



## Park Rules 2024

**IT IS IMPORTANT THAT ALL CARAVAN OWNERS READ AND UNDERSTAND THE LICENCE AGREEMENT AND THE PARK RULES.**

**DUNWICH CLIFFS ESTATE IS A HOLIDAY PARK AND YOU MAY NOT LIVE HERE. CARAVAN OWNERS MUST PROVIDE THEIR PERMANENT ADDRESS ON ALL CORRESPONDENCE.**

These park rules are in place for the good management of the park and the benefit of all who use it. These rules form part of the Licence Agreement which is the contract between us for your occupation of a pitch on the park. The park rules do not affect anything to which you are entitled under the terms of your Licence Agreement. You are reminded that a breach of these rules is a breach of your Licence Agreement and may result in termination of the Licence Agreement.

### **1. INSURANCE**

All caravan owners must insure their caravan for all risks, including third party liability. They must make it clear to their insurers that the caravan is a static van, sited permanently at Dunwich Cliffs Estate. Proof of insurance must be provided **by all caravan owners** on an **annual basis when the policy is renewed**. Please note that insurance companies generally do **not** send copies to DCE. If copy certificates are not received within one month of the renewal date a monthly reminder may be sent at a cost of **£30**.

### **2. GAS APPLIANCES AND GAS SAFETY CHECKS**

**A gas safety check must be done on an annual basis on every caravan.** Safety checks can be arranged by the office for caravan owners at no extra cost. A basic fee will be charged by the inspector, plus costs for any remedial work that may be required in order to comply with regulations. Caravan owners will be informed of extra costs by the inspector, who will invoice tenants directly and send a copy of the GAS SAFE certificate to the office. Please note that if any work is done on the van that involves gas, such as a new appliance or any repairs, all work must be carried out by GAS SAFE registered fitters and an appropriate certificate must be sent to the office. If you wish to use your own gas checker then a copy of their GAS SAFE registration must be sent to the office together with a copy of the gas check certificate. Any appliances found to be unsafe will be capped off if not repaired.

#### **SERVICING OF APPLIANCES**

It is important to note that a safety check does not include servicing of the appliance. The safety check is like an MOT on a car. The appliance may be certified as safe to use but DCE strongly recommends regular servicing of appliances to ensure they remain in good condition. The service can be booked and carried out at the same time as the safety check.

#### **REPLACEMENT OF APPLIANCES**

Before any gas appliance can be fitted, it must be passed by a DCE approved Gas Safe inspector to ensure it is appropriate and then fitted in accordance with manufacturers' instructions.

#### **GAS BOTTLES**

**It is a legal requirement that all gas bottles, whether full or empty, stand on level paving slabs and they must not be chained or locked in any way. The area around the bottles must be kept clear at all times.**

No bottles may be stored in or under caravans or locked in sheds. If you have a gas BBQ, the bottle when not in use must be stored with your other bottles on a slab. In the case of a fire then all bottles can be removed quickly. Never have a gas bottle in your caravan for any reason and you must not use stand alone, portable gas fires. These are not part of the caravan furniture and will not be gas safety checked and cannot be permitted.

#### **FIRE EXTINGUISHERS, SMOKE DETECTORS & CO ALARMS**

Every caravan must be equipped with fire extinguishers, smoke detectors and carbon monoxide alarms (quantity depends on size/type of van); the latter two will be checked at the same time as the gas safety check and will be replaced if not fitted or working correctly. We strongly recommend that you have a fire blanket and that your fire extinguisher is checked annually – the Warden can arrange this for you.

### 3. ELECTRICITY & SOLAR

Caravans may only derive their electricity from solar panels, wind energy or mains electricity (if connected). Caravans not on electric pitches may not be connected to caravans on electric pitches. No modifications may be made to solar, wind or electric installations unless approved by DCE and carried out by a qualified engineer.

### 4. GENERATORS

Generators may **not** be used on the park, except by DCE staff when necessary.

### 5. REMINDERS

Due to the increasing cost in time and postage of sending reminders, a charge of **£30** per letter will be applied.

### 6. OUT OF SEASON

When the park is closed at the end of the season caravan owners may only visit by making an appointment with the Warden or Office and the Warden will have to be on duty. This rule will be **strictly enforced**. Caravan owners may not enter the park for any reason without an appointment during the closed season.

### 7. MAXIMUM OCCUPANCY

Overnight caravan occupancy must not exceed the number for which the caravan is designed.

### 8. REGISTRATION

Caravans may only be registered in one name (this can be a couple). Multiple ownership is not permitted. The named owner is responsible for payment of fees and for ensuring that site rules are adhered to.

