details setting out action to be taken in an emergency and showing where the police, fire brigade, ambulance and local doctors can be contacted;
- b) In addition, the following to be available for inspection:
 - a copy of the site licence including licence conditions;
 - a copy of the most recent periodic electrical inspection report;

- any relevant gas safety certificates;
- the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005
- a copy of the up-to-date public liability insurance certificate

10. FLOODING

The site owner must establish whether the site is at risk from flooding by referring to the Natural Resources Wales Flood Map. Where there is risk from flooding the site owner must consult Natural Resources Wales for advice on the likelihood of flooding, the depths and velocities of water that might be expected, the availability of a warning service and on what appropriate measures to take.

11. LIGHTING

Holiday touring sites will vary in nature and character, it is appreciated that the dark sky of West and Mid-Wales will be an attraction for many visitors, the effect of which would be contrary to a mandatory requirement for artificial lighting throughout the site. It will be for site owners to assess the need/extent of artificial lighting around the site based on the nature of the site and needs of those likely to visit. Where it is decided not to install artificial lighting, visitors to the site should be made aware of this in advance in order that they may equip themselves with torches or similar, to enable safe movement around the site during darkness.

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Cyngor Sir CEREDIGION County Council

REPORT TO: Licensing Committee (Non-Statutory Committee)

DATE: 14th July 2022

LOCATION: Virtual Meeting

TITLE: A report on the proposed fees for The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021

PURPOSE OF REPORT: For information

BACKGROUND:

The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021 (the legislation) were introduced in order to provide greater welfare protections for animals sold as pets. These bring in more private sellers of pets under a requirement to be licensed, to ensure the welfare protections of the animals are applied. They also replace existing Pet Shop licensing legislation. The new legislation brings more sellers of pet animals within the licensing regime, and as such introduces a wider fee structure. These new fees require agreement in order to be introduced and pet sellers licensed.

CURRENT SITUATION:

An introduction to the new legislation was presented through the Democratic process in 2021, the report is contained within the Annex 1 of the report in order to provide a full background to the legislation.

The process of calculating fees is based upon a cost recovery basis only, and they follow the process used across the licensing function. A review of other authorities have found the fees are consistent in level.

Proposed Fees

Licence Type	Fee 2022/2023	Enforcement	Total Licence Fee (payable separate)
Full New Licence (small)	455.00	45.00	500.00
Full New Licence (medium)	545.00	45.00	590.00
Full New Licence (large)	645.00	45.00	690.00
Renewal (small)	405.00	45.00	450.00
Renewal (medium)	450.00	45.00	495.00
Renewal (large)	500.00	45.00	545.00
Advisory visit - officer	45 per hour		
Advisory visit - vet	At cost		
Notes			
Small - hobby sales with 10 or less animals (200 fish) for sale at one time			
Medium - hobby sales with more than 10 animals, and small commercial property			
Large - large commercial property			

The enforcement fee is included in the 2022/2023 fees in order to cover the additional work the authority has to undertake in identifying operators who are operating without a license. As the operators previously not subject to licensing are “onboarded”, then the need for this fee will decrease. The charging for additional enforcement fees is listed in the legislation.

Has an Integrated Impact Assessment been completed? If, not, please state why

The legislation is a statutory requirement

WELLBEING OF FUTURE GENERATIONS:

**Summary:
Long term:**

Public Protection, animal welfare is a statutory duty of the authority and contributes towards the Well-being goals within the Well-being of Future Generations Act (Wales) 2015.

Integration: Public Protection activity is in line with the objectives of health partners and makes a contribution to a number of the Wellbeing goals within the Well-being of Future Generation (Wales) Act 2015

Collaboration: Public Protection collaborate extensively with partner agencies including, Animal & Plant Health Agency, other Local Authorities, Dyfed-Powys Police, Welsh Government, RSPCA

Involvement: Public Protection enforcement activity begins with engagement and encouragement and promotes compliance with legislation.

Prevention: There is an emphasis on prevention as processes ensure that a number of checks and safeguards are in place before an activity is permitted or licensed.

Overview and Scrutiny: Presented to the Healthier Communities Overview & Scrutiny Committee on 10th July 2022 for decision

RECOMMENDATION (S): The report is for information only.

REASON FOR RECOMMENDATION (S): The report is for information only.

Contact Name: Heddwyn Evans

Designation: Environmental Health Manager

Date of Report: 9th June 2022

Background Papers: Cabinet Report on the introduction of The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021.

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