

Telephone Enquiries: (02 4988 0650)
Holiday Park Administration Officer

Dear Holiday Van Owner

Re: Port Stephens Council Holiday Van Occupancy Agreement 2021-2022

Please find enclosed your Occupancy Agreement for 2021-2022 along with the checklist for completing the Agreement.

This Agreement is for twelve months from 1 July 2021 up to and including 30 June 2022. It is not a continuation or extension of any previous Agreement, nor does it imply any continuation of agreement or occupancy beyond 30 June 2022.

The Occupancy Agreement must be electronically signed and submitted no later than 30th June 2021. 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 and associated documents 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 <https://www.beachsideholidays.com.au/policies/holiday-van-owners>
- ✓ By e-Signing this Agreement the Occupant(s) agree to abide by the current Terms and Conditions and the SOP.
- ✓ 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 must electronically sign a separate copy of the Agreement under Section E in the signature box. Please review the following checklist that explains how to correctly complete and sign the Agreement. However, if all listed Occupant(s) on the OA agree that they cannot or prefer not to electronically sign this agreement, provision will be made this year to provide a soft copy via email for printing by the Occupant(s) or a hard copy to be posted to the Occupant(s) 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 or a Certificate of Currency 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 Certificate of Currency 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 2021.**
- ✓ Ensure there are no balances outstanding / in arrears as per your Agreement terms.
- ✓ Pay the \$12.50 fee applicable for preparation of the Agreement. For those on automatic payments for the Extras / Electricity sub-account, this will be deducted in June 2021 by your usual method of payment.

Fees and Charges

Monthly Holiday Van fees for 2021-2022 are \$510 for Halifax and Shoal Bay and 'B' sites at Fingal Bay Holiday Parks. 'A' sites at Fingal Bay Holiday Park are \$520 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.

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 2021-2022. 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: 28 May 2021

Port Stephens Council Holiday Van Occupancy Agreement Checklist for completion - Edition 13/2022

The following are instructions for completing the Port Stephens Council's Holiday Van Occupancy Agreement. 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 2021. 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.

<p>Electronically Signing/physical signature of the Agreement</p>	<ol style="list-style-type: none"> 1. Each Occupant must sign a separate 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 each email is unique and can only be used once. (2 listed Occupants = 2 emails sent each with a unique link, 4 listed Occupants = 4 emails sent each with a unique link) 3. If desired, these emails can be forwarded to a different email address per Occupant, and they can sign from any smart device or computer using their finger if a Touch Screen device such as phone or tablet, or using the mouse for a computer. 4. Once signed as best possible, 'Clear Signature' can be used to try again, then click on the 'submit' button. This will automatically send a copy to the Admin Officer for counter-signing. 5. Once counter-signed, a copy will be emailed back to your nominated email address. <p><i>Disclaimer: In signing and returning the Occupancy Agreement, the recipient confirms they are the person identified as required to sign the document</i></p> <p>N.B: ONLY Occupants listed must sign. Permitted Users are not listed and do not sign.</p>	
<p>Returning the signed Agreement to us</p>	<p>An e-Signed Occupancy Agreement is automatically sent to us for counter-signing once an Occupant has signed and submitted their signature. A counter-signed copy will automatically be emailed back to you for your records.</p> <p>All Occupants must each sign a separate copy of the Occupancy Agreement and submit their signature by 30 June 2021.</p>	
<p>Fees</p>	<p>Please ensure you also pay the following amounts prior to 30 June 2021:</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 Extras/Electricity/Incidentals sub-account to be paid automatically, the Agreement Preparation fee will be processed with the site fees for the month of June.</p> <p>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.</p> <p>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>	