### 9. GUESTS AND VISITORS

Only caravan owners and their **immediate families** may use the park-*see final page\**. **Sub-letting is strictly forbidden**. Guests may be invited **only** while caravan owners are present. If an owner wishes their direct family to use the site in their absence, then the Warden **must** be informed in advance and the visitors **must** introduce themselves to the Warden on arrival. The Warden has strict instructions to ask anyone to leave other than an owner, direct family or guest. Caravan owners are responsible for the behaviour of their family and guests and if the latter break the rules it shall be considered as if the owner had done so.

### 10. SHEDS, DECKING & PITCH ALTERATIONS

The building of sheds, decking, paving slabs or any additional work to a caravan or pitch **may not** be carried out without prior permission from the Office. This includes repairs to existing structures. Plans giving details of design and materials must be submitted and approved before any work commences. No permanent fixtures are allowed and no posts may be concreted into the ground. All work must be to a professional standard; any structures or work done without permission will be removed and the cost of removal will be charged to the owner. Only one shed per pitch is permitted. Wooden sheds are only allowed if they are at least 6 metres from any caravan. Decking and skirting must not prevent access to stopcocks or drainage points; if they do, DCE may have to cut an access point and this work will be charged to the tenant. All deck including skirting must have regulation ventilation.

### 11. FENCES

DCE policy is for pitches to be unfenced. Fences are not permitted in the middle of the main field or on any pitch where they may dominate the pitch or its surroundings. Where a fence is allowed by the Office, a suitable hedge must also be planted so that the fence can be removed when the hedge is established. Fencing may only be of a type approved by the Office (**no panel fencing, unless an exemption is given by the Office**).

## 12. TIDINESS

It is important that all caravan owners keep their caravans in good condition and pitches tidy and free from rubbish; if owners are not able to keep the pitch tidy or grass mown, please inform the Warden, as a service is provided. **Neglected pitches will be tidied at the owners' cost;** tenants will be given one written warning in regard to this. **Belongings may not be stored under the van;** this area must be kept clear and equipment stored in a shed. At the end of the season any rubbish or belongings left lying about will be removed and the cost of this will be charged to the owner. Be aware that there may be very strong winds and storms in the winter months so belongings should be stored safely and securely. DCE cannot be held responsible for lost or damaged items.

## 13. RECYCLING, REFUSE AND COMPOST

Tenants and visitors must respect the park by not leaving rubbish lying about and by ensuring all rubbish is disposed of correctly. Recycling bins are provided for tenants' use and it is important that the correct bin is used - these are clearly marked. Bags of rubbish must not be left around the bins as this encourages vermin and is unpleasant for everyone.

If owners are having problems disposing of items they should speak to the Warden or take them to the local recycling centre.

A composting area for grass cuttings only is located in the north field. Other garden waste must be disposed of at the bonfire in the north field. Large bags are available for tenants' use and can be left on the pitch to be collected by the Warden on request.

Items not suitable for composting should be removed from the site and disposed of by the owner.

Any caravan owners found dumping rubbish will be considered in breach of their Licence Agreement. Metal or batteries **must not** be disposed of anywhere on the park – please speak to the Warden for advice.

## 14. SITE ENTRANCE GATES

Please ensure that the main, beach and back gates are kept **closed at all times**. This helps to maintain the privacy of the park and keeps out unwanted visitors. Please do not swing on the gates, as it causes damage and may result in personal injury.

## 15. WATER AND STANDPIPES

The water supply from the standpipes is for the use of all caravan owners and must not be monopolised. Hoses may **not** be connected to the park stand pipes and hoses may not be placed underground. Caravan owners may not use the park stand pipes to wash cars, caravans or water gardens etc. Owners are encouraged to have their own water butts for these purposes.

**Unauthorised connections to the water mains are strictly forbidden. Any caravan found to be connected in this way will be disconnected at the owner's cost and the owner will be considered in breach of their Licence Agreement.**

Tenants who have unusually high consumption due to unreported leaks or leaving the water on in an unattended van will be asked to pay a supplement. Water, even mains water, is a precious commodity, which should not be wasted.

**All tenants must turn off their own water supply at the pitch stopcock every time the caravan is unoccupied, and ensure that their caravan is drained down correctly for the winter.**

Connections to the mains water and waste supplies must **only be done by persons authorised by DCE** and caravan owners must not attempt to connect, disconnect or modify caravans. All water pipes above the ground connecting caravans to the mains water and drains are the owners' responsibility and must be protected, especially during the winter months – any leaks must be reported immediately.

