REGISTRATION AND RENEWAL OF REGISTRATION REGULATIONS FOR CARAVAN & CAMPING PARKS 2009

TOURIST TRAFFIC ACTS 1939 –2003
Fáilte Ireland in accordance with the powers conferred on it by the Tourist Traffic Acts 1939 to 2003 with the consent of the Minister for Arts, Sport and Tourism revokes the Approved Caravan and Camping Parks Registration and Renewal of Registration Regulations 2008 and makes the following regulations to be known as the Registration and Renewal of Registration Regulations for Caravan and Camping Parks 2009.

A. CITATION

These Regulations may be cited as the Caravan and Camping Parks Registration and Renewal of Registration Regulations, 2009.

“The 2008 Regulations” means the Approved Caravan and Camping Parks Registration and Renewal of Registration Regulations 2008.

B. COMMENCEMENT

These Regulations shall come into operation on the 1st day of March 2009 (“the Commencement Date”).

These Regulations shall apply to all premises for which initial Caravan and Camping Parks registration or renewal of Caravan and Camping Parks registration is sought from Fáilte Ireland on or after the Commencement Date save as set out below in Regulation 16 headed “Exemption Arrangements”.

C. INTERPRETATION

“The Authority” mean the members of the Board of the National Tourism Development Authority (Fáilte Ireland) and its successors and assigns.

“The Contractor” means the contractor appointed by Fáilte Ireland to carry out inspection and classification of Caravan and Camping Parks.

Where a particular quality or standard is laid down in these Regulations in respect of physical or other aspects of a premises, and no objective quality or standard is specified, the quality or standard in question is one determined in the discretion of Fáilte Ireland.
1. **THE PREMISES**

1.1 The premises shall consist of a caravan park and/or camping park comprising (a) twenty or more pitches where “pitches” denotes temporary sites either for touring caravans or for tents, (b) a reception building or buildings and (c) a shower/toilet block and laundry facilities (which may be contained in the reception building).

1.2 There shall not be more than 50 pitches per hectare.

1.3 There shall be, in respect of the premises, a suitably wide, paved, entrance or entrances, suitable reception facilities and sufficient roads and pathways to ensure proper access, including access for emergency service vehicles, egress and internal circulation; toilet and water facilities; garbage disposal facilities; sewage disposal facilities.

1.4 The premises shall be used primarily for the accommodation of persons, with caravan/tents, presenting themselves with or without prior arrangement, and for the provision of services to such persons, for such caravan/tents at reasonable hours.

1.5 The premises shall be constructed, laid out, or adapted and properly equipped for use as a caravan and/or camping park.

1.6 The premises shall be well drained.

1.7 All buildings on the park shall be of substantial and durable construction, structurally safe and in good repair throughout.

1.8 For the purpose of these regulations 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.

1.9 Static caravan holiday homes for rental or privately owned shall be clearly identifiable and meet all requirements in 1.10, 2.3, 2.4, 2.5 and 2.7.

1.10 All static caravan holiday homes for rental or privately owned must be serviced with electricity and all plumbing for the continuous supply of hot and cold water and the disposal of waste and be in good repair and their condition should not detract from the overall appearance of the park.

1.11 For the purpose of these regulations 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.

1.12 The premises, which expression shall include the exterior and interior, outdoor areas, grounds, and car parking areas shall be kept clean and well maintained throughout and in good decorative order to the satisfaction of Fáilte Ireland.

1.13 Suitable access for persons with mobility difficulties, including wheelchair users must be provided to the entrance, reception, and public areas, including toilet and shower facilities in accordance with the Building Regulations 2000 Technical Guidance Document M (as the same may subsequently be amended or modified).

*Note: This regulation 1.13 contains new structural requirements. Exemptions may be available in accordance with regulation (16) below.*

2. **PITCHES**

2.1 The minimum number of touring pitches shall be 20.

2.2 The density of touring pitches shall not exceed 50 per hectare.

2.3 The density of static caravan holiday homes shall be in accordance with the statutory requirements of local and other authorities.

2.4 There shall be provided one hardstanding car parking space of suitable surface for each pitch.

*Note: This regulation 2.4 contains new structural requirements. Exemptions may be available in accordance with regulation (16) below.*

2.5 Each static caravan holiday home pitch shall have a suitable surface to provide drainage and stability.

2.6 Each caravan pitch shall have a hardstanding of a suitable surface to provide drainage and stability.

2.7 There shall be a minimum free space of 6 metres in all directions around each touring pitch. The distance between a touring pitch and any permanent structure shall not be less than 9 metres. The free space between static caravan holiday homes and permanent structures/buildings shall be in accordance with the statutory requirements of local and other authorities.

