

**Dear Holiday Van Owner**

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

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

This agreement is for the 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 original or a clear scanned & emailed signed agreement (PDF format only) must be returned directly to the Holiday Park Administration Officer no later than 30<sup>th</sup> 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 (OA) 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 signing this OA and posting/emailing back to the Park or, alternatively (and preferred), e-signing the document, the Occupant(s) agree to abide by the current Terms and Conditions and the SOP, and any other associated documents.
- ✓ If you believe any details included on the OA to be incorrect, please contact the Administration Officer to discuss. Any amendments will be reviewed by the Administration Officer and sent to the Section Manager for approval. A new OA will be issued for signing.
- ✓ Each Occupant/Owner listed in Section D must sign a copy of the OA under 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 also set out in the following checklist.
- ✓ 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 **Holiday Park Management Team, PO Box 147, Nelson Bay NSW 2315**, or alternatively you can email a copy to [holidayvanenquiries@portstephens.nsw.gov.au](mailto:holidayvanenquiries@portstephens.nsw.gov.au) Please ensure the emailed copy is 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 (as will the Test Tag fee). Otherwise, remittance is required within 30 days as per invoice.

- ✓ Return the original, completed **Sections D & E** (with a current copy of your insurance if required) to the **Holiday Park Management Team, PO Box 147, Nelson Bay NSW 2315** by 30 June 2023.
- ✓ Alternatively you can scan and 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.**
- ✓ Or you can drop it off at Fingal Bay Holiday Park, 52 Marine Drive, Fingal Bay as this is where the Admin Officer, Fiona is currently based.
  - Please **DO NOT** send or email your agreements to the Council Office at Raymond Terrace or to your Holiday Park reception.

## Fees and Charges

Monthly Holiday Van site occupation fees for 2023-2024 are \$650.00 for all Holiday Vans at Halifax, Shoal Bay and 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 the Park reception if or when any of your contact details change.

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](mailto: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. 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 signed agreement must be returned to us no later than 30<sup>th</sup> 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><b>Physically Signing a hard copy of the Occupancy Agreement</b></p>	<p>Each of the listed Occupant(s)/Owners must sign the Occupancy Agreement (OA) 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.          All listed Occupant(s)/Owners can sign the same copy, or separate copies providing <u>both Section D and Section E</u> are returned in each case.</p> <p><b>If you do not sign the OA correctly, or provide a signed &amp; legible copy in a permitted format, it will not be accepted and will either be returned to you for correction, or a request for another copy be correctly completed.</b></p> <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><b>N.B: All listed Occupants/Owners listed must sign. Permitted Users are not listed and do not sign.</b></p>
<p><b>Returning the signed original/clear copy of the Agreement to us</b></p>	<p>Once the Agreement is signed and witnessed correctly you must return the 2 pages (<i>Section D &amp; Section E</i>) of the document to <b>the Holiday Park Management Team, PO Box 147, Nelson Bay NSW 2315</b>.          Emailed scanned documents are permissible in PDF format providing they are clear &amp; legible, but <b>no photographs/JPEGS will be accepted</b>. 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 Fingal Bay Holiday Park, 52 Marine Drive, Fingal Bay between the hours of 9am and 4pm Monday to Friday only. Agreements will <b>not</b> be accepted at the other Holiday Parks or any other Council offices.</p>
<p><b>Fees</b></p>	<p>Please ensure you also pay the following amounts <b>prior</b> to 30 June 2023:</p> <ul style="list-style-type: none"> <li>• <b>\$12.50</b> Agreement Preparation Fee,</li> <li>• <b>\$6.50</b> Postage Fee (where applicable/if posted by special request only)</li> </ul> <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 of \$10 per lead) 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 Administration Officer notified within 30 days or vacant possession will be requested.</p>