**No outside taps are permitted on caravans/pitches.**

## 16. MINIMUM AGE

The minimum age to occupy a caravan alone is 21. Persons under this age must not be left unsupervised.

## **17. TELEVISIONS**

Caravan owners using televisions in their caravans need a separate TV licence unless they can prove to the TV Licensing Authorities that their television at home is not being used concurrently. Caravan owners must return the form obtained from the Office to TV Licensing.

## **18. SPEED LIMIT**

For safety reasons, the speed limit on the park is **10 mph**. Please observe this limit at all times with all vehicles. Vehicles must only be driven by holders of a full licence; the park is **not** a place to teach children to drive. Children must **not** be permitted to stand on bumpers or tow bars when being driven around the park, or behave in a way which contravenes the Highway Code. Anyone found to be contravening this rule will be asked to leave the park.

## **19. VEHICLES & PARKING**

Vehicles must be parked **within the boundary of the pitch**. Tenants must not park or drive on the open area on the cliff top at any time. This ensures that the view remains unspoiled and is helpful in identifying unauthorised visitors. Visitors and guests should not park in a way that obstructs neighbouring pitches or roads. Extra cars should be parked in the north field with permission from the Warden.

### **ELECTRIC VEHICLES**

A charging point is available behind the telephone box for the charging of electric vehicles. **It is strictly forbidden to charge any electric vehicle from a caravan or any unauthorised power source.**

**CAR PASSES** Every vehicle on the park must display the appropriate car pass, to be ordered in advance from the warden.

**E-SCOOTERS, MOTORISED BIKES** etc are not permitted anywhere on the park.

## **20. LAVATORIES, SHOWERS & LAUNDRY**

Park facilities should be respected and left clean and tidy. All doors should be closed on leaving and any problems reported to the Warden. These facilities are for use by all caravan owners. **THEY ARE NOT PLAY AREAS.** CCTV is installed outside all DCE buildings to ensure safety and protection.

## **21. RADIO / AUDIO EQUIPMENT / MUSICAL INSTRUMENTS**

Such equipment should not be used outside caravans, and when used inside caravans the volume should be adjusted so as not to be a nuisance to other caravan owners. Please be mindful that the majority of caravan owners come to enjoy the peace and quiet.

## **22. RECREATION / GAMES**

Tenants may play games in the immediate vicinity of their own pitches. Where such games are liable to encroach on adjacent sites or create a noise or nuisance, they should be played in the North Field. Caravan owners must be responsible for the behaviour of their children and guests at all times.

## **23. DOGS**

Dogs must be kept on a lead and under control at all times when walked within the main park. They may be exercised off the lead in the North Field. Owners are required to clear up after their pets if they foul the park, and ensure that all dog waste is correctly disposed of. Noisy or unfriendly dogs which may annoy or frighten other caravan owners must not be brought onto the park.

## **24. BARBECUES AND OPEN FIRES**

**NO OPEN FIRES, DISPOSABLE BBQs, CHIMENEAS or FIRE PITS ARE PERMITTED ON THE PARK AT ANY TIME.** Charcoal or LPG Barbecues may only be used when there is not a risk of fire and no closer than 2 metres from a caravan or vegetation. A 'No Barbecues' notice will be displayed on the speed restriction sign near the park entrance when extreme conditions apply. While this sign is displayed, no barbecues are allowed anywhere on park.

## 25. TREES AND VEGETATION

Park trees and vegetation may not be cut or pruned without prior reference to the Warden, who will where necessary consult the Park Owner. This does not apply to shrubs/bushes planted by caravan owners. Waste resulting from pruning etc should be taken to the bonfire pit in the North Field.

**Washing lines** may only be of the temporary variety and removed when not in use, as they present a risk to wildlife. Nothing should ever be left tied or nailed to trees (swings, washing lines etc) as not only does it damage the tree but they are extremely dangerous if tree surgery is being carried out.

## 26. PLANTING

Whilst we are generally happy for caravan owners to plant on their own pitch, we do request that any planting is done in keeping with the park and is of native species. Any substantial planting (large shrubs, trees, hedges etc) must be approved by the Office before it is done.

*NO LEYLANDII OR BAMBOO TO BE PLANTED EVER - ANYWHERE!*

## 27. CLIFFS

The cliffs are fragile and dangerous. People must not attempt to climb them or throw anything over the edge. Report anyone you see climbing up the side of the steps, as this is causing erosion and will ultimately lead to the steps being removed.

To protect the cliffs there must be no fires on the beach between the cliff and the high-water mark. This land is owned by Dunwich Cliffs Estate and a fire could severely damage the cliff. The gate to the steps must be kept locked at all times to ensure park security and safety.

