



Gypsy/Traveller Site Standards

Guidance Note

February 2023

1 Introduction

In Perth and Kinross there are two permanent Council owned sites at Double Dykes and Bobbin Mill, and there are also several private permanent sites. The Local Development Plan protects existing sites and supports applications for new permanent and temporary use sites. Policy 21 sets out 7 criteria that new sites should meet to help make sure that an application for a new site will meet the needs of its users. This guidance gives more detail on those requirements.

Types of Sites

Permanent Sites have permanent accommodation and pitches are privately owned or leased and available to the occupier year round. They will have utility blocks and often have permanent chalets and touring caravans.

Transit Sites are short stay sites that are available year round but are used temporarily for several weeks between long-term locations. Amenities will be more basic but sites should still provide for the health and wellbeing of residents. Sites intended to be used for an entire season should aim to have the same standard as a permanent site.

Stopping Places are temporary short stay sites which are used for short durations and may not need planning permission or a licence where there is minimal use. Requirements will vary depending on how the site will be used. Please contact development management for advice (see section 2).

LDP Policy 21: Gypsy / Travellers' Sites

Policy 21A: Existing Sites

Existing authorised Gypsy/Travellers' sites will be protected and there will be a presumption against their conversion to other uses.

Policy 21B: New Sites

The Council will assess applications for permanent sites and temporary 'short stay' sites in small groupings; generally considered to be between 1-10 pitches. Proposals for the development of a site for Gypsy/Travellers' accommodation on unallocated land will be supported provided:

- (a) the Council is satisfied the **number and nature of the pitches** provided on the site is appropriate to the site size and general area;
- (b) the site will not detract from the **physical character**, and there is no more than a minimal effect on the appearance of the wider area; the site is, or can be, adequately screened and landscaped;
- (c) the use of the site must be environmentally compatible with, and not negatively affect or be affected by, the **neighbouring land uses**;
- (d) the needs of the residents of the site, temporary or permanent, for **essential services** can be met appropriately by local facilities; these include rubbish collection, access to water and drainage;
- (e) there is **satisfactory access** and the site does not generate traffic of an amount or type inappropriate for the roads in the area;
- (f) the site can be adequately secured to provide a **safe environment** for the residents using the site;
- (g) there is an adequate separation distance from noise receptors where **generators** are a primary source of power and connection to the grid is not possible or intended.

2 Requirements

Planning permission

Keeping a residential caravan or chalet on land needs planning permission in most instances. This means all new permanent or transit sites, or changes to existing sites, will require permission with the exception of some stopping places.

Planning permission is also required for most physical works such as making an access road, making a new or bigger pitch or building permanent structures such as amenity blocks, fences and kennels.

Please get in touch with the Council's planning department for help as to whether planning permission is required, and if it is required, we can help applicants through this process.

Email: developmentmanagement@pkc.gov.uk

Telephone: 01738 475 300.

Independent advice is also available through PAS:

www.pas.org.uk or 0300 323 7602.

Caravan site licence

Sites which have residential caravans on site all year will need a residential caravan licence. This can be applied for at the same time as planning permission. Transit sites that need planning permission will also need a caravan site licence.¹ Contact the Environmental Health team on es@pkc.gov.uk or 01738 476476 for more information.

Building warrant

A building warrant is not normally needed for chalets that fall within the definition of a caravan, but is required for permanent buildings like amenity blocks and for any drainage system on site including the drainage systems for caravans and chalets. This must be obtained before work can start. A building warrant is not needed for the siting of caravans. Chalets do not usually need a building warrant unless they do not fit within the definition of a caravan. The Building Standards team will be able to provide advice if unsure.

For further information on building standards:

- visit our website <https://www.pkc.gov.uk/buildingstandards>
- email buildingstandards@pkc.gov.uk; or
- phone 01738 475 300 and ask to speak with the duty Building Standards Surveyor.

¹ See www.pkc.gov.uk/article/15600/Licence-caravan-site.

3 Site Standards

The Council will support applications to develop land into permanent or transit sites for Gypsy/Travellers. The land does not need to be identified in the Local Development Plan and no evidence of need is required.

Smaller sites may be easier to find, develop and manage and the planning policy supports sites of up to 10 pitches.

All proposals should include a layout plan showing the site and access, where the pitches will be and any common areas or facilities. This should show the location of the principal caravan or chalet, parking for touring caravans and amenity blocks or other buildings on each pitch

Proposals should describe or show how the standards in this guidance are met.

A. Number and Nature of Pitches

Permanent Sites

- The size of the pitches on a site should meet the needs of all residents and should generally be a similar size.
- There should be space on site for an amenity block or dayroom on each pitch, a chalet or principal caravan, and space to park at least one touring caravan and two cars or light commercial vehicles.
- There should also be some space for storage or a kennel available.
- There should be enough room for people and vehicles to move around safely including space to manoeuvre caravans.
- Shared space for children to meet and play safely should be identified. Communal space or a building for all to meet should also be considered on larger sites.
- Sites should not be located in areas of high flood risk.

