Standards for the Installation of Holiday Vans and Associated Structures in Holiday Haven Parks

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Purpose

These Standards are intended to manage the installation and standard of caravans and cabins, relocatable homes, moveable dwellings, annexes and associated structures on designated Holiday Van sites and to ensure that building improvements are in accordance with all relevant legislative requirements. The Standards will support the orderly development, aesthetic attributes and general safety of the Holiday Park. Where appropriate, the Standard may be altered, to keep abreast with Park redevelopment.

Legislation

Specifications, guidelines and standards outlined in the legislation and regulations only describe MINIMUM conditions. Holiday Haven Parks has the right to develop and adopt its own standards and specifications for Holiday Van installations and alterations, provided that the minimum standards in the regulations are still met. For example, the regulation sets out standards for carports, however due to space constraints Holiday Haven does not permit carports on short term moveable dwelling sites.

The following legislation has been considered in framing this Standard:

- Local Government (Manufactured Home Estates, Caravan Parks, Camping
- Grounds and Moveable Dwellings) Regulation 2021.
- Holiday Parks (Long-term Casual Occupation) Act 2002.
- Work Health & Safety Act 2011 & Work Health and Safety Regulation 2017
- AS/NZS 3000:2018 Electrical Installations (Wiring Rules)
- AS/NZS 3001:2018 Electrical Installations – transportable Structures and Vehicles including their site supplies.
- AS/NZS 3760:2022 – Electrical Safety Standard
- AS/NZS 5601.1:2022 Gas Installations
- AS/NZS 3500.1:2003 Plumbing and Drainage

Application & Approval Process

The procedure below outlines the procedures which are to be followed when a holiday van owner (HVO) wishes to alter their van or annexe.

- Park Manager receives notification from HVO to install a structure/undertake works on site.
- Park Manager confirms there are no outstanding fees and holiday van owner has current public liability.
- If fees outstanding – Park Manager advises HVO these must be paid up before any work can commence
- Park Manager advises HVO a Safety & Compliance inspection will be conducted before application is received.
- Park Manager conducts a Safety & Compliance Inspection and advises HVO of any safety or non-compliant issues which need to be resolved before application is received.
- Park Manager forwards outcome of Safety & Compliance inspection to Holiday Van Owner noting any Safety, Compliance or Maintenance issues are required to be rectified prior to an application being submitted.
- HVO rectifies Safety, Compliance, Maintenance issues and notifies Park Manager who inspects, confirms, and documents the works have been completed
- Park Manager advises HVO their application can be submitted.
- HVO submits application and associated paperwork to Park Manager - refer to application checklist for document requirements.
- Park Manager reconfirms there are no outstanding fees and all relevant documents have been received by the HVO.
- Park Manager submits completed application to Holiday Haven.
- Incomplete applications are not to be submitted by the Park Manager or Holiday Van Owner.
- Holiday Haven Staff will then assess the annexe/works application and conducts inspection of the Van if required.
- If application approved an Owners Consent / Permission to Install is issued to the Holiday Van Owner.
- For Flood Liable Parks the Owners Consent will have instructions on how to submit their Application to the NSW Planning Portal.
- Once works are completed the Holiday Van Owner is required to notify the Park Manager.

- Park Manager to submit Notice of Completion to Shoalhaven City Council.
- Approved applications have 12 months to complete works before they expire.
- Timeframe for the above process is dependent upon all steps being completed. Minimum time for applications averages 6 weeks from submitting completed paperwork.

Application Forms

When submitting an application for alterations for your van the following must be included:

- A flood certificate (for Flood Liable Parks only).
- A copy of the engineer's certificate for the structure and tie downs.
- A copy of the engineer's certificate stating that the structure can withstand the force of flood waters and debris where required.
- A fully dimensioned diagram of the dwelling site, indicating the setbacks, density, open spaces, site delineation and separation distances to show that the requirements of the regulation have been complied with.
- An application for approval/notification of installation of relocatable home/rigid annexe or associated structure installation in caravan park form must be completed and submitted to Park Management. The form must be approved before work commences.
- Approved applications have 12 months to complete works before they expire.