## 28. FIREWORKS etc

Fireworks and Chinese Lanterns are strictly forbidden at any time or in any part of the park.

## 29. TENTS AND CAMPER-VANS

The Park Licence does not allow for tents, camper-vans, motor homes or any vehicle used for additional accommodation. They are strictly forbidden and may not come on to the park.

## 30. PREPARING FOR WINTER

Caravan owners are responsible for preparing their caravans, water pipes, meters and property for the winter months. Owners must check the manufacturer's advice for their particular caravan to ensure the caravan is not damaged by frost etc. The Warden can arrange a draining down and start of season service and can also lay down solar panels - see him for more information.

## 31. DRONES

Drones may not be flown anywhere over the park without permission from the Office. When permission is given, it is on the condition that they are never flown over pitches.

## 32. COMPLIANCE WITH PARK RULES

Caravan owners who persistently break or ignore these rules will be considered in breach of their Licence Agreement. *The golden rule is that of neighbourliness.* Please bear in mind that the special nature of the park can only be maintained for all to enjoy if all users do their bit. Antisocial behaviour cannot be tolerated.

Please be assured that any problems reported to the office are treated strictly confidentially and we will always try to sort out problems amicably for all concerned.

# Protocol for Selling, Buying, Upgrading or Transferring a Caravan at DCE

## **SELLING**

Caravan owners **may not** sell caravans on the park privately and all sales of caravans **must** be conducted through DCE.

Due to compliance requirements caravans **must** be ten years old or less to be sold on their pitch. Caravan owners should bear in mind that caravans are a depreciating asset and have little or no residual value over ten years old.

When caravan owners decide to leave and wish to sell their caravan, provided that the caravan is ten years old or less, they should contact DCE in writing and advise them of their intention. DCE will advise on the value of the caravan and can, if required, obtain a professional valuation. Having agreed a value, the sale of the caravan will be conducted through DCE, who will deduct a commission of 15% of the sale price from the amount paid to the vendor.

DCE will arrange on behalf of the vendor a safety check and service of all gas appliances, to be paid for by the departing owner. A full solar and battery check will be undertaken and if the batteries are not working to an acceptable level of efficiency, a new set will be supplied and fitted by Ian Smalley only, also to be paid for by the departing owner. All quotes for work will be supplied to the vendor and any outstanding invoices will be paid by DCE and these amounts will be deducted from the net sale price. All work to be done by Mr Smalley will be booked and arranged by DCE. If a gas safety check and full service have been done in the month before an agreed sale, this will be acceptable.

Vendors must give DCE the first opportunity to purchase the caravan. It is important to note that the pitch itself has no value to the tenant, as it remains the property of DCE.

## **LEAVING**

If the caravan is over 10 years old or has no value for some other reason, then the tenant will have to have it removed by an agreed date and DCE will re-let the empty pitch. Caravan owners must only arrange with DCE to have caravans removed or scrapped; a fee will be charged accordingly.

Caravan owners leaving the park at the end of their tenancy must leave the pitch tidy and free from rubbish, with all belongings removed; if they fail to do this, they agree that DCE will charge them to restore the pitch to an acceptable condition.

## **UPGRADING**

Existing caravan owners may change or upgrade their caravan for a new or newer one, provided that it is less than ten years old. Prior to upgrading a caravan, caravan owners must inform DCE of their intention in writing or by email. We recommend that all caravans be purchased from one of DCE's chosen suppliers. If caravan owners wish to use a different supplier, they (the supplier) must contact the office **before** any transaction is made. In these cases, DCE will charge the supplier a fee to bring a caravan onto the park. To meet with Pitch Licence conditions, DCE must be informed of any caravans that are subject to finance in writing with the name of the company and the reference number of the policy. All transactions will be carried out through DCE - no fee is charged for this. **No movement of caravans is permitted without permission from DCE. An appointment with the Warden and the Office must be made for ALL deliveries of caravans.**

**Remember to send in updated gas safety and insurance certificates for all new caravans.**

## **AGE OF CARAVANS**

DCE does not insist that caravans have to be upgraded on a fixed term basis. We are happy to allow caravans to remain on their pitch as long as they are fit for purpose and are not in a condition detrimental to the pitch or the Park as a whole.

## **TRANSFER TO A FAMILY MEMBER**

If caravan owners are passing the ownership of a caravan to a direct family member there will be a charge of £300 to be paid by the new tenant, to cover administrative costs and the issue of a new Licence Agreement. As before, all transactions and changes must be conducted through DCE.

