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## INTRODUCTION

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As part of Wollongong City Tourist Parks Holiday Van Occupation Agreements, Holiday Van Owners are required to ensure the site complies with any regulations under the Local Government Act, with which it is required to comply, is maintained in a safe and healthy condition in accordance with the (*Manufactured Home Estates, Caravan parks, Camping Grounds and Moveable Dwellings*) Regulation and to a standard acceptable to the park manager.

Wollongong City Tourist Parks have developed minimum standards for Holiday Van owners in addition to the Legislative, Regulatory and Australian Standards compliance requirements applicable to the Holiday Vans at our parks.

These minimum standards have been developed to provide Holiday Van owners with details of the requirements with respect to general maintenance and upkeep of Holiday Van sites at Councils parks to further improve the safety, amenity and enjoyment of all guests who visit Councils parks. A copy of these Minimum Standards is attached for your information.

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## MINIMUM STANDARDS

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### Minimum Maintenance Standards - Caravans, Annexes and Associated Structures

Holiday Van owners are expected to maintain all structures installed on their sites in good working order, and to a standard that is safe for occupation, appears well maintained and shows no unreasonable signs of deterioration or degradation. The following minimum standards apply to Holiday Van owners with respect to general maintenance and upkeep of structures contained on site:

- a. Caravans are to be maintained so that they are registrable under the Road Transport (Vehicle Registration) Regulation 2017 (except where an application for exemption has been lodged prior to 22 June 2022) this includes the maintenance and storage of a drawbar on site for inspection if required and fixture of running gear.
- b. All timbers used on site must be of a treated variety.
- c. Skirting and cross flow ventilation around the base of the caravan is to be maintained and in good working order and without signs of deterioration.
- d. All structures should be free of flaking paint and be repainted when required in a colour appropriate to the van and annex and consistent with the park theme.
- e. All structures including concrete and pavers to be cleaned regularly so as to remove and prevent the build-up of dirt, grime, mould, and moss.
- f. Structures and equipment stored around the site are to be maintained so that they are free of visible rust and signs of deterioration and adequately repaired when required. This includes any gas bottles or barbecues stored on the site.
- g. Gas bottles must be checked in accordance with legal requirements at least every 10 years and date stamped.
- h. Roofs and gutters are to be regularly maintained to prevent and remove the build-up of combustible materials.
- i. All fixtures including windows, doors, seals, flyscreens, blinds, shade cloth and the like are to be maintained in good working order and appear to be well maintained without rust, cracks or visible signs of deterioration.
- j. Maintenance (other than minor repairs), installation of new structures or modification of existing structures requires the submission of Holiday Van Works Application Form and prior written approval of Council

### Minimum Maintenance Standards - Gardens and Lawns

The maintenance of gardens and lawns contained within the boundaries of Holiday Van Sites are the responsibility of the Holiday Van owners. The following minimum standards apply to Holiday Van owners with respect to gardens and lawns:

- a. Lawns are to be regularly mowed and edged so as maintain a grass height under 100mm from ground level across the site and surrounding any structures contained on the site.
- b. Existing trees, shrubs, and garden beds are to be regularly pruned and maintained weed-free, dead leaves and excess debris removed.
- c. Screening plants/trees/shrubs obstructing a clear view of road users are to be maintained at a height not exceeding 600mm and must not encroach on other sites or boundaries.

- d. Grass clippings, leaves and other green waste is to be placed in a green waste bin located at the park or can be taken to Council's waste management centre at Whyte's Gully.
- e. The installation of a new garden and garden beds requires the submission of Holiday Van Works Application Form and prior written approval of Council.
- f. Fencing - no boundary fencing including lattice structures, or the like are permitted on or around the van or the site
- g. Waste - Any household waste item/material that cannot fit into a 20ltr drum/bucket cannot be placed in the Tourist Parks bins

### **Condition of Holiday Van Site When Not Occupied**

When Holiday Van Sites are not Occupied (i.e. not a registered stay or visit), Holiday Van Owners are required to leave their site in a condition that is safe, secure and tidy. The following minimum standards apply to Holiday Van owners with respect to the condition of sites when unoccupied:

- a. Sites are to be free from visible clutter and the storage of building materials, loose items and rubbish around the site is not permitted.
- b. Items that may pose a safety risk in adverse weather conditions must not be stored around a site and should be placed in a secure and contained area that is out of view.
- c. Electrical and Water supply is to be isolated at the mains, cords and hoses are to be stored or secured so as to not pose a risk to other park users or staff.
- d. The storage of other vehicles on the site when the site is unoccupied is not permitted.
- e. Any temporary structure such as clothes lines, blinds or temporary shade are to be retracted and securely stowed.
- f. There are to be no items remaining within 2.5 metres of a neighbouring structure when sites are unattended.