The Site

The size of a Short-Term dwelling site is approximately 120 square metres. A moveable dwelling being a caravan or other van or other portable structure (whether on wheels or not), used for human habitation or a manufactured home. Sites and structures must comply with the following conditions (however may vary depending in park locations);

- The moveable dwelling must be located on the site such that it is set back 2 metres from any park / site boundary
- The moveable dwelling must be set back at least 1.0 metre from any access road
- The moveable dwelling must be no closer than 2.5 metres to any other Holiday Van, annexe or associated structure.
- The moveable dwelling must be located at least 3 metres from a long-term

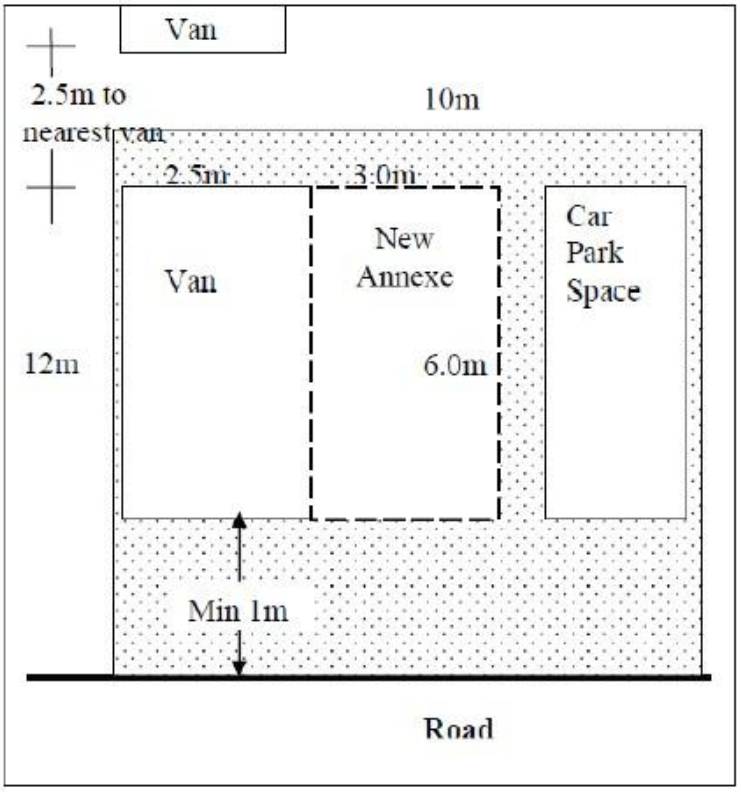
Holiday Van, annexe and associated structure

- Only fixed annexes made from approved sandwich panel can be installed, canvas annexes are not permitted.
- An uncovered car parking space of 6m x 3m must be provided on the site.
- The enclosed floor area of all fixed attached annexes must be no bigger than the enclosed floor area of the caravan. The floor area of a caravan that has an internal width of less than 3.1 metres can be determined as if that with were 3.1 metres.
- Tropical roofs attached to the caravan and annexe must be constructed of certified aluminium sandwich panel and installed using methods and materials certified by an engineer. Corrugated iron tropical roofs are not permitted.
- The caravan, annexe and any associated structure must occupy less than 2/3rds of the total site area.
- If site boundaries are not easily identifiable the park manager will establish the boundaries of the site.
- All vans must be skirted with approved materials and colours in the manner specified by Holiday Haven.

An example of the site layout plan is required with any application and should be drawn to scale:

Please refer to Figure 1 (Example of site diagram)

Example of Site Diagram



Site Diagram Checklist

	Site Dimensions
	All Structures on site shown
	Dimensions of all structures
	Site coverage #
	Separation distances
	Setback from the road
	Car parking space (min 6m x3m)

 # Site coverage is not to exceed 2/3rds of the site area.

ie, Site area: 12m x 10m = 120m2 x 2/3rds

= 80m2

Developed area: (2.5m+3m) x 6m = 33m2

Figure 1.