## **WARRANTIES**

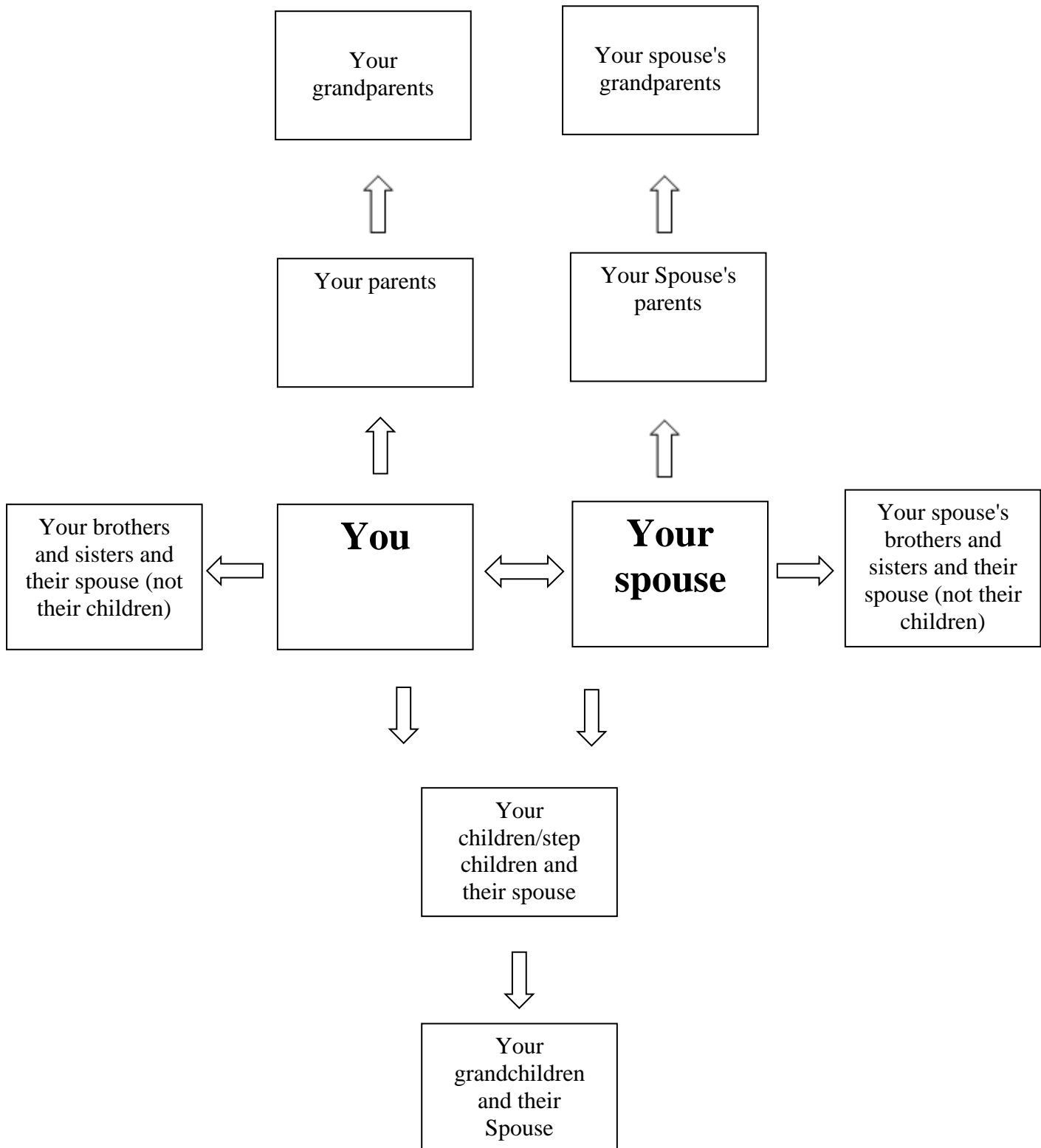
There are three categories of warranty.

1. On a new caravan purchased from DCE – full manufacturers' warranty.
2. On a second-hand caravan purchased from DCE – three months.
3. On a second-hand caravan purchased from a departing owner – no warranty given. In such cases the previous owners must sign a document confirming that DCE can pass their details on to the new owner. The purchaser and vendor will be informed that DCE is only acting as an agent and that no warranty is offered.

**Please also read the Pitch Licence Agreement and the Purchase Agreement.**

**E&OE**

# People permitted to use caravans at DCE on their own, as referred to in Rule 8\*



Any persons (family or friends) not on this chart may only visit with you or your spouse present