Transit Sites

- The size of the pitches on a site need to meet the needs of residents.
- Pitches need to have a strong enough hardstanding to support caravans, cars and vans.
- Each pitch should provide for one or two touring caravan(s), two car parking spaces and space for people and vehicles to move around safely.
- On site or safe access to recreation area for children and pets should be identified where possible.
- It should be easy to see where the edges of a pitch are to make sure they are safe.
- Sites should not be located in areas of high flood risk.
- The number of pitches should allow for one travelling group at a time.

B. Physical Character

Permanent Sites

- Sites near buildings or where there are trees or hedges will have less impact on the landscape.
- Entrance gates and walls or fences next to the road should fit in with the local character.
- If walls and fences are used around a site, these can be softened with the choice of materials or colour.
- In open locations, planting on the outside boundary of a site will help the site fit with the landscape, provide privacy and support nature.
- Green spaces within the site are encouraged to promote wellbeing, and can be used to retain fire safety separation.

C. Neighbouring Land Uses

Permanent Sites

- Sites are best located where they will not be affected by noise or overlooked by neighbours.
- Sites are best located away from industrial uses or very busy roads
- Pitch layout can minimise noise and privacy concerns with neighbours.

Transit Sites

- Pitches set back from road sides will soften impacts and provide safety.
- Existing shrubs, trees or hedges, or where possible planting of more vegetation on the boundary and between pitches will help provide screening, privacy and safeguard fire safety separation.
- Consider how the pitches are laid out to support a communal feel and increase security

Transit Sites

- Landscaping and planting can provide privacy.
- Sites should not be next to industrial uses and far enough away from very busy roads to minimise noise and safety concerns.

D. Essential Services

Permanent Sites

- Sites should be located where it is possible to reach schools, shops, recreation and medical services by walking or public transport.
- Unless provided in chalets, each pitch must have an amenity block or day room with a hot and cold water supply, toilet, bathing, laundry and kitchen facilities suitable for the size of the pitch. A communal amenity block may be appropriate for small sites and should be the right size for the number of people using it.
- Electricity with meters should be provided to each pitch. Extra power points will help provide for visitors.
- Private water supplies must be safe to drink and may need to be registered with, and monitored by, the Council.¹
- Sites should be connected to public waste water treatment where available. Where not available a private waste water treatment will be needed. Full details of this will need to be submitted with a planning application and will require a licence from SEPA. In Kinross-shire and near Dunkeld there are extra requirements for drainage to protect the environment. There is specific guidance on this on the Council [website](#).
- Rain water must be able to drain away naturally and sites must be able to cope with heavy rainfall and not at risk of flooding. Chalets and amenity blocks should have rainwater gutters, flashing and downpipes draining to a sustainable drainage system.
- A central rubbish and recycling point that is easy for all residents to access, and that can be accessed by a bin lorry should be provided.

¹ See www.pkc.gov.uk/article/17905/Private-water-supply

Transit Sites

- At a minimum, transit sites should have:
 - a portable toilet for each pitch.
 - An electricity point and cold water supply which comply with regulations.
- Where possible and subject to the size of the site, the following should be provided:
 - washing and drying facilities
 - a sewerage disposal point
 - onsite wifi
- Rain water must be able to drain away naturally including in heavy rainfall or a sustainable drainage system may be required.
- An area for rubbish and recycling collection should be provided, with collection discussed with the Council.
- As relevant to the site specific circumstances an on-site presence or a notice board with contact details.

E. Access and Traffic

Permanent Sites

- Sites should be easy to reach from main roads.
- The entrance(s) to a site should be safe, suitable for caravans, with good visibility. Council transport planners can advise.
- Separate safe pedestrian access to the site must all be provided
- Access to pitches within the site should be safe and directly off the main access and not through other pitches.
- Site design should ensure traffic moves slowly through the site.
- Visitor parking of 1 place per 4 pitches should be provided.

F. Safe Environment

Permanent Sites

- Emergency services must always be able to access sites with wide enough roads and signs to hydrants and access points.
- Sites should be designed to help vehicles and pedestrians move safely within the site including through the use of footways and speed bumps and one way systems.
- Low level or movement activated lighting can help make public areas and roads safer without affecting the rural night sky.

G. Generators

Permanent Sites

- A connection to mains electricity should be provided to the principal caravan or chalet at a minimum wherever possible.
- Where connection to the grid is not immediately possible generators may be used as a temporary solution.
- Generators should be placed where they do not cause a nuisance to neighbours, and should be acoustically enclosed.

Transit Sites

- Sites should be easy and safe to get in and out of especially from main roads.
- The entrance to a site should be safe with good visibility and can be discussed with the Council transport planners.
- Safe off-road access should also be provided for pedestrians.
- Internal roads must be wide enough to allow emergency service access.

Transit Sites

- Fences around the site will help provide safety.
- The site should be able to be made secure when the site is not being used.
- Sites should be designed to help vehicles and pedestrians move safely within the site including through the footways, speed bumps and one-way systems.
- Emergency services must always be able to access sites with wide enough roads and signs to hydrants and access points.

Transit Sites

- A connection to mains electricity should be provided
- Generators may be required for additional or temporary use.
- Generators should be located so as not cause a nuisance to other neighbours and where possible be acoustically enclosed.

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation

www.pkc.gov.uk

DevelopmentPlan@pkc.gov.uk