Positioning of Structures on the Site

All structures (caravans, annexes, and other approved structures) must:

- Have wheels, axles and draw bars in proper working order, or be able to be operational within 24hrs as required under the regulations.
- Have no alterations to the van or annexe undertaken without first submitting the appropriate Application Form and obtaining approval.
- If the holiday van is required to be moved off its current site, the site must be returned to the park in its natural state, free from concrete slabs, pipes, fittings and any other man made or installed materials.
- Annexes must be attached to the caravan and must be constructed of approved aluminium sandwich panel.

Structures

All structures (including the moveable dwelling, relocatable homes and associated structures);

- Only structures that are attached to the on-site van will be permitted. Free standing structures such as aviaries, aerials, satellite dishes, gazebo's and garden sheds are not permitted.
- Aerials and flag poles must be directly attached to vans or associated structures.
- Storage boxes/rooms are permitted under strict conditions only with approval from Holiday Haven.
- Storage boxes/rooms can be installed in the awning area and cannot exceed 2.4m in height or higher than the annexe roof. The width and depth must be approved by Holiday Haven.
- Storage structures, cupboards, BBQ's, sheds or boxes must be fully contained under the roofed area of the site and approved by Holiday Haven before installation.
- All new works must have approved plans including engineer's details and specifications.
- Maximum height of any structure shall be 3.5 metres.
- Timing of works to be approved by Park Management to minimise disruption in the park. No works are allowed during peak periods.
- Any new work must supply details for the materials, colours, engineering specifications where required, and construction methods being used.
- "A" Frame roofing is not permitted
- Structures and dwellings may be subject to flood prone areas and any subsequent additional requirements must be approved.

Only suitable licensed contractors, tradespersons or recognised installers can carry out any new building work. This is to ensure that structures are constructed to a trade standard and that insurance requirements are in place. Licensed tradespersons or recognised installers are to comply with all their licence requirements and be inducted onto the site. They are required to log in and out of the Holiday Park via the Holiday Park reception, also they must provide reception staff with evidence in relation to their public liability, insurance and trade certificate or licence.

At the completion of any works requiring a trade licence, the required Certificate of Completion is to be provided to the Park Manager and Holiday Haven (ie; electrical/plumbing/gas).

New building works are any works that increases the existing area of the moveable dwelling or is built on an existing structure.

Any maintenance work to existing structures with the exception of electrical and plumbing (which must be a licensed tradesperson) may be carried out by the Holiday Van Owner. Park Management is to be advised of any maintenance activities prior to the commencement of the works.

Any unapproved or non-compliant works may result in Council or Holiday Haven ordering rectification or removal of the non-compliant works. Internal works that may result in noise and adverse impact of neighbours or adjacent moveable dwellings requires approval of the park management. The Holiday Van Owner is to ensure the work site is kept safe and work practices comply with WH&S legislation.

The base and associated structures of the dwelling (skirting) must be enclosed with treated pine or manufactured decking in approved colours to prevent or discourage nesting of pests. No other material is permitted without Park Managers approval.

Utilities

All long-term casual dwellings shall ensure all pipes and fittings that relate to water supply, sewerage or stormwater drainage must be installed in accordance with the Plumbing and Drainage Code of Practice and any installation satisfies the requirements of the Council.

Electrical Installations and Alterations

All electrical wiring, installations and alterations that may be carried out within a relocatable home, moveable dwelling or rigid annexe must comply with the requirements of AS/NZS 3000:2018, Electrical installations (known as the Australian/New Zealand Wiring Rules). All Holiday Van Owners intending to connect their holiday vans to the site supply by means of a detachable connection must comply with AS/NZS 3001:2008. Electrical installations - Holiday vans and vehicles including their site supply connections are also subject to the following conditions:

- Only one supply lead shall be connected to each socket-outlet of the site supply.
- Any supply lead used to connect a holiday van to a site supply socket- outlet must be in one unbroken length.
- The supply of electricity for use in holiday vans or vehicles should not be obtained from a socket-outlet inside another holiday van or vehicle or by the use of socket-outlet adaptors (double adaptors and power boards).
- Where a supply lead is coiled on or in a reel, drum, storage box or similar, the lead should not be connected to the site supply while coiled.

