

Caravan park and camping grounds rules



GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Updated as at 06/06/2022

Purpose of Rules

Great Ocean Coast and Parks Authority (The Authority) appointed pursuant to the *Crown Land (Reserves) Act 1978* (Authorising Act) to manage certain Crown land including caravan parks and camping grounds (parks) situated on that Crown land and is incorporated by an order of the Governor in Council. The Authority has power to make these Rules to govern the use and occupation of those parks which it manages and to provide respectively for their safe and enjoyable use. Occupancy in the Parks is conditional upon the Occupant complying with these requirements.

1. INTERPRETATION

“**Act**” means the Residential Tenancies Act 1997 and includes any statutory modification or re-enactment thereof or substitution therefor for the time being in force;

“**Adult**” means, for the purposes of these Rules and a Permit, a person of 16 years of age or over;

“**Amenity**” or “**Amenities**” mean the land and buildings intended for laundry, bathroom, toilet and washing use;

“**Annexe**” means a moveable dwelling within the meaning of the Act that is attached to a registered or registrable moveable dwelling and extends the habitable area of that dwelling;

“**Boom Gate Pass**” means a pass (key, code or card) issued by management entitling a motor vehicle to have access to the Park during the term for which the pass is issued;

“**Business day**” means every day except Saturday, Sunday or a public holiday in the area where the Park is situated;

“**Caravan**” means a registered or registrable moveable dwelling within the meaning of the Act other than such as the Manager shall generally or specifically reject at his or her sole and absolute discretion;

“**Casual Permit**” means a permit other than a TMP or a Seasonal Permit for a period not more than 59 consecutive days;

“**Child**” means any person between the ages of 4 and 15 years, both inclusive;

“**Common Area**” means a facility or open area;

“Facilities” means the land or buildings in the Park intended for use for storage space, car parking, laundry, cooking, garbage storage, disposal facilities, bathroom, toilet and washing facilities, appliances for heating or cooling, communications facilities, or outhouses;

“The Authority” means Great Ocean Road Coast and Parks Authority and, where the context so admits, includes the Manager and any Officer;

“Ground Cover” means a breathable material used to cover, by direct contact, a small portion of the ground of a site external to a caravan, annexe or tent, and does not include carpet;

“Guests” means all occupants and temporary occupants of the Park;

“Infant” means any person up to and including 3 years of age;

“Manager” means the Manager of the Park and his or her delegated representative or delegated representatives;

“Management” means an Officer or Officers exercising his, her or their delegated authority to perform a function or make a decision in respect of the management of a Park;

“Motor Vehicle” means a motor vehicle as defined in section 3 of the Road Safety Act 2001;

“Occupant” means a person named as such in a Permit;

“Officer” means an Officer appointed by The Authority and includes the Manager;

“Open area” means any space in the Park intended for use as a recreational area, lawn, or for common use by Guests and their Visitors other than a Facility;

“Park” means the caravan park for which a Permit is granted as specified in the Schedule of that Permit;

“Period” means the term for which a Permit is granted, as specified in the Schedule of that Permit;

“Permit” means the right contained in a permit document for the occupants named in it to occupy a site for the Period and on the terms specified in the Permit including the use, in common with others, of common areas. A permit is neither transferable nor useable by anyone other than an occupant named in it;

“Permit Holder” means the occupant who enters into a Permit with The Authority in respect of a site;

“Regulations” means the regulations made under the Act for the time being in force;

“Rent” means the permit fee payable for the use of a site;

“Rules” mean these Rules as amended from time to time;

“Schedule” means the Schedule to a Permit;

“Seasonal Permit” means a permit for a term of not less than 2 months nor more than 6 months as The Authority shall from time to time determine, and may determine on the basis of seasons of the year

which permits the Permit Holder to install a caravan and annex for the period of that Seasonal Permit, and which the Permit Holder may use for not more than 59 consecutive days nor more than 80 days in total during the Period;

"Service Charge" means a charge in respect of a service supplied to a site and separately metered;

"Site" means a site in the Park the boundaries of which, in the event of any dispute, shall be fixed by The Authority in its sole and absolute discretion;

"Special event" means an event occurring in the Park which the Manager deems to be special;

"Temporary Occupant" means a visitor who is permitted to remain in the Park under the provisions of Rule 41 for so long as he or she is permitted to so remain;

"Trailer" means a trailer within the meaning of the Road Safety Act 1986;

"Twelve Month Permit" or "TMP" means a permit for a period of twelve months which permits a Permit Holder to install a caravan and rigid annexe for the period of that Twelve Month Permit and which the Permit Holder may use for not more than 59 consecutive days nor more than 180 days in total during the Period;

"Vehicle" includes but is not limited to motor vehicles, trailers, boats and watercraft of all descriptions, and The Authority reserves the right at its sole discretion and either generally or specifically to determine what constitutes a vehicle for the purposes of these Rules and any Permit;

"Visitor" includes a person who, in the opinion of an Officer, has entered the Park apparently for the purpose of visiting an occupant or who is on or in the near vicinity of a site and apparently visiting that site or one or more of the occupants of that site.