2.8 All pitches shall be situated not less than 27.5 metres from any public road or alternatively suitably screened to ensure the privacy of person occupying a caravan or tent thereon.
3. **ENTRANCE/EXITS/RECEPTION FACILITIES**

3.1 The park entrances and exits shall be suitably located, laid out and equipped for the proper reception and control of arriving and departing guests, their caravans and motor or other vehicles. They should be adequately signposted indicating the location and parking point for the reception area.

3.2 The park entrance itself should be planned to permit maximum vision and safety while entering and leaving the site. The reception must be located in a permanent building (which may be part of the owner/manager’s house) situated adjacent to the park entrance supervising entry and exit. The design and landscaping of the entrance and reception areas must be carried out and maintained to a high standard.

3.3 There must be a reception area suitable for the arrival and departure of guests.

3.4 The reception shall be located in a wheelchair accessible permanent building adjacent to the site entrance and shall contain the reception building, visitor seating, with access to a telephone (or a means of summoning assistance day or night in the event of an emergency e.g. staff/proprietor) with printed details of telephone numbers of doctors/emergency services, toilets and the necessary facilities for the arrival and departure of guests and for the receiving and handling of enquiries and bookings.

*Note: This regulation 3.3/3.4 contains new structural requirements. Exemptions may be available in accordance with regulation (16) below.*

3.5 Parking for a minimum of two vehicles must be provided in close proximity to the reception area.

3.6 **Cattle Grid:** The presence of farm animals in an area will generally dictate the need for cattle grids. It is imperative to keep animals off the park. The perimeter should be secured by fencing or other appropriate methods where necessary.

3.7 **Security Gate/Barrier:** At certain hours of the day and seasons of the year it will be necessary to secure the park by means of a gate/barrier. A notice displaying opening and closing times must be positioned close by.

4. **ROADS & PATHWAYS**

4.1 Roads and pathways shall be laid out and surfaced to afford sufficient and proper internal circulation between the entrances, exits, pitches, toilets and water points, for guests, their caravans and motor or other vehicles, including emergency service vehicles.
4.2 The aim in design of roads for a caravan park should be for a system that is efficient by using unobtrusive and well detailed finishes. The style of the road must be appropriate to the size and type of park. All roads and pathways must be firm and free from potholes.

Common road finishes are:

- b. Bitumen and tarmacadam.
- c. Compacted stone chippings and gravel.

5. **TOILETS, SHOWERS AND LAUNDRY**

5.1 Toilets for guests shall be provided in a permanent building or buildings for men and women, with separate entrances clearly designated and shall contain:

5.2 WC units in adequately spaced cubicles.

5.3 Wash-hand basins of approved manufacture fixed complete with all plumbing for the continuous supply of hot and cold water and the disposal of waste.

5.4 Shower cubicles – shall be provided in permanent buildings separate from toilets and with separate entrances for men and women clearly designated and designed to provide comfort and privacy with wet and dry areas without the need of a shower curtain. Floors and walls of shower rooms and cubicles must be tiled or covered with another equally suitable material.

*Note: This regulation 5.4 contains new structural requirements. Exemptions may be available in accordance with regulation (16) below.*

5.5 All toilet fittings (WCs, urinals, WHBs) shall be connected to a water-borne sewerage system. The number and type of sanitary fittings installed shall be calculated in relation to the number of pitches on the park and shall be as follows:

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
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</thead>
<tbody>
<tr>
<td>1 urinal per 30 pitches</td>
<td>3 toilets per 30 pitches</td>
</tr>
<tr>
<td>2 toilets per 30 pitches</td>
<td>4 basins per 30 pitches</td>
</tr>
<tr>
<td>3 basins per 30 pitches</td>
<td>2 showers per 30 pitches</td>
</tr>
<tr>
<td>2 showers per 30 pitches</td>
<td></td>
</tr>
<tr>
<td>2 urinals per 30–42 pitches</td>
<td>4 toilets per 30–42 pitches</td>
</tr>
<tr>
<td>3 toilets per 30–42 pitches</td>
<td>6 basins per 30–42 pitches</td>
</tr>
<tr>
<td>5 basins per 30–42 pitches</td>
<td>3 showers per 30–42 pitches</td>
</tr>
<tr>
<td>3 showers per 30–42 pitches</td>
<td></td>
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</tbody>
</table>
For every ten additional pitches thereafter 1 additional unit of each facility is required.