- Electrical installations in holiday vans should be inspected regularly, e.g. annually, by a qualified person to ensure their safe and effective operation.
- Residual Current Devices (RCD's) used for the protection of holiday vans should be tested by operating the push button on the RCD to check that the device trips. After tripping, the RCD should be reset. If the RCD fails to trip, this failure must be reported to the park manager.
- If supply to a site is lost, the device requiring resetting might be located within the premises or at the service pillar.

Extension Cords

As a general rule, electrical equipment used in 'hostile operating environments' should be tested at least once every 12 months. Further guidance may be found in manufacturer's recommendations and Australian Standards, for example:

- AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment (This includes the safety inspection for test and tag)
- AS/NZS 3000:2018 Electrical installations "Wiring Rules"
- AS/NZS 3001:2008 Electrical Installations – Transportable structures and vehicles including their site supplies

The insulation and sheathing materials of cables may degrade over time when exposed to heat, UV light, ozone, various chemicals, excessive flexing, or mechanical action and may be also exposed to attack by termites and rodents.

- Power leads must be in good condition. Frayed, cracked or damaged cords are dangerous and may result in fire or cause an electric shock. Make sure the outer sheath is not damaged by cuts, cracking, fraying or blistering.
- Check there are no internal wires which are exposed or twisted, and there are no signs of overheating or burning on plugs (and on sockets of an extension lead).
- Any cables which have been repaired must be signed off by a competent person. Check the cable entry and anchor points into plugs, sockets, or equipment are secure and no internal coloured insulation of the wires is exposed.
- No joining of leads or splitting leads (piggybacking).
- The power lead must be heavy duty (three-prong) suitable for outdoors
- The power lead must be rated at 15 amps
- The power lead must be a suitable length from the power head to the van (Cannot be coiled up)
- The power lead must be a suitable height above ground to avoid harm or danger
- The power lead must be replaced every 3 years with a new lead or when showing signs of damage.
- The power socket on the van must be in good safe working condition and have the manufacturers weatherproof cover intact and installed (no other form of weatherproofing is permitted)

- Holiday Haven will inspect the leads to check if the lead is in a safe working condition, if it is deemed unsafe it will be disconnected and removed from the van.
- If your power lead causes damage to any infrastructure the owner will be liable to pay the cost of repairs
- No power leads are permitted to be installed underground. Any existing power leads installed underground must be removed.
- Power leads must be disconnected at the power head and removed completely when the van is not occupied.
- Power leads are not to be attached to cables, trees or other structures not owned by the van owner.

Maintenance

Van Owners must ensure the following is completed:

- All vans and associated structures including the dwelling must be maintained and kept in good clean condition that is safe, adequate, habitable and hygienic to use.
- No hazard or items are to be left outside, attached to vans, associated structures or on surrounding grounds when the site is vacant. Furniture and other items left on patios or verandas are to be secured and stored neat and tidy.
- No accumulation of rubbish and unwanted goods occurs.
- Gardens and landscaping are not permitted around the van. Pot plants are permitted providing they are within the van site boundaries and do not cause a hazard.

Storage

- No storage of motor vehicles, boats, motorcycles (or other vehicles required to be registered) that are unregistered or in a state of disrepair.
- Vehicles are not to be serviced or repaired whist onsite.
- Vehicles or boats are not to be stored when the site is vacant.

Dwellings

All dwellings installed in the park are subject to the following conditions:

- The external presentation of the dwelling is to be maintained, clean, hygienic, habitable, neat and tidy at all times.
- The colour and paintwork of the dwelling and associated structures is to be in accordance with Holiday Haven's approved colour scheme and be free of mould, flaking paint and corrosion.

