

Dear Holiday Van Owner

Re: Port Stephens Council Holiday Van Occupancy Agreement 2023-2024

Please find attached your Holiday Van Occupancy Agreement for 2023-2024 along with the checklist for completing the Agreement.

This Agreement is for twelve months from 1 July 2023 up to and including 30 June 2024. It is not a continuation or extension of any previous Agreement, nor does it imply any continuation of agreement or occupancy beyond 30 June 2024.

The Occupancy Agreement must be electronically signed and submitted no later than 30th June 2023. Failure to do so will result in a request for vacant possession as no Occupant can remain in the Park without a current Occupancy Agreement

To make sure this contract and your occupancy are valid you need to do the following:

- ✓ Read the Occupancy Agreement and associated documents through thoroughly.
- ✓ Familiarise yourself with the Standard Operating Procedures (SOP) which has recently been reviewed/updated and the Holiday Van Occupancy Agreement Terms and Conditions. Both of these documents are available on our website <https://www.beachsideholidays.com.au/policies/holiday-van-owners>
- ✓ By e-Signing this Occupancy Agreement the Occupant(s) agree to abide by the current Terms and Conditions and the SOP, and any associated documents.
- ✓ If you believe any details included on the Occupancy Agreement (OA) to be incorrect, please contact the Administration Officer to discuss. Any amendment requests will be reviewed by the Administration Officer and sent to the Section Manager for approval. A new Occupancy Agreement (OA) will be issued to each Occupant for signing.
- ✓ Each listed Occupant/Owner must electronically sign a copy of the OA under Section E in the signature box via a link supplied by us. Please review the following checklist that explains how to correctly e-sign the Agreement. However, if all listed Occupant(s)/Owners on the OA agree that they cannot or prefer not to electronically sign this agreement, provision will be made to provide a soft copy via email for printing by the Occupant(s)/Owners, or a hard copy to be posted to the Occupant(s)/Owners nominated address on file. Such requests should be made directly to the Administration Officer.
- ✓ Provide a current copy of your insurance **if the copy held on file at the Park has expired – see Section D Part 15 of the Agreement for expiry date**. The Insurance Policy with proof of payment, or a Certificate of Currency (CoC) must state the level of public liability insurance (minimum \$20 million), the validity dates, and be in the name of the Occupant(s), and show the site number and location of the insured property. The Policy (along with receipt / proof of payment), or the CoC can be either posted to **Holiday Park Management Team, PO Box 147, Nelson Bay NSW 2315**, or alternatively you can email a copy to holidayvanenquiries@portstephens.nsw.gov.au, however the copy **must** be a **clear and legible** scan only and in a PDF format: **NO JPEG (photographed) documents will be accepted**. *This must be received no later than 30 June 2023.*
- ✓ Ensure there are no balances outstanding / in arrears as per your Occupancy Agreement terms.
- ✓ Pay the \$12.50 fee applicable for preparation of the Agreement, which will be invoiced on 1 June 2023. For those who have automatic payments set up for the Extras / Electricity sub-account, this will be deducted at the same time as the monthly site fees in June 2023 by your usual method of payment. Otherwise, remittance is required within 30 days as per invoice.

Fees and Charges

Monthly Holiday Van site occupation fees for 2023-2024 are \$650.00 for all Holiday Vans at Halifax, Shoal Bay Fingal Bay Holiday Parks and always payable prior to or on the first day of each month for that month. Automatic payments by direct debit or credit/debit card are preferred. NB: *Late payments incur a late fee where remittance is not received by COB on the due date.*

A detailed list of our Fees and Charges relevant to Holiday Van Owners can be found on page 28 of the Port Stephens Holiday Van Occupancy Agreement Terms and Conditions.

Personal Information

The information in Sections D & E may contain your personal information, which will be collected and placed on the Holiday Park's database. This information is collected for a range of purposes including:

- to complete the Agreement;
- to communicate with you about your use of the Holiday Park;
- to send you marketing information regarding the Holiday Parks and other parks managed by Port Stephens Council;
- to send you invoices for payment in accordance with the Agreement and process your payments;
- to collect debts from you when required;
- to send you notices under or in accordance with the Agreement; and
- for various ancillary purposes.

