

**Attention: Holiday Van Owner**

**Re: Port Stephens Council Holiday Van Occupancy Agreement 2018-2019**

Please find enclosed your Occupancy Agreement for 2018-2019 along with the checklist for completing the Agreement.

This agreement is for the twelve months from 1 July 2018 up to and including 30 June 2019. It is not a continuation or extension of any previous agreement, nor does it imply any continuation of agreement or occupancy beyond 30 June 2019.

The original signed agreement must be returned to us no later than 30<sup>th</sup> June 2018. 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 agreement through thoroughly.
- ✓ Familiarise yourself with the Standard Operating Procedures (SOP) and the Holiday Van Occupancy Agreement terms and conditions. Both of these documents are available on our website <http://www.beachsideholidays.com.au/holiday-van-owners>
- ✓ By signing this agreement the Occupant(s) agree to abide by the current Terms and Conditions and the Standard Operating Procedures.
- ✓ Confirm that the names listed at Section D are correctly spelt, with no nicknames or Initials.
- ✓ The Occupant(s) sign the agreement at Section E. Please review the following checklist that explains how to correctly complete and sign the agreement.
- ✓ Please ensure that you have a witness to these signatures. The requirements for witnessing the document correctly are set out in the following checklist.
- ✓ Provide a current copy of your insurance (regardless of whether the Park hold a copy); this must be retained by the Park at all times. The Certificate of Currency must state the level of public liability insurance (minimum \$20 million), the valid dates, and be in the name of the Occupants(s).
- ✓ Ensure you are at least one month in advance of occupancy fees as per your agreement terms.
- ✓ Pay the \$12.00 fee applicable for preparation of the agreement. For those automatic payments this will be deducted in June 2018 by your usual method of payment.
- ✓ Return the original completed Section D & E and a current copy of your insurance to the **Holiday Park Management Team, PO Box 147, Nelson Bay NSW 2315** by 30 June 2018. Alternatively you can email your completed agreement and insurance to [holidayvanenquiries@portstephens.nsw.gov.au](mailto:holidayvanenquiries@portstephens.nsw.gov.au) however the copy must be a clear and legible scan only and in a PDF format: **NO JPEG (photographed) agreements will be accepted**. Please **DO NOT** send or email your agreements to the Council Office at Raymond Terrace or to your Holiday Park.

**Fees and Charges**

Monthly Holiday Van fees for 2018-2019 are \$490 for Halifax and Shoal Bay and 'B' sites at Fingal Bay Holiday Parks. A sites at Fingal Bay Holiday Park are \$500 per month.

A detailed list of our fees and charges relevant to Holiday Van Owners can be found on page 25 of the 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.

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 back in the park for a great 2018-2019. If you have any enquiries please contact our Holiday Van Administration Officer during office hours Monday to Friday on the above number.

Yours faithfully,



Kim Latham  
Holiday Parks Operations Manager  
PORT STEPHENS COUNCIL

# Port Stephens Council

## Holiday Van Occupancy Agreement

### Checklist for completion - Edition 10/2019

The following are instructions for completing the Port Stephens Council Holiday Van Occupancy Agreement. Please read these instructions carefully. The detailed terms and conditions governing this agreement can be found at the following website: [www.beachsideholidays.com.au](http://www.beachsideholidays.com.au). These terms and conditions apply to this agreement.

**IMPORTANT:** The signed agreement must be returned to us no later than **30<sup>th</sup> June 2018**. **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.**

<b>Signing the Agreement</b>	<p>The Occupant(s) must sign the agreement in the presence of an adult witness over the age of 18. The witness <b>MUST NOT</b> be a party to the agreement and must not be a holiday park employee. The witness should have known the Holiday Van Owner for 12 months or more. The full name of the witness must be specified, no initials.</p> <p><b>If you do not sign the agreement correctly it will be returned to you for correction.</b></p> <p><b>N.B: All Occupants listed must sign.</b></p>	
<b>Returning the original Agreement to us</b>	<p>Once the Agreement is signed and witnessed correctly you must return the document to <b>the Holiday Park Management Team, PO Box 147, Nelson Bay NSW 2315</b>. Scanned copies are permissible, but no photographs/JPEGS will be accepted. Please email to <a href="mailto:holidayvanenquiries@portstephens.nsw.gov.au">holidayvanenquiries@portstephens.nsw.gov.au</a>, or you may personally deliver originals marked Attention to Fiona Snow at Port Stephens Treescape office located at 562 Gan Gan Road, One Mile between the hours of 9am and 4pm Monday to Friday only.</p>	
<b>Fees</b>	<p>Please ensure you also pay the following amounts: \$12.00 Preparation Fee, \$6.00 Postage Fee (if applicable) when you return the original agreement to us. If you have previously arranged for any Extras/Electricity to be paid automatically with your monthly rent these fees will be processed with the rent for the month of June.</p> <p>Please be aware that Occupancy Agreements will not be signed off if any Rent, Electricity or Sundry Charges are outstanding.</p>	