

# Port Stephens



## Beachside Holiday Parks

Are you considering purchasing a Holiday Van at Fingal Bay Holiday Park, Shoal Bay Holiday Park or Halifax Holiday Park?

The following information is provided to assist potential purchasers make informed decisions prior to purchasing an On-Site Holiday Van at one of our Beachside Holiday Parks.

Our Holiday Parks are situated on Crown Land Reserves, and Port Stephens Council is the Reserves Trust Manager. Council manages these Holiday Parks on behalf of the State Government under the Crown Lands Act 1989.

### Sale Periods

The sale of an on-site van is at the discretion of Park Management in consultation with Crown Lands. There is no requirement for Park Management to permit the sale of Holiday Vans however it has been past practice to provide an annual sale period extending for 2 months (usually the months of May & June). For 2012, the months of February & March have been approved.

### Plans of Management

Draft Plans of Management have been prepared while currently not approved by State Government. They provide a basis for proposed future development within the Holiday Park. Some development may impact on your chosen Holiday Van site. The plan for each Holiday Park can be viewed at the Park Reception. (These plans are in draft and may be subject to change at the request of the Crown Lands)

### Pre-Inspection

Inspection of the van should be organised with the current Holiday Van Owner. **NOTE: Keys to these vans will not be issued without authorisation, and must be signed out and back in again.**

**Purchase Price:** When considering the purchase of a Holiday Van, the purchase price should only represent the market value price of the van, annex plus any inclusions offered as part of the sale; not the land itself or the location. The insurance value could be considered as a guide to an appropriate price to be paid.

Negotiate the purchase price of the van with the Holiday Van Owner. **NOTE: You must not exchange money or ownership of the Holiday Van before attending a pre sale interview with the park manager. Anyone doing so will have their Port Stephens Council Occupancy Agreement terminated, and will be asked to remove the Holiday Van from the Park.** If you leave a holding deposit, it is our advice to ask for a written receipt, and have it noted that the purchase is subject to the outcome of the interview process, and the deposit be refunded if sale does not eventuate.

### **Interview Process**

No sale can occur without the approval of Park Management. As part of a sale process potential purchasers are required to attend an interview with Management where relevant information is provided and documents signed. Management has the discretion to accept or reject applications for occupancy as part of the sale process.

An interview with the Park Manager and yourself can be scheduled through Reception. Interviews must be in person and are approximately an hour in length. All interviews must be held prior to 31<sup>st</sup> March 2012.

A transfer administration fee is to be paid by current owner prior to the sale, and only then can the Port Stephens Council Occupancy Agreement be changed to the new owners.

### **Insurance**

The Holiday Van must be insured, and should have a minimum of \$10 million Public Liability cover stated on the policy. A current copy of this insurance policy needs to be kept on file at the Park at all times.

### **Occupancy**

The occupation of a Holiday Van site is by agreement between the Park Management and the owner of a movable dwelling.

Occupancy within the park is limited to the term of an Occupancy Agreement.

Occupancy Agreements commence from 1 July each year and cover the financial year ending on 30 June the following year. (Port Stephens Council Holiday Van Occupancy Agreement Terms & Conditions).

There is no guarantee for continued occupation beyond the term of a current Occupancy Agreement (Holiday Parks (Long-term Casual Occupation) Act 2002).

The Occupancy Agreement provides for 12 month occupation of a site with a maximum of 180 days use of the site. 150 days are covered by the annual occupancy fee while additional days, if used, are available at the tariff rate current at the time when the extra days are taken. (Port Stephens Council Holiday Van Occupancy Agreement Terms & Conditions).

### **Fees**

Occupancy Fees are reviewed annually. Fees are determined after considering market comparisons, Park operating expenses and CPI information. Fees are fixed each year for the term of the Occupancy Agreement and van owners are notified in advance of fee increases. These fees currently include power and water usage; however Port Stephens Council intends to charge for power and water usage at some point in the future.

### **What are the Holiday Park monthly site fees for a Holiday Van?**

The 2012/2013 fees are set as follows:

All Parks standard size sites \$405.00 per month (payable in advance).

Fingal Bay Holiday Park (A sites) \$415.00 per month (payable in advance)

### **How do I pay for my monthly fee?**

Fees are to be paid either monthly, quarterly, bi-annually or annually and in advance. The preferred method of payment is monthly by Direct Debit from a nominated bank account. Another option is automatic monthly payments by credit card. We ask that you sign an authorisation form allowing us to make the monthly debit automatically to your credit card. We also accept cash or cheques.

## Vehicle Parking

### **How many vehicles am I allowed to park on my site?**

The majority of sites accommodate one vehicle only. (This means a car, or a boat or a trailer)

There are a limited number of approved sites where two vehicles can be accommodated; (or one vehicle and one 'accessory'). These sites have been authorised and are noted in the occupancy agreement. [Note: An "accessory" can be a boat, a trailer or a Jet Ski. It does not include two cars **and a boat/trailer**]. Additional vehicles must be parked outside the Holiday Park grounds. **Please note the Holiday Park does not accept responsibility for the security of any vehicles parked inside or outside of the Holiday Park.**

## Audits

Annual compliance audits are undertaken to ensure the van, any additions and the site meet the standards of the Local Government Regulations. Potential purchasers will be advised by Park Management if there are any non-compliant issues that need to be addressed. (Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005).

## Relocation & Termination – to be discussed further at the Interview Process

Relocation or removal of Holiday Vans may be required by Park Management to facilitate Park operations/redevelopment.

Vans are to be maintained in a movable condition to facilitate removal or relocation. The option to relocate is subject to site availability. (Port Stephens Council Holiday Van Occupancy Agreement Terms & Conditions).

If relocation/removal is required Park Management will notify the van owner in preparation of a new Occupancy Agreement.

The costs associated with any move are the responsibility of the van owner while Park Management will be responsible for providing a basic concrete paved area, standard power and water connections.

At the termination of an Occupancy Agreement, if a holiday van is required to be removed from the Park, it is at the van owners' expense for the removal of the van, its additions and inclusions.

Should you have any further questions our Reception staff will do their best to answer them for you; however some questions may need to be referred to the Park Manager as part of the interview process.

Beachside Holiday Park Management  
January 2012