Allowance can be made for fully plumbed static caravan holiday homes.

*Note: This regulation 5.5 contains new structural requirements. Exemptions may be available in accordance with regulation (16) below.*

5.6 A laundry room shall be provided in a permanent building adequate in size for the resident capacity of the park. The floors and walls must be tiled or otherwise suitably treated. The laundry shall contain:

   a. One deep sink unit complete with draining board, splash back and plumbing for the continuous supply of hot and cold water. The sink must be clearly designated for clothes washing only.
   b. Automatic washing machine and dryer.
   c. Work top(s) for folding clothing.
   d. One power point for electric clothes-iron use.
   e. One ironing board.

5.7 The building(s) containing the toilets, showers or laundry shall not be located within 10 metres of any pitch but shall be located reasonably convenient to all pitches on the park.

5.8 To facilitate touring caravans chemical toilet disposal facilities approved by the Local Authority shall be provided. This facility must be in a permanent structure, with an independent external entrance and shall contain:

   a. disposal unit of suitable manufacture, ceramic or stainless steel with flushing system.
   b. water tap with hose.

5.9 To facilitate Motor Homes a suitable waste disposal point (MHWDP) with water tap and hose must be provided and located in a suitable area.

**6. WASH UP FOR POTS & PANS ETC.**

6.1 A washing up facility shall be provided in a permanent structure separate from the laundry room and shall contain; one deep sink unit designated for washing up only complete with draining board, splash back and plumbing for the continuous supply of hot and cold water.
7. **WATER SUPPLY**

7.1. There shall be an adequate supply of drinking water available to guests at all times from supply points numbering and situated in relation to the number of touring and camping pitches on the park as follows:

   a. One water supply point for every eight pitches.
   b. The supply point(s) shall be convenient to the touring pitches and shall be not more than 46 metres from any one pitch.

7.2 Each water supply point shall be by stand-pipe taps firmly mounted and protected from damage and/or contamination. At the foot of each stand-pipe there shall 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.

7.3 Allowance can be made for touring pitches with individual water supply.

8. **LIGHTING AND VENTILATION**

8.1 The toilets and other structures on the park shall contain effective means of natural and electrical lighting and direct or mechanical ventilation.

8.2 The park shall have an electrical installation to provide general lighting and services which shall be maintained at all times in good working order for all interiors and exteriors of buildings, caravans and tents thereon, at the entrances and/or exits, and roads used for internal circulation on the park, to the satisfaction of Fáilte Ireland.

9. **HYGIENE AND FIRE PRECAUTIONS**

9.1 All electrical and gas/oil fired equipment must be safely maintained and serviced regularly.

9.2 Fire points shall be provided and must be clearly visible and well maintained. Fire fighting equipment must be secured but easily accessible in the event of an emergency.

9.3 The park shall make available for guests and employees basic first-aid equipment.

9.4 There shall be a sufficient number of properly constructed garbage disposal units with lids and protection from birds or animals, to cater for the total number of pitches on the park. The disposal of all waste, garbage etc. shall comply with the requirements of local and other authorities.
10. OPERATION

10.1 The park shall be maintained clean throughout, free of litter and in good decorative order to the satisfaction of Fáilte Ireland.

10.2 The park shall be under the regular supervision of a person or persons capable of maintaining order and control.

10.3 The park shall be staffed by persons adequate in number and ability to maintain the required services for guests at all times.

10.4 The proprietor shall ensure that proper records are maintained and returns furnished as may be required by statutory authorities.

10.5 The business shall be conducted in accordance with charges not exceeding those specified in the scale of charges which have been duly furnished to Fáilte Ireland’s appointed contractor in accordance with section 26(2) (d) of the Tourist Traffic Act, 1939. The scale of maximum charges shall be displayed in a prominent place in the reception area of the premises in accordance with Section 43 of the said Act together with a copy of the current registration certificate applicable to the premises.

10.6 Residents shall be subject to the rules and regulations (which must be prominently displayed) of the approved organisation or association or company which is registered as the proprietor of the park.

10.7 A register of visitors shall be maintained which shall contain the following particulars in relation to each visitor:

Name, Permanent Address, Country of Residence, Date of Arrival, Date of Departure.

11. STATUTORY REQUIREMENTS

11.1 The premises shall comply with and be operated in accordance with all statutory requirements of local and other authorities in relation to planning, Building Bye-Laws, food, food hygiene, water supply, sewage disposal, fire precautions and general safety and in particular but without prejudice to the generality of the foregoing shall comply with:

Local Government (Planning and Development) Acts, 1963-2000 (as may subsequently be amended or modified) and regulations made thereunder including the Building Regulations 2000 Technical Guidance Document M (as may subsequently be amended or modified).