Verandahs (Decks) and Awnings

Verandas and awnings are permitted with Park Management approval under the following conditions:

- Must adhere to the setback and site coverage requirements.
- Must be in scale and constructed with approved and colours. Design plans and specifications must be given to the park management for approval by Holiday Haven.
- Have general dimensions of 3.0 metres wide x 1.8 metres deep, with each application considered on its own merit.
- Outdoor blinds installed must be rolled up when your site is unoccupied.
- Outdoor blinds may only be constructed of approved materials (no solid materials), and colours.
- Stairs on decks are included in setback measurements of the site (stairs should be designed and installed to avoid direct access to traffic from roads).
- The awning roof must be constructed of insulated sandwich panelling in approved colour.
- Maximum size of awnings may not be larger than size of the van and must not encroach on any roadway or neighbouring van or building.
- Of the 3 awning wall sides (not including the annexe side), 1 side can be enclosed fully, the other two sides can have panelling up to 1200mm high. This wall panelling can be either constructed in insulated sandwich panelling (white or creme only) or colorbond double sided steel fencing infill sheets in approved colours and profiles.
- Awning/verandah posts must be aluminium in approved colours.
- Glass window/panels are not permitted.
- An entry/exist point (opening) must be permanently available in case of emergency, this opening must be deemed adequate and be of a minimum 900mm in width.
- Decks must be approved prior to installation and installed by a licensed tradesperson, in approved materials and colours. Decks must be maintained to a safe standard. Footing details must be provided with the application to install.
- Applications to fully enclose awnings/verandas will not be approved.

Annexe

The design, construction and installation of annexes shall:

- Not be longer than the dwelling to which it is attached
- Be of a design certified by a practicing structural engineer to be structurally sound. A certificate issued under this clause must indicate that the rigid annexe complies with any standards, codes and specifications with which it is, by this regulation, required to comply, and must include specifications as to the manner in which the rigid annexe must be installed and as to the nature of the footings (if any) on which it must be installed.

- Design plans and specifications must be given to park management for approval by Holiday Haven.
- Any specifications with respect to footings or tie-down systems must have regard to the design gust wind speed, soil type and other design considerations applicable.
- Have an internal width of less than 3.1 metres
- Be constructed of only insulated sandwich panelling (walls and roof)
- Have a colour in accordance with the Holiday Haven approved colour scheme (white or creme).
- If the roof is damaged or leaking; corrugated roof sheeting is not deemed adequate as it is not structurally engineered and therefore cannot be used.
    - The roof can be waterproofed with a waterproof membrane

Tropical Roofs

Tropical roofs are permitted with Holiday Haven Approval under the following conditions:

- They must be constructed of certified sandwich panelling with aluminium posts and beams installed to engineers' details.
- They must be constructed only of new materials.
- The area covered must not exceed the width & length of the dwelling plus 300mm.
- The height is not to exceed 600mm above the dwelling roof at any point.
- They are to be restrained in accordance with the specifications of a practicing structural engineer to withstand the wind forces applicable to the terrain category in which the dwelling site is located. An engineer's certificate confirming the integrity of the structure must accompany any request for approval. Design plans and specifications must be given to the park management for approval by Holiday Haven.
- If the roof is damaged or leaking; corrugated roof sheeting is not deemed adequate as it is not structurally engineered and therefore cannot be used.
    - The roof can be waterproofed with a waterproof membrane
- Tropical Roofs are not to be enclosed or encased in any way.

Driveways (Parking Pads) and Paving

Driveways and other hard surface areas are permitted in some parks only and:

- May be either paved using segmented pavers placed on a compacted base or a concrete slab.
- Shall be graded to allow drainage and prevent the pooling of water or causing water damage to other dwellings.
- Driveway measurements (6m x 3m) start from the building line. You can concrete to the road however the 1 metre setback is not included in the 6-metre measurement. It must not be built such that it creates a trip hazard and must not exceed ground level without Holiday Haven's approval.
- Timing of works to be approved by Park Management to minimise disruption in the park. No works are allowed during peak periods.

- Your site is to be kept safe and secure at all times.
- Synthetic grass is not permitted.