2. ALCOHOL

Alcohol may be consumed on a site but not on common areas unless approved by the Manager, who may make limited exceptions to this rule for special events.

3. AMENITY BLOCK KEYS

A cash deposit may be charged for each Amenity Block Key. Only the Permit Holder will be issued with an Amenity Block Key. Amenity Block Keys must be returned to the Park office for the deposit to be refunded.

4. AMENITIES

- 4.1 Infants and children under 7 years of age must be accompanied by an adult when using amenities.
- 4.2 Laundry sinks must not be used as baths;
- 4.3 Laundry or bathroom sinks must not be used for washing dishes;
- 4.4 Cleaning of fish is not permitted in any amenity;

- 4.5 Washing of wetsuits in showers is not permitted in any amenity;
- 4.6 Amenities are closed during cleaning. This will be communicated by signage at the entrance;
- 4.7 Smoking is not permitted in any amenity.

5. ANNEXES AND SIMILAR STRUCTURES

One annexe or similar structure is permitted per site. The maximum permitted width of an annexe or similar structure is 3.6 metres and its length must not extend beyond the rear of the caravan body (exclusive of guys ropes and tie downs) (inclusive of guy ropes and tie downs). (See also Rule 21 – Gazebos, Shade Structures, etc.)

6. ANIMALS

Animals, including pets and domestic birds, are not permitted in the Park unless exempted. All exemption provisions, if any, are shown on the park website.

7. BARBEQUES AND FIRES

Fires and solid fuel barbeques, including heat bead and 'kettle' type units, are not permitted in the Park at any time. Portable gas BBQ's and cook tops are permitted. Users must observe all relevant safety clearances and use requirements at all times.

8. BEHAVIOUR

Excessive noise, unruly behaviour, bad language, unreasonable disturbance or any other conduct which disturbs the peaceful and quiet enjoyment of any site by its occupants, Park staff or the Manager will not be tolerated at any time. Park quiet time is 10:00 pm to 7:00 am. The Manager may make limited exceptions to this rule for special events.

9. BICYCLES / ROLLER BLADES / SKATEBOARDS / SCOOTERS

Bicycles, roller blades, skateboards, scooters and similar equipment may be used during daylight hours otherwise than at the Park entry, exit or facilities areas. Users must wear safety helmets at all times. (See also Rule 37 – Speed Limits).

10. BOOM GATE OPERATION

If the Park has a boom gate, the Manager may issue one Boom Gate Pass to the Permit Holder which will allow the parking on the site of a specified motor vehicle. Boom Gate Passes will only be issued to the Permit Holder, who may be requested to provide identification prior to issue. No motor vehicle may enter the Park without a Boom Gate Pass.

11. CARAVANS

Every Caravan in the Park must at all times be:

- 11.1 registered (Seasonal Permits or TMP only) and insured for Public Liability risk with a Certificate of Currency provided upon request;
- 11.2 in a sound structural and mechanical condition with all exterior cladding, glass, Perspex, canvas and fly wire completely whole and without cracks tears or other damage to the Manager's reasonable satisfaction;
- 11.3 fitted with wheels that are inflated and appropriate to the Caravan;
- 11.4 capable of being moved within 24 hours (caravan and annexe);
- 11.5 fitted with a drawbar and coupling hitch properly attached and useable; (unless engineered to be removed)
- 11.6 parked with the drawbar facing the nearest Park road unless otherwise directed by an Officer;
- 11.7 not more than eight (8) metres in length (measured from tip of drawbar to rear of caravan); or at m managers discretion
- 11.8 fitted with the following, which must be in working order:
 - 11.8.1 at least one mains powered smoke alarm with a battery back-up power supply; and 10 year lithium battery photo and electric smoke detector photo to be supplied and
 - 11.8.2 at least one fire extinguisher.

12. CLOTHESLINES

Subject to managers approval

A small sized clothesline may be erected on a site, within its boundaries, not attached to or impacting trees or other vegetation and not causing any access or safety hazard or unreasonable impact on the aesthetics of the Park. Clotheslines must be erected appropriately and securely when in use and packed away when the site is unoccupied overnight.

13. ELECTRICITY AND ELECTRICAL APPLIANCES

All electrical appliances must be contained and stored within the caravan, annexe or tent when not in use. Any extension or supply lead must be arranged so as not to obstruct or endanger persons walking in the vicinity of the site. Every lead must be located where it will not be subject to mechanical damage or provided with suitable protection against it and from damage by high winds. All leads must be above ground, using power head extension poles where supplied or other means.

