

Selling a Holiday Van

Before you put your van up for sale you must firstly seek written permission from Wollongong City Council. Council staff will approve a sale of a holiday van under the following conditions:

1. The holiday van is NOT located on a prime site.
2. The holiday van IS located on an endorsed long term casual site.
3. The Holiday Van Owner (HVO) has notified Wollongong City Tourist Parks in writing of their intention to sell their van by completing the fit for sale application form (section 1).
4. The Fit for Sale Application Form will be assessed to ensure:
 - a. Fees owing in relation to the existing Occupancy Agreement are not in arrears (Administration Officer to complete a Fees and Charges check on seller's request.)
 - b. The Van and any annex or other associated structure and the installation of such fully complies with the relevant requirements of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 and any relevant Park rules; and
 - c. The van fully complies with the requirements outlined in the Wollongong City Tourist Parks Standards for the Installations of Structures.
5. If all conditions are met, a provisional approval to sell will be provided.
6. The fit for sale application is valid for a period of 12 months.

Following provision of conditional consent to sell, the van owner must provide to Council:

- An engineer's certificate (not more than 12 months old) for all structures advising the van complies with the requirements of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.

If there are no outstanding issues following the completion of the Fit for Sale Application Form and following the provision of the engineer's report, Wollongong City Tourist Parks will provide written consent to the on-site sale of the moveable dwelling as a requirement of the Holiday Parks (Long Term Casual Occupation) Act 2002.

The HVO may then place a for sale sign in a window of the holiday van. This will be provided by Council.

Once a buyer is found, the seller must notify the park supervisor of the details of the prospective buyer, including name, email, and phone number.

The seller of the holiday van must fully disclose to Wollongong City Tourist Parks all the relevant details of the sale and proposed handover date.

The prospective buyers will then be contacted and will be required to meet with Council staff to be provided with and acknowledge receipt of:

- a. Purchasing a holiday van fact sheet
- b. Copy of the van engineer's certificate
- c. Copy of a holiday van occupation agreement, additional terms, standards for installations and park rules
- d. Sign a declaration form provided by Wollongong City Tourist Parks, confirming that they are aware of and understand the conditions of the sale and Holiday Van site occupancy.

Once a declaration form has been completed, a new occupation agreement will be entered into, and the current owner will cease to have any interest in the holiday van.

Any fees paid in advance from the date of the new agreement being signed, will then be refunded.

The seller of the holiday van maintains full liability for the site, including all fees, until a new occupation agreement has been entered into with the prospective buyer.