Concrete Slab

- Concrete slabs must be approved by Holiday Haven and not be constructed such that it creates a trip hazard and must not exceed ground level.
- Park Management to inspect and approve formwork prior the placement of any concrete.
- Timing of works to be approved by Park Management to minimise disruption in the park. No works are allowed during peak periods.
- Your site is to be kept safe and secure at all times.
- Preference for bearers and joist construction in Flood Liable Parks

Pavers

- Paving must be installed by a licenced or recognised paver to engineering specifications provided by Holiday Haven if required.
- Paving must not be built such that it creates a trip hazard and must not exceed ground level without park manager's approval.
- Park manager to inspect and approve paving levels prior the placement of pavers.
- Timing of works to be approved by Park Management to minimise disruption in the park. No works are allowed during peak periods.
- Your site is to be kept safe and secure at all times.

Fencing

No boundary fencing including lattice structures or the like are permitted on or around the van or the site.

Clotheslines

Clotheslines are permitted with Park Management approval providing the clothesline is:

- Of a fold-up nature fixed to the side or rear of the van or associated structure.
- Posts fixed directly in the ground to hold the clothesline are not permitted.
- Located so as not to overlap any site boundary when in use.
- Able to be folded up (closed) when not in use.
- Not attached to any boundary fence, trees or other Park structure.

Garages and Carports and Car Spaces

- Garages and carports are not permitted.
- A car parking space must be provided and accessible with a minimum size of 6 metres long by 3 metres wide.
- Structures/air con units etc are not to encroach on the 6m x 3m car parking space
- Park manager to inspect and approve the car space prior to the placement.

Water and Sewer Connections

Water connections will be provided to all sites. Sullage and sewer may not be available to all sites, but as infrastructure is improved sullage and sewer may become available. Any illegal sullage or sewer installations will constitute a breach of the occupation agreement and may result in your occupancy being terminated.
If you wish to connect to the sewer, a Holiday Haven approved plumber must be engaged by the Holiday Van Owner to bring the sewer connection to the holiday van at the expense of the van owner. The holiday van owners preferred plumber will then be permitted to the connect the van to the sewer connection point.

An approved drinking water hose that complies with AS 2070 must be used to connect water supply from the Park site water connection to the dwelling.

Ensuites and Laundries

Only some Holiday Haven Parks are permitted to have ensuites. Of these Parks, the ensuites are permitted to be installed inside a rigid annexe structure provided the following conditions are met:

- A drainage application is required to be submitted to council and be approved before work can start.
- Approval from Holiday Haven has been obtained as only certain parks are permitted to have ensuites in short-term and long-term dwellings.
- There is a minimum of 2.5 metres separating the proposed wall and any structure on an adjoining site.
- The ensuite is constructed of sandwich panel in approved colours (white/creme).
- The maximum size is 1.5 metres x 3.0 metres.
- All plumbing and drainage are carried out by an NSW licensed plumber.
- An external vent pipe is provided to any branch line connected to the main communal sewer line.
- A toilet must not be located in any room in a dwelling that leads directly into a kitchen or other food preparation area unless the room containing the toilet is mechanically ventilated.
- All connections to the sewer main are capable of being sealed during periods of flood.
- Relevant sanitary and drainage approvals are gained from Local Council

- Plumbing fixtures and fittings to be installed must be inspected by Park Management after works are completed. Fixtures must include a water saving shower head (9 litre maximum) and toilet to be dual flush (6/3 litre maximum).
- Ensuites (Shower and/or toilet) may only be installed on sites with access to sewer after written permission has been granted from the park manager/Holiday Haven. Installing ensuites illegally on sites not connected to the sewer and are discharging into the groundwater will attract a fine and place the van owner in breach of their agreement with Holiday Haven.
- Rear separation between an ensuite to another ensuite is a minimum of 1.8 metres and 2.5 metre from park boundary.
- **Laundries are not permitted in any holiday vans** (this is including dryers and washing machines).