Building Control Act, 1990 (as may subsequently be amended or modified) and regulations made thereunder.
Where Section 34 of the Local Government (Sanitary Services) Act 1948 is in operation, the proprietor, in relation to the park, shall hold a licence under that section.

Fire Services Acts, 1981 and 2003 and any statutory modification or re-enactment thereof.

All applicable employment legislation including, but not limited to Part IV of the Industrial Relations Act 1946 and subsequent legislation relating to the payment of minimum wages to employees.


The premises must have adequate public liability insurance. If requested, a copy of the current public liability insurance cover note must be forwarded to the contractor.


12. APPLICATION FOR REGISTRATION

12.1 Every application made under Section 26 of the Tourist Traffic Act 2003 for registration of any park in the Register of Caravan Parks and Camping Parks shall be in writing in the Initial Registration Application Form and shall, when filled in and completed by or on behalf of the applicant for such registration, be sent by post to or left at the office of the appointed Contractor, and shall be accompanied by the prescribed fee.

12.2 Applicants for registration shall furnish written evidence from the Fire Authority for the area where the park is situate, that the said Fire Authority has no objection to the registration of the park as a Caravan and Camping Park.

13. REGISTRATION

13.1 Where the Authority is of the opinion that the said park is eligible for registration in the Register of Caravan Parks and Camping Parks there shall be paid:

For each pitch entered on the Initial Registration Application Form, the amount as prescribed.

13.2 Where the opinion of the Authority that the said premises is eligible for registration in the Register of Caravan Parks and Camping Parks is formed on or after the FIRST DAY OF SEPTEMBER in any one year, the registration fee to be paid shall be calculated at one-third
of the fee prescribed in 13.1 above.

14. RENEWAL OF REGISTRATION

14.1 Every Application made under Section 29 of the Tourist Traffic Act 1939 for the renewal of registration of any park in the Register of Caravan Parks and Camping Parks shall be in writing in the Renewal of Registration Form in the Schedule hereto and shall, when filled in and completed by or on behalf of the applicant for the renewal of such registration, be sent by post to, or left at the office of the appointed Contractor, and shall be accompanied by the prescribed fee for each pitch entered on the schedule of the Renewal Form.

15. REVOCATION

The Registration and Renewal of Registration Regulations for Caravan and Camping parks 2008 are hereby revoked.

16. EXEMPTION ARRANGEMENTS

In this Regulation, the following expressions shall have the following meanings:

a. “New Structural Requirements” means the new structural requirements contained in these Regulations which include but are not limited to regulations 1.13, 2.4, 3.3, 3.4, 5.4, 5.5.

b. “Year of Registration” means 1st January to 31st December in every year as the same may be adjusted from time to time by the Authority.

16.1 Renewals of registration

These regulations shall apply to applications for renewal of registration except that the New Structural Requirements shall not apply to any application for renewal of registration in respect of a premises which was registered under a set of regulations preceding these.

16.2 Failure to apply to renew - lapse of over 12 months.

The New Structural Requirements shall not apply where a premises which has received its first registration under a set of regulations preceding these fails to apply to renew its registration for a given Year of Registration but subsequently applies to renew within 12 months after the final date for submitting applications for the said given Year of Registration.
16.3 **Initial registrations**

These regulations shall apply to initial registration applications save that:

16.3.1 Where, within 12 months prior to the Commencement Date a person has either

   a. incurred not less than 15 per cent of the total cost of construction or refurbishment of a proposed caravan or camping park and/or

   b. the foundations of a premises having structural characteristics which would comply with the 1990 Regulations have been laid,

and evidence of this has been provided in the form of a duly qualified auditor’s certificate of expenditure or by such evidence as Fáilte Ireland or its authorised contractor may require.

   c. the applicant has on a date thereafter (which date shall not be more than 12 months after the Commencement Date hereof) sought initial caravan or camping park registration for the said premises from the Authority and the premises does not comply with the New Structural Requirements in these regulations but would comply with the corresponding provisions of the 1990 Regulations as regards these structural requirements, then, the corresponding provisions of the 1990 Regulations will apply as regards these structural requirements only.

16.3.2 For the avoidance of doubt, where the registration of a premises has been cancelled by the Authority under the provisions set out in the Tourist Traffic Acts, 1939 - 2003, these regulations shall apply to any subsequent application for registration of the said premises.