

Port Stephens



Beachside Holiday Parks

Standard Operating Procedures for Holiday Vans *Compliance Guidelines*

October 2013

The following table shows the most commonly encountered compliance issues, the proposed solution and the timeframe that will be allowed for rectification of that issue:

Issue	Ruling	Solution	To be completed
Enclosed Awnings	<p>Enclosed awnings will not be permitted on:</p> <ul style="list-style-type: none"> • Newly established site; • Any newly acquired van and associated goods (ie if you purchase a van with an enclosed awning it must be unenclosed within 60 days of taking possession); • Any van after March 30, 2015; • Any van undertaking alterations prior to March 30, 2015. <p>Note that it is a condition of sale that awnings are made unenclosed.</p> <p>Note that it is a condition of signing an occupancy agreement for 2014/15 that during the course of that agreement and prior to March 30 2015 that awnings will be made unenclosed in an approved manner.</p>	<ul style="list-style-type: none"> • Removal of structural panels. • The remainder of the infrastructure (posts etc) may remain. • The awning may have protection from the elements through the installation of canvas flaps or similar. These must be installed such that if required they can be opened in such a way that the awning is clear and open space. 	<ul style="list-style-type: none"> • Within 60 days of purchase, or; • Prior to any approval of any alteration made prior to March 30, 2015, or: • By March 30, 2015.

<p>Drawbars</p>	<p>Every van must have a mechanism available by which the van can be towed. The mechanism is not required to be fitted for the purpose of compliance, but it must be available for inspection upon request.</p> <p>Note that it is a condition of sale that vans have a drawbar or other towing mechanism kept on site.</p> <p>Note that it is a condition of signing an occupancy agreement for 2014/5 that during the course of that agreement and prior to March 30 2015 that vans have a drawbar or other towing mechanism kept on site.</p>	<ul style="list-style-type: none"> • Drawbars can be removed but they must be removed in such a way (via sleeve or plates and bolts) that they can be reattached. • A mechanism that is not an A-Frame, but which may serve as a functional drawbar is permitted. Where such a mechanism is in use evidence must be provided in regard to its functional capability. • The drawbar and/or mechanism must be available for inspection upon request. • It must be demonstrable that the van can be towed. 	<ul style="list-style-type: none"> • Within 60 days of purchase, or; • Prior to any approval of any alteration made prior to March 30, 2015, or; • By March 30, 2015
<p>Wheels/tyres</p>	<p>Every van must have the running gear (axle, wheel drum, studs) attached at all times.</p>	<ul style="list-style-type: none"> • It must be demonstrable that wheels and tyres can be fitted. 	<ul style="list-style-type: none"> • Within 60 days of purchase, or; • Within ninety days of notification by compliance order.
<p>Extension leads</p>	<p>You must have your extension lead tested and tagged every year. The tag must be applied to the lead such that it can be clearly seen whenever the lead is plugged into the power head. Tagged leads must be made available for inspection on request.</p>	<ul style="list-style-type: none"> • Have your lead tested and tagged every year. 	<p>This requirement is current at all times.</p>

Electrical sockets	The inlet and outlet sockets on your van (where the external lead is plugged into) must be in good order and have a working cover.	<ul style="list-style-type: none"> • Where there is no cover you will need to purchase and fit a new cover, or: • Where you need to replace the socket you will require a licensed electrician to do the work. 	<ul style="list-style-type: none"> • Within 60 days of purchase, or; • Within ninety days of notification by compliance order.
Gas compliance	<p>If you use gas in your van you must have a compliance plate displayed.</p> <p>Each gas bottle must have an appropriate date stamp and have been tested for compliance in the previous ten years.</p>	<ul style="list-style-type: none"> • You will need a gas fitter inspect your van and gas supply fittings to certify it compliant and issue a plate to be mounted at the front of your van. • Any bottle found out of date or lacking compliance detail will be removed. 	This requirement is current at all times.
Presentation of van	<p>You must maintain your van in good condition at all times. This means:</p> <ul style="list-style-type: none"> • No faded paintwork. • No cracked or faded light covers. • No tears in flyscreens. • No loose seals on screens or doors. • No cracked or broken windows. • Gardens must be weed-free and kept in neat order. 	<ul style="list-style-type: none"> • Vans can be painted in the colours in which it was originally manufactured, or in any of the parks' approved colours, which are the equivalent of the colorbond colours: Bushland, Dune, Surfmist or Woodland Gray • Light covers must be replaced, or the light fixture covered with a metal plate. • Tears, loose seals and cracked windows must be repaired or replaced. 	<ul style="list-style-type: none"> • Within 60 days of purchase, or; • Within ninety days of notification by compliance order.

Presentation of van	You must keep your van clean and free of algae, lichen or mould. This includes the roof of the van and annexe and both the top and underside of tropical roofs.	<ul style="list-style-type: none"> You must remove algae, lichen and mould. You must keep your van in a reasonably clean state. 	This requirement is current at all times.
Skirting	<p>The skirting around the van must be fully attached, undamaged and painted in the same colour scheme as the van.</p> <p>The skirting must be applied to all sides exposed around the van, including the rear.</p> <p>If you choose to store items under your van then the skirt must be complete and opaque. Lattice-style skirting is permissible but in these circumstances storage of items underneath the van is not permitted.</p>	<ul style="list-style-type: none"> Complete skirting with appropriate materials. 	<ul style="list-style-type: none"> Within 60 days of purchase, or; Within ninety days of notification by compliance order.
Clearance	It is required that clearance is provided of 1 metre to internal roads, and 2.5 metres to any structure.	<ul style="list-style-type: none"> Where clearance is inhibited by an extension or awning then one or both of the vans encroaching on clearance will be asked to remove or reduce said extension or awning. Where clearance is inhibited by the van or annexe then non-compliance will be noted but not actioned. Note that any major work to be undertaken on the site (ie replacement of annexe) will require clearance to be made compliant as part of approval for major work. 	<p>Where clearance is inhibited by extension or awning:</p> <ul style="list-style-type: none"> Within 60 days of purchase, or; Prior to any approval of any alteration made prior to March 30, 2015, or; By March 30, 2015 <p>Where clearance is inhibited by van or annexe:</p>

			<ul style="list-style-type: none"> • Within 60 days of purchase, or; • Prior to any approval of any major alteration.
Floorspace of annexe larger than floorspace of van.	The amount of enclosed floorspace you are permitted in an annexe is to be no more than the floorspace of the van.	<ul style="list-style-type: none"> • Non-compliance will be noted but not actioned. Note that any major work to be undertaken on the site (ie replacement of annexe) will require floorspace to be made compliant as part of approval for major work. 	Prior to any approval of any major alteration.
Total space of van, annexe and associated goods exceeds two-thirds of the site	<p>It is not permissible to occupy with van, annexe and awnings any more than two-thirds of your site.</p> <p>Note that this issue is not common. Very few vans and associated goods occupy more than 40% of their site.</p>	<ul style="list-style-type: none"> • You will be asked to remove elements of construction until such time as you are compliant. 	<ul style="list-style-type: none"> • Within 60 days of purchase, or; • Prior to any approval of any alteration made prior to March 30, 2015, or: • By March 30, 2015