

GREAT OCEAN ROAD COAST COMMITTEE CARAVAN AND CAMPING PARKS

QUESTIONS AND ANSWERS FOR PERMITS

MAY 2015

Why were the permits (ie Twelve Month Permit and Seasonal Permit) wording and conditions reviewed and revised?

It was decided to also review and revise the permits at this time so that all relevant documents (ie permits, rules and Minimum Standards) are consistent and up-to-date. Camper representatives also expressed their interest in having the permits reviewed and revised.

What changes have been made to the permits?

The main changes made to the permits are as follows:

- The restrictions on what specific days and times TMP and Seasonal sites can be used have been removed. Permit holders can now use their sites any days and times they like, as long as the other requirements regarding the number of days in a row and total number of days over the year are adhered to.
- The length of the documents have been shortened, mainly by removing the Definitions section and instead referring to those in the Park Rules.
- References to the Minimum Standards and the need to comply with them have been added.
- Schedules have been added to all permits to contain the particulars of the permit.

When will the new permits come into effect?

The new permits will come into effect on 1 July 2015 to cover the 2015/16 year.

What is an 'Installation Certificate' and 'Installation Advice' in relation to rigid annexes?

It is a requirement of the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010* that a person intending on installing or replacing a rigid annexe on their caravan must notify the caravan park owner and obtain their permission in advance, and then provide an installation certificate once it is installed.

Notification and approval of the caravan park owner can be facilitated via completion of an 'Installation Advice' form which requires information on the annexe, its siting and design to be recorded and submitted for consideration. These forms are available from the park offices.

An 'Installation Certificate' must contain the name and address of the person who installed the annexe and the year it was installed. It also must certify that all information provided in the certificate is complete and correct and that the installation, service connections and siting of the annexe comply with the Regulations. The owner of the rigid annexe must give a copy of the installation certificate to the caravan park owner within 7 days after the completion of the installation.

These documents are in addition to the requirement to attach a 'Compliance Plate' to the new rigid annexe when it is installed. They were previously outlined in the Park Rules, but have now been moved to the permit terms and conditions as they only relate to TMP and Seasonal sites.

What are the steps in the permit application process?

The permit application process follows the following main steps:

1. Application package is mailed out to TMP and Seasonal Permit holders.
2. Permit holders complete the application and send it back to the Park by 15 June 2015 if a TMP application and 1 September 2015 if a Seasonal Permit application. This includes:
 - Reading all information provided, including the Permit Terms and Conditions and Park Rules
 - Filling in the following sections of the Schedule at the end of the Permit (on page 5):
 - Site no. / area / road
 - Permit Holder details
 - Other Occupants details (name and date of birth only)
 - Vehicle registration numbers
 - Signing the Permit, adding the date and including a witnesses signature (on page 4)
 - Including a copy of photo ID for the Permit Holder which coincides with their residential address
 - Including a copy of the current Insurance Certificate for the caravan
 - Completing all three sections on the 'Payment Form'.
3. The Park considers and approves the application (if appropriate).
4. A Park Officer countersigns the Permit and notifies the Permit Holder.
5. A copy of the countersigned Permit can be provided to the Permit Holder via email or from the Park Office.