



TWELVE MONTH AND SEASONAL PERMIT SITES

MINIMUM SAFETY AND APPEARANCE STANDARDS, CHECKLIST AND REPORT

Introduction

The Great Ocean Road Coast Committee (GORCC) is committed to ensuring the safety and appearance of the caravan and camping parks it manages are maintained to a suitable standard. Twelve Month Permit (TMP) and Seasonal Permit sites are significant components of the parks and therefore play an important role in achieving this outcome.

It is the responsibility of each permit holder to ensure their van, annexe and site are maintained in an appropriate way.

GORCC has developed a range of standards for the safety and appearance of sites that must be complied with by all TMP and Seasonal permit holders at all times. However, these should be considered minimum standards only and site holders may take further measures to ensure the safety and appearance of their sites.

Initial checks will be completed on all TMP and Seasonal Sites with caravans older than 10 years to ensure compliance with the standards. Ongoing checks will also be completed from time to time on randomly selected sites to monitor compliance with the standards in the future.

This document sets out the standards and the checklist and report that will be used for the checks.

All park users must also comply with the Park Rules at all times.

PART A: SITE CHECK DETAILS (completed by Park representative)

Caravan park: Torquay Lorne (Ocean Road Kia Ora Top Bank Queens Park Erskine River)

Permit type: Seasonal permit TMP

Permit holder:

Name: Email:..... Phone no.:.....

Address:..... Site no.:

PART B: SIGNATURES (completed by Assessor, permit holder and Park representative)

To confirm site check and report completed and received

<p><u>Assessor</u> <input type="checkbox"/> Site check and report completed <input type="checkbox"/> Report provided to site holder (or representative) and park representative Name:..... Signature:..... Date:.....</p>
<p><u>Permit holder (or representative)</u> <input type="checkbox"/> Attended site check <input type="checkbox"/> Received copy of inspection report Name:..... Signature:..... Date:.....</p>
<p><u>Park representative</u> <input type="checkbox"/> Attended site check <input type="checkbox"/> Received copy of inspection report Name:..... Signature:..... Date:.....</p>

To confirm required actions completed and full compliance achieved

<p><u>Permit holder</u> <input type="checkbox"/> Evidence provided to demonstrate actions completed Name:..... Signature:..... Date:.....</p>
<p><u>Park representative</u> <input type="checkbox"/> Evidence provided to demonstrate actions completed <input type="checkbox"/> Full compliance achieved Name:..... Signature:..... Date:.....</p>

PART C: CHECKLIST (completed by Assessor)

Minimum standard	Compliant?	Non-compliant?	Not applicable?	Comment
	Yes = ✓ ; No = X			
Safety Management				
1. Electrical				
a. 'Electrical Safety Check' has been completed in previous: <ul style="list-style-type: none"> • Three (3) years if a Seasonal site • Five (5) years if a TMP site 				
b. Connection to the power head is with a power lead that is:				
• 15 AMP double insulated				
• Tested and tagged within the past 12 months				
2. Gas				
a. 'Gas Safety Check' has been completed in previous: <ul style="list-style-type: none"> • Three (3) years if a Seasonal site • Five (5) years if a TMP site 				
b. All gas bottles in satisfactory condition and within 10 year test period				
3. Water				
a. Water supply hose in satisfactory condition (eg no cracks, leaks)				
b. If water supply hose is below ground, it is made of a suitable material (eg copper, polyethylene)				
4. Structural integrity				
a. Caravan, including sub frame, structurally sound (eg no breaks or cracks in frame, no significant rust, all bolts/welds/fixings in place and in good cond.)				

b. 'Compliance plate' attached to rigid annexe				
5. Moveability				
a. Caravan parked with drawbar facing the nearest road				
6. Fire				
b. Site has at least one current (<5 y.o.) and working fire extinguisher installed in an appropriate location (eg near caravan door)				
c. Site has at least one smoke detector which is in working order. The smoke detector is connected to mains power (if available to the site) and also has a battery back-up power supply				
d. Site has at least one fire retardant blanket				
Appearance/presentation				
7. Draw bar and coupling hitch properly attached and useable [#]				
8. Caravan wheels and tyres attached [#]				
9. All exterior cladding, glass, Perspex, canvas and flywire is complete and whole without cracks, tears, large dents or other damage				
10. Caravan and annexe maintained to be clean of mould and build-up of debris and or rubbish, including underneath caravan				
11. Caravan and annexe painted surfaces in satisfactory condition (eg no significant flaking, cracking or overly faded/worn paint)				
12. Caravan and annexe exterior contains no significant rust that impacts on aesthetic presentation				

[#]A small number of existing caravans in the park/s do not have drawbars, wheels, etc and will not be required to comply with this standard. Caravans being brought into the park/s for the first time, as well as all other existing caravans in the parks, need to comply with this standard.

PART D: ACTIONS TO BE COMPLETED (completed by Assessor)

List any 'non-compliant' standards from Part C (above) that need to be rectified, and provide further details if required:

Non-compliance	Action required	Person responsible

List any other actions required to be completed (eg to rectify any other noticeable potential safety issues or non-compliances with other parks rule):

Action required	Person responsible

All actions must be completed by:

- Initial site check = 31 March of the following year
- Ongoing random site check = within one month of date of site check

Suitable evidence (eg photos, documents) must be provided by permit holders that all actions have been completed by this time.

Any actions not completed within the required timeframe and/or to the required standard may result in cancellation of the permit and forfeiture of all fees for the site.

Actions deemed as urgent (eg for safety reasons) may be completed by park staff and any expense incurred charged to the permit holder. No responsibility will be taken by park management or GORCC for any damage caused as a result.

PART E: PHOTO EXAMPLES OF COMPLIANCE AND NON-COMPLIANCE

Painted surfaces



Compliant



Non-compliant



Rust



Compliant



Non-compliant



Structure



Compliant



Non-compliant



FURTHER INFORMATION

Torquay Foreshore Caravan Park: Kylie and Ryan Winning, Park Managers, 03 5261 2496

Lorne Foreshore Caravan Park: Stephen Mann and Sharon Sullivan, Park Managers, 03 5289 1382