



## **GALWAY COUNTY COUNCIL COMHAIRLE CHONTAE NA GAILLIMHE**

### **Local Government (Sanitary Services) Act 1948**

### **Application for Caravan and Camping Licences**

*These guidelines on licensing requirements have been prepared to assist proprietors of Caravan Parks & Camping Sites to comply with all legal requirements regarding the granting of an annual Caravan and Camping Licence. For the avoidance of doubt, a Caravan / Camping Licence is required for all parks/sites offering services to the public and there are very limited circumstances in which a licence is not required, for example, camping by the owner/occupier only on their own land, or persons engaged in work on agricultural land.*

## **1. Legislative Background.**

The following is a summary of the primary legislative provisions governing the establishment and operation of a Caravan/Camping Park:

### Site Provision - Planning Authority:

An operator must have planning permission to operate their site as a Caravan or Camping Park pursuant to the provisions of the Local Government (Planning and Development) Act 1963 as amended. The only exception to this is if the site and its structures were in use as a caravan park prior to planning permission coming into force in Ireland, i.e., 1 October 1964. Any additional structures or changes to the site require an updated application for planning permission – the applicant can commence this process with pre-planning enquiries.

[Co. Galway Pre-planning Enquiry System.](#)

### Site Safety - Fire Authority:

As a form of commercial tourist accommodation, caravan and camping parks must comply with the Fire Services Acts 1981-2003 and the Building Control Act 1990 as amended. A Fire Safety Certificate is required when constructing or amending the non-domestic buildings within the park, e.g., reception, toilet & washing blocks, games rooms, shop, restaurant, etc. (unless these structures were built before 1 June 1992 and no alterations have taken place since that time). Fire Officers can inspect parks at any time to check for compliance, and will inspect fire safety registers, fire notices and evacuation plans, fire equipment and maintenance/service logs.

[Fire safety certificate application | Galway County Council.](#)

### Site Operation - Sanitary Authority:

The proprietor/occupier of any caravan or camping park must hold a current Caravan & Camping Licence issued under Section 34 of the Local Government (Sanitary Services) Act 1948. This is an operational requirement to ensure the site meets health, safety, and environmental standards, and the licensee is legally obliged to comply with every condition of the licence. Further advice is provided on some of these conditions throughout these guidance notes.

[Local Government \(Sanitary Services\) Act, 1948](#)

### Site Registration & Classification - Fáilte Ireland

Under the Tourist Traffic Acts 1939-2016, any business calling itself a caravan or camping park must be registered with Fáilte Ireland on the Register of Caravan Sites and Camping Sites. Registration is required where the business has a caravan and/or camping park comprising 20 or more pitches where “pitches” denote temporary sites either for touring caravans or for tents. This is a mandatory national requirement for quality assurance and classification, to provide transparency in the guest experience, and reward businesses that are going the extra mile in quality of service and hospitality.

[Fáilte Ireland - Caravan and camping parks | Quality Assurance](#)

Every business is required to fulfil and comply with its statutory obligations including, but not limited to areas of planning, building control, food legislation, licensing, water supply, sanitation and sewage disposal, waste disposal, fire gas and electrical safety, general health and safety and animal control. These aspects will form part of the checks and inspections undertaken by the various agencies involved in the management and monitoring of these functions. Galway County Council will consult with Fáilte Ireland prior to issuing a Caravan/Camping Licence (as required under the Local Government Sanitary Services Act 1948) and will also publicise the list of licensed facilities on our website.

## 2. Definitions.

Under the Local Government (Sanitary Services) Act 1948 “temporary dwellings” are defined as Tents, Vans/Other Conveyances, or Sheds/Huts or other Structures, constructed or adapted for human habitation. In providing the breakdown of temporary dwellings on your site, please have regard to the following definitions:

### Touring Pitches:

- A Tent is defined as a structure of canvas, plastic or other such material erected for the purpose of providing shelter and sleeping accommodation with or without ancillary accommodation. The number to be provided is the number of pitches provided for such temporary accommodation.
- A Caravan is defined as any form of transportable or moveable accommodation constructed for the purpose of providing mobile sleeping accommodation, whether capable of being towed, containing its own means of propulsion or otherwise, in which sleeping accommodation is provided with or without ancillary living accommodation. A motor home/camper van/caravanette is a motorised road vehicle providing accommodation and self-catering facilities. The number to be provided is the number of pitches provided for such temporary accommodation.

### Static Structures:

- This is part of a site designated for fixed accommodation such as mobile homes, glamping pods, yurts, chalets, etc. The number to be provided is the total number of static units on the site.