Fire Equipment and Control

A moveable dwelling must be equipped with automatic fire detection and alarm systems. Holiday Van Owners are to ensure:

- An appropriate fire extinguisher of minimum 1kg capacity or fire blanket is provided in a readily accessible position in the case of fire.
- A smoke alarm is installed that complies with Australian Standard AS3786 and have a hush button.
- They have sufficient knowledge of any fire equipment to ensure they react appropriately in an emergency situation.

Combustion Heaters/Solid Fuel Heaters

- No applications for combustion or solid fuel heaters will be approved.
- Existing heaters must be removed when the van is sold, ownership changes or when new works are undertaken on the dwelling.
- Existing heaters must be an approved model under the relevant Australian Standards and must be installed as required under those standards.
- The flue or chimney of an existing installation shall not terminate in such a position as to constitute:
    - A risk of fire to nearby combustibles; or
    - A risk of penetration of flue gases through nearby windows or other openings, fresh air inlets, mechanical ventilation inlet or exhaust, or the like.
- Existing installations must not be positioned close to combustible materials or blinds so as to cause a fire risk.

Gas Installation

- Any gas installation connected to the holiday van (gas bottles, hot water systems etc) must comply with Storage & Handling of Gas (AS/NZ 1596) and the Gas Installation Code (AG601) and be installed by a licensed gasfitter.
- Only 45 kg gas bottles may be installed for holiday vans.

- Any regulator connections not being used must be sealed off.
- Gas cylinders are to be secured by chain around the belly of the cylinders in an upright position on a concrete paver or pad to Australian Standards.
- Park managers will inspect and approve the gas location prior to the placement.
- Only LPG gas 50-degree continuous flow hot water systems are permitted. (hot water storage tank units are not permitted).

LPG tank siting regulations require:

- A minimum of 1 meter from, doors, windows, any wall opening, drain or pit.
- Must also be up to 3.5 metres from ignition sources, including electrical equipment and mobile phones.
- LPG gas installation must be located safely away from ignition sources - primarily electrical devices and flames - in the event of a leak.
- A gas installation is expected to be situated in a well-ventilated area.
- Avoid LPG gas bottle installation in alcoves or any enclosure.
- LPG gas bottle installation shall be on a solid base, such as a concrete slab.
- All plumbing is to be carried out by NSW licensed plumber/gas fitter.

The Figure 2 below of gas installation shows the minimum distance clearance to be maintained from various wall openings and drains:

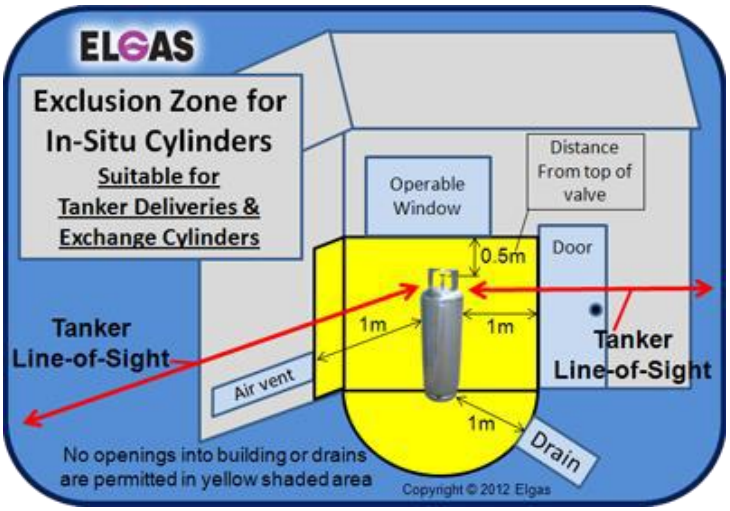


Figure 2.

