

**Annual Tenant Details Form for 2025**— *please put a X in the boxes and sign overleaf*

☐ I have read the Licence Agreement and the Park Rules and agree to comply with them.

☐ I will send you a copy of the insurance certificate/schedule upon renewal.

*These are **NOT** automatically sent by **ANY** of the insurance companies - it is your responsibility to ensure we have received all paperwork.*

☐ I will inform the warden of immediate family members using my caravan when I am not there.

☐ Dunwich Cliffs Estate is a holiday park and I cannot live here. My main residence must be elsewhere and I will provide my address for your register.

☐ I will not sublet my caravan.

☐ I will only allow immediate family members to use my caravan in my absence. Guests may only use the caravan if staying with me or with an immediate family member.

☐ I agree for DCE to arrange for my caravan's annual gas safety inspection and have provided the office with a key. *We cannot arrange for gas check to be done unless we have a key to your caravan. By signing this form you give us permission to allow the gas inspector to enter your caravan and for us to give them your home details for invoicing. You will be contacted by DCE with the date of the inspection.*

☐ I would like DCE to arrange for my gas appliances to be **serviced** at the same time as the safety check. *Manufacturers recommend an annual service to ensure the safe working and longevity of appliances. If you are using the van when service is booked, your fridge must be turned off for 4 hours beforehand.*

☐ I would like my gas BBQ to be checked

☐ I do not use gas.

☐ I have a fire extinguisher – *if you would like to arrange a service please contact the warden.*

☐ I have the appropriate number of smoke alarms and carbon monoxide detectors fitted and working in my caravan. **THESE ARE A LEGAL REQUIREMENT.** *If the items are not working or out of date they will be replaced by the gas engineer and you will be invoiced accordingly.*

☐ **All** my gas bottles are on level paving slabs. *Whether bottles connected or spares- **THIS IS A LEGAL REQUIREMENT***

☐ If I acquire any gas appliances (whether new or second-hand) I will have them approved by Ian Smalley and fitted as per manufacturer's instructions. I will provide a certificate of installation to the office for all such appliances.

☐ I agree that any gas appliances deemed unsafe will be capped off.

***Please Turn Over***

**PITCH No .....**

**NAME(S)**

**ADDRESS**

**Postcode .....**  
**.....**

**\*E-MAIL**

**MOBILE**

**OTHER**

**\*\*Signature**

***\*We prefer to use email to contact you– please make sure we have an up to date address and please write it clearly in the space provided – it will help avoid written reminders for which we charge.***

***\*\*A typed signature will be considered as valid***

**Please note that your pitch renewal will not be accepted if we do not have current insurance and gas safety documents.**

**A £30 charge may be sent with reminders.**