## 3. Site Layout and Structural Conditions:

- 3.1 *Entrance:* the entrance to the site should be located to afford adequate sight lines along the public road in both directions. The opening should be sufficient to enable the entry or exit of a car towing a caravan to be made in one movement and should be not less than 6 metres (20 feet) across at the edge of the carriageway of the road. The entrance should be of a permanent character, paved, and level.
- 3.2 *Accessibility:* internal roads and pathways should be of suitable width and surfacing to afford safe and easy access between all parts of the site for guests, their caravans and motor or other vehicles, and emergency service vehicles. An adequate system of public lighting shall be provided to light roadways and pathways between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.
- 3.3 *Layout:* the portions of the site on which touring pitches are to be placed should be clearly marked and numbered by permanent markers set in the ground. Static structures for rental or privately owned should be clearly identifiable and separated from touring pitches to minimise disturbance and traffic flow in these areas. Each caravan pitch shall have a hardstanding of a suitable surface to provide appropriate drainage and stability. There should be a separate hardstand area of suitable surface set aside for car parking to prevent damage to installed services and accommodate guests and visitors to the site.
- 3.4 *Maximum Capacity:* only tents, caravans or other such structures constructed or adapted for shelter or sleeping purposes should be kept on the pitches. The maximum number of temporary dwellings to be kept on the land at any one time should not exceed 50 per hectare / 20 per acre. This is to provide greater privacy and amenity and allow better advantage to be taken of site features for screening.
- 3.5 *Spatial Conditions:* there should be a minimum free space of 6 metres (20 feet) in all directions around each touring pitch. The distance between a touring pitch and any house or other structure shall be at least 9 metres (30 feet). All pitches should be situated at least

30 metres (100 feet) from a public road and the licensee should provide for screening in the form of trees or shrubs between the public road and the site.

- 3.6 *Structural Condition*: all buildings on the park should be of substantial and durable construction, structurally safe, and in good repair throughout. Static structures for accommodation, whether owned or rented, should be of sound construction and be maintained in a good state of repair and decoration while parked on the site. Each static pitch should have a suitable surface to provide drainage and stability and the density and free space between static structures should be in accordance with planning permission granted for the site.

#### **4. Environmental and Public Health Conditions:**

- 4.1 *Serviced Pitches*: all static structures for rental or privately owned must be serviced with electricity and plumbing for the continuous supply of hot and cold water and the disposal of waste.
- 4.2 *Sanitary Blocks*: toilet facilities for other guests shall be provided in a permanent building or buildings for men and women, with separate entrances clearly designated, and shall contain fixed fittings of approved manufacture with plumbing for the continuous supply of hot and cold water and the disposal of waste. The standard required is 1 w.c. for every 6 pitches (allowances from this standard can be made depending on the number of fully plumbed and serviced pitches). Shower cubicles should be provided in permanent buildings separate from toilets and with separate entrances for men and women clearly designated. The building(s) containing the toilets, showers or laundry shall not be located closer than 11 metres (35 feet) of any pitch but shall be located reasonably convenient to all pitches on the park. The toilets and washing facilities should be well ventilated by natural or mechanical means, provided with artificial lighting, kept in a clean and hygienic condition, and provided with hot and cold water for washing. All toilet, washing, and hand drying facilities shall be kept in good working order and well maintained.
- 4.3 *Water Supply*: there should be a piped water supply from a source approved by Galway County Council. Drinking Water standards must comply with the European Communities (Drinking Water) Regulations 2023 – S.I. No. 99 of 2023 and this will be certified through periodic sampling during the season. Where a public water supply is provided, a hydrant or hydrants should be provided, each capable of delivering a minimum of 75 gallons per minute at a flowing pressure of 25 lbs. per sq. inch. Alternatively, an adequate, protected, covered suction supply from a tank of at least 3,000 gallons capacity should be situated as to be easily available for Fire Service appliances. Care should be taken to ensure such tanks are not a hazard to children. No caravans or temporary dwelling should be situated more than 150 yds from a hydrant or suction water supply.
- 4.4 *Water Supply Points*: drinking water supply points should be numbered and situated to provide one water point for every 8 pitches (allowances to this standard can be made where water supply is provided directly to some pitches). There should be a maximum distance of 45 metres from any one pitch to a water supply point. Standpipe taps should be firmly mounted and protected from damage, frost, and/or contamination. At the foot of each standpipe, there should be a gully trap set in a curbed concrete surround at least two feet square with fall to the gully inlet and connected to a drain.
- 4.5 *Wastewater System*: all toilet fittings shall be connected to a wastewater treatment system in accordance with a design approved by the Council. Where a connection to a public sewer is not possible, a suitable treatment system must be provided which is sufficient to accommodate peak volumes of wastewater. The system should include provision for the satisfactory treatment of effluent and the distance of this unit from any pitch, dwelling, or public road, should be determined in consultation with the local authority. Facilities should

be provided for the direct disposal to the drainage system of wastewater from touring caravans. A discharge licence is required for facilities that discharge over 5m<sup>3</sup> per day of wastewater into surface waters or groundwaters in accordance with the Local Government Water Pollution Act 1977 as amended.