Please advise the Administration Officer or Park Reception if any of your contact details have changed.

Port Stephens Council's Privacy Policy applies to your personal information and it can be located at <http://www.portstephens.nsw.gov.au/privacy>.

We look forward to seeing you in the Park for a great 2023-2024. If you have any enquiries please contact our Holiday Van Administration Officer during office hours Monday to Friday on the above number or by email to holidayvanenquiries@portstephens.nsw.gov.au.

Yours faithfully,

Fiona Snow

Holiday Park Administration Officer

On behalf of *Kim Latham*

Holiday Parks Section Manager

PORT STEPHENS COUNCIL

Date: 25 May 2023

Port Stephens Council Holiday Van Occupancy Agreement Checklist for completion - Edition 15/2024

The following are instructions for completing the Port Stephens Council Holiday Van Occupancy Agreement (OA). Please read these instructions carefully. The detailed Terms and Conditions governing this Agreement can be found at the following website:
<https://www.beachsideholidays.com.au/policies/holiday-van-owners>.

IMPORTANT: The Agreement must be electronically signed no later than 30th June 2023. Failure to do so will result in a request for vacant possession as no Occupant can remain in the Park without a current Occupancy Agreement (OA).

<p>Electronically Signing of the Occupancy Agreement</p> <p><i>NB: This has slightly changed from last year</i></p>	<ol style="list-style-type: none"> 1. Each listed Occupant/Owner must sign a copy of the Occupancy Agreement. An email has been sent to your nominated email address(es) for each listed Occupant to sign. 2. The link contained in the email is unique to your site and can be used multiple times but only once for each listed Occupant. <i>(2 listed Occupants = link can be used only twice, 4 listed Occupants = link can only be used 4 times)</i> 3. If desired, the email containing the link can be forwarded to different email addresses so each listed Occupant can sign from any smart device or computer (using their the pad of their finger (not a nail) if a Touch Screen device such as phone or tablet, or by using the mouse for a computer). 4. Once the Occupant has entered their first and last name in the boxes as indicated, then signed (as best possible) in the signature box, they must save their signature by clicking on the 'Sign Document' button. [If it is preferred to try the signature again or if the signature box is blank, click the 'Clear Signature' button & sign again.] By clicking on 'Sign Document', this will automatically save the signature ready for the next Occupant to sign. Each Occupant must personally sign the OA for themselves: one Occupant must not sign on behalf of all Occupants. 5. Once the last Occupant has signed and clicked 'Sign Document', a copy of all the signatures will be automatically sent to the Admin Officer for counter-signing. You will know if this has been successfully sent, because a 'submitted' message will appear in a green box on the screen <p><i>Disclaimer: In signing and returning the OA, the recipient confirms they are the person identified as required to sign the document</i></p> <p>N.B: ONLY Occupants/Owners listed in Section D must sign. Permitted Users are not listed on the OA and do not sign.</p>
<p>Returning the signed Agreement to us</p>	<p>As mentioned above, an e-Signed Occupancy Agreement is automatically sent to us for counter-signing once all listed Occupants have signed and submitted their signatures. Once counter-signed, a copy will automatically be emailed back to your nominated address for your records. All Occupants must each sign the OA and submit their signatures by 30 June 2023.</p>
<p>Fees</p>	<p>Please ensure you also pay the following amounts prior to 30 June 2023*:</p> <ul style="list-style-type: none"> • \$12.50 Agreement Preparation Fee, • \$6.50 Postage Fee (where applicable/by special request only) <p>*If you have previously arranged for any charges on the 'Extras/Electricity/Incidentals' sub-account to be paid automatically, the Agreement Preparation fee (and also the Test & Tag fee) will be processed with the site fees for the month of June. ~ Please be aware that Occupancy Agreements will not be signed off if any Site Fees, Electricity, Sundry Charges or any other identified non-compliance issues are outstanding. ~ Rectification of any such items as described above must occur and the Holiday Van Admin Officer notified within 30 days or vacant possession will be requested.</p>