Air Conditioning Units

- Air conditioner units must be installed by a licensed tradesperson as per approved plans.
- Unit model must be to a maximum of 2.5KW of power and less than 64dB(A) sound power level.
- New split systems units only are permitted.
- Roof or floor mounted units are not permitted (ie; cassette units)
- Older style box/window units are not permitted.
- Required separation distances must be maintained. No part of the air conditioning unit system can reduce the 6m x 3m car park space or be closer than 2.5m from any adjacent structure or closer than 1m from any roadway.
- All tradespeople must be appropriately licensed (refrigeration/electrical) and provide insurance details to Park Management and report to the park office prior to installation.
- Timing of works to be approved by Park Management to minimize disruption in the park. No works are allowed during peak periods.
- Your site is to be kept safe and secure at all times.

Boats and Trailers

- The storage of a boat and trailer is permitted within the holiday van's allocated car parking space with Park Management approval and only whilst the holiday van is occupied. If the van owner is not on site, the boat is to be removed immediately. It must be stored totally within the confines of the designated site and must not encroach onto adjoining sites or cause a nuisance to other park Holiday Van Owners. Any boat or trailer must be firmly secured and stored in a stable position.
- Dedicated boat/trailer storage is available in some Parks. Fees apply.
- No responsibility will be accepted by the Park for theft or any other costs whatsoever.

Safety

All persons, when staying in the Holiday Park, carry with them a duty of care to ensure the safety of themselves and others in the Holiday Park. The installation and maintenance of long-term dwellings on dwelling sites must be such as to minimise any risk of injury to other persons or property. For example, the Holiday Van Owner must ensure there are no sharp protrusions from the dwelling or other structure which may cause injury or harm to any persons.

All long-term dwellings, structures and associated works must comply with WHS legislation and requirements.

In addition to the annual Compliance Checks, any unsafe or dangerous installations identified at any time will be removed or isolated immediately where possible. You

will be notified in writing of the issue and given a deadline to rectify the matter. Any major work required eg; replacing an awning, annexe, tropical roof etc will require a new application for works to be submitted for approval. Failure to attend to any matter will constitute a breach of the occupancy agreement and may result in termination of the agreement.

Glossary of Terms

"Annexe" means a moveable dwelling that:
(a) is an attachment to a relocatable home or caravan, and
(b) is used as an extension of the habitable area of the relocatable home or caravan, and
(c) is capable of being erected or removed within 24 hours.
"Associated Structure" means:
(a) a carport, garage, shed, pergola, verandah or other structure designed to enhance the amenity of a moveable dwelling and attached to or integrated with, or located on the same site as, the dwelling concerned, or
(b) a separating wall between 2 moveable dwellings.
"Caravan" means a moveable dwelling that is designed to be capable of being registered (within the meaning of the Road Transport Act 2013) as a trailer but does not include a camper trailer.
"Holiday Van Site" means an area of land within the caravan park on which a moveable dwelling may be installed and that is designated as a holiday van site by the approval
for the caravan park.
“Engineer’s Certificate" means a certificate issued by a practising structural engineer
"Flexible Annexe" means an annexe that (apart from any rigid support frame and any floor, or any door, window or other securable opening, constructed of non- flexible material) consists entirely of canvas or other flexible material.
"Holiday Van" means a moveable dwelling (other than a tent) that is or usually is continuously located on a short-term site and used primarily by its owner for occasional occupancy for holiday purposes.
"Installation" means in relation to an associated structure-the process of constructing or assembling the components of the associated structure, and (if appropriate) attaching them to footings
"Moveable Dwelling" means:
(a) any tent, or any caravan or other van or other portable device (whether on wheels or not), used for human habitation, or
(b) a manufactured home
"Practising Structural Engineer" means a person who holds (or who at all relevant times held) qualifications in structural engineering acceptable to the Institution of Engineers, Australia, for admission as a corporate member.
"Rigid Annexe" means an annexe that is not a flexible annexe.
“The Dwelling/s” means caravans and cabins, relocatable homes, moveable dwellings
“Park Management” means the Head Office of Holiday Haven and can include the resident on-site park manager
“Holiday Park or Park” means Holiday Haven Tourist Park
“Short-Term Site" means a dwelling site on which a moveable dwelling that is ordinarily used for holiday purposes may be installed and that is specified in the approval for a caravan park as being a short-term site

“Council” means Shoalhaven City Council

Updated August 2026.