- 4.6 *Waste Management:* adequate arrangements should be in place for the collection, removal, and disposal of waste in a suitable manner. The site manager will facilitate waste separation by guests and provide separate bins for municipal waste, recyclable waste and food waste. There should be a sufficient number of properly constructed waste disposal units with lids and protection from birds or animals, to cater for the total number of pitches on the park.
- 4.7 *Litter Control:* site managers should ensure that the site is kept tidy and free from litter. Surfaces should be kept free from dry grass, leaves, weeds, etc., or any materials of an inflammable nature.
- 4.8 *Animal Control:* where dogs are allowed on site, there should be appropriate notices to ensure guests are aware of legal requirements to keep dogs under effective control and any specific site rules regarding prohibited areas, measures to prevent dog fouling, etc. Guidance for site notices can be found on the following site - [Responsible Dog Ownership](#)

## **5. Fire Safety and Management Conditions:**

- 5.1 *Fire Safety Register:* the management of the site shall keep an up-to-date Fire Safety Register as a record of all fire safety management on the premises, including records of fire and emergency procedures, staff training and fire drills, inspection & maintenance of fire protection equipment and emergency lighting, fire points and escape routes, etc. The register should always be available on-site for inspection by Authorised Officers of the Fire Authority. Further guidance is available on the Council's website at [Technical fire safety and fire prevention | Galway County Council](#) and nationally at [Fire Safety Guide for Building Owners and Operators.pdf](#)
- 5.2 *Fire Safety Information:* occupants must be made aware of fire safety requirements by the site manager by way of written notice including instructions on adequate ventilation, smoke alarm, carbon monoxide alarm, fire blanket and fire extinguisher. [Fire Safety Leaflets - Fire Ireland](#)
- 5.3 *Fire Points:* the site should have an adequate number of fire points located so that no caravan or site building is more than 30 metres from the nearest fire point. Each fire point should:
  - be clearly visible and clearly marked "**FIRE POINT**"
  - be easily accessible
  - contain at least 1 hose reel which is well maintained and in good working order and a 5kg multi-purpose-type fire extinguisher. Where hose reels are not provided, 2 x 9 litre water-type fire extinguishers must be provided. Fire-fighting equipment must be secured but easily accessible in the event of an emergency.
  - Include a fire notice outlining procedures, fire escape routes & gathering points, etc.
  - Include a means of raising the alarm.
- 5.4 *LPG/Gas Cylinders:* LPG cylinders which are in use should be located external to units and secured in an upright position and sheltered from direct heat – all couplings and pipework should be thoroughly examined prior to use and any defective materials replaced. Occupants should be directed to ensure the installation is certified by a qualified installer in accordance with I.S. 813 and I.S. EN 1949. LPG cylinders not in use by tenants should be stored in a special fire-resistant building substantially constructed of concrete, brick or stone, and ventilated at floor and roof level, in accordance with I.S. 3213. Empty LPG cylinders should be returned immediately or stored in the designated storage area.

5.5 *Certifications*: all electrical, gas and oil-fired equipment, and fire equipment, should be safely and regularly maintained, serviced and tested. Evidence of up-to-date inspections must be provided for the following:

- a) Electrical Installations: the certification of electrical installations should comply with the Electro Technical Council of Ireland (ETCI) "National Rules for Electrical Installations" (I.S. 10101). There should be a Periodic Inspection Report completed by an Electrical Contractor who is registered with a supervisory body such as ECSSAI or RECI. Each Certificate should have an individual certificate number which is single use and issued by the approving body. Where Emergency Lighting is provided, it is also recommended that inspection and testing is completed in accordance with I.S. 3217.
- b) LPG/Gas: any gas installations in communal areas such as catering or kitchen facilities should be certified by a registered gas installer (RGI) in accordance with I.S. 820 which set standards for non-domestic gas installations.
- c) Fire Equipment: hydraulic hose reels systems shall comply with EN 671 (part 1) which specifies requirements for hose reels with semi-rigid hose with regular inspections conducted by competent persons. Where fire extinguishers are provided in lieu of hydraulic hose reels, fire extinguishers must comply with I.S/EN 3 (parts 1-6) are to be provided on the site and are to be serviced annually by a competent person in accordance with I.S. 291.

## **6. Management and Reporting**

The park shall be under the regular supervision of a person or persons capable of maintaining order and control. The licensee will be responsible for ensuring compliance with licencing conditions and management of on-site behaviour and it is recommended that a notice is displayed indicating required standards of behaviour. The licensee shall make available for guests and employees basic first-aid equipment. The licensee shall keep a record of all lettings and comply with other requirements of Fáilte Ireland under the Tourist Traffic Acts 1939-2016, or any additional requirements of the HSE.