Connections to power heads must be by a single length of 15 amp double insulated extension lead. Leads must be tested, using either the Park or another registered service, and carry a current compliance tag (not more than 12 months old). Electricity must be switched off at the power head when a site is unoccupied overnight. (See also Rule 23 – Lighting).

14. EMERGENCIES

Guests should familiarise themselves with the Park Emergency Management Procedures and Evacuation Plans. These can be viewed in the Park office or in amenity blocks. The emergency phone numbers for the parks are: Torquay – (03) 5261 2496; Anglesea – (03) 5295 1990. Lorne – (03) 5289 1382; Wye – (03) 5289 0412; Kennett River – (03) 5289 0272; Skenes Creek – (03) 5237 6162; Marengo – (03) 5237 6162; Apollo Bay – (03) 5237 6577.

15. FENCES

No fencing is permitted within the Park. A small 'infant play pen' (approx. 2m wide x 2m long x 0.5m high) may be erected on a site when infants are present but must be removed when the site is unoccupied overnight.

16. FIREARMS AND OTHER DANGEROUS ITEMS

Guns, rifles, longbows, crossbows, spear guns or other weaponry, poisons, traps and snares are not permitted within the Park. Spear guns and knives, etc. used for fishing are permitted but must be securely and safely stored when not in use.

17. FIRE BANS

All guests must comply with all conditions of any fire ban or restriction declared for the area in which the Park is situated.

18. FIREWORKS

Fireworks are not permitted in the Park, on the beach or in any other areas.

19. GARBAGE

Domestic garbage must be disposed of in a bin. Domestic garbage and Recycling Bins are located throughout the Park. Bins must not be removed from their locations. Permit Holders are responsible for the removal from the Park of their non-domestic garbage and all hard rubbish that cannot be disposed of in a garbage bin.

20. GAS AND LPG

LPG equipment must be installed and maintained in accordance with legal requirements. The gas supply must be shut off at the bottle when the site is unoccupied overnight. All gas bottles must be in a safe condition and within the 10 year test period.

21. GAZEBOS, SHADE STRUCTURES, ETC.

A single gazebo or similar open sided shade structure may be erected on each site. Gazebos and shade structures must be fully dismantled and stored inside the caravan, annexe, tent or trailer when the site is unoccupied overnight. (See also Rule 5 – Annexes and similar structures).

22. GROUND COVERS

Only ground covers as defined in Rule 1 are permitted. In the case of any doubt as to compliance with Rule 1, the matter must be referred to an Officer whose decision will be final.

23. LIGHTING

One appropriately sized and located light external to the caravan, annexe, tent, etc. is permitted on each site. All other external lighting is prohibited. Any lighting that unreasonably affects other guests and in particular neighbouring sites is prohibited. External lighting and power points must be weather resistant rated. Guests are encouraged to use energy efficient globes and appliances. Lights must not be hung from trees.

24. MAIL AND MESSAGES

Mail and messages may be held at the Park office for collection by guests.

25. NON COMPLIANCE WITH RULES

A breach of any Park Rule is a breach of the conditions of the Permit and may result in the cancellation of the Permit.

26. PARK SECURITY

Security officers and Park staff patrol the Park. For any assistance, guests can telephone the park's emergency after hours' phone number: Torquay – 0417 550 539; Lorne – 0419 531 773.

27. PLAYGROUNDS

Playgrounds are provided for infants and younger children and may be used during daylight hours only. Use of playgrounds is at the user's risk. No ball games are permitted within these areas.

28. PRIVATE WASHING MACHINES

The use on a site of washing machines is prohibited.

29. PROOF OF AGE

The Manager reserves the right to require proof of the age of any occupant or prospective occupant and to specify what is an acceptable proof of age. The Manager's decision as to the age of a person is final and binding. No Permit will be issued otherwise than to a person who is at least 18 years of age. Personal identification must be provided by all applicants.

30. PROPERTY STORAGE

Guests should ensure that their property and valuables are stored securely at all times. No excess property is to be stored under the van or annexe.

31. RULES

The Authority reserves the right to revoke, cancel or vary these Rules at any time and without giving prior or subsequent notice thereof to any person. Updated Rules will be available on The Authority website and on the notice board at the Park office.

32. SECURITY BOND

The Permit Holder may, before a permit is issued, be required to pay a security bond for which a receipt will be given. A security bond is refundable at the conclusion of the Period subject to any claim by The Authority for:

32.1 unpaid rent, fees or charges;

32.2 damage to any property owned or managed by The Authority;

32.3 cleaning the site or onsite accommodation occupied under the Permit;

32.4 cost of replacing any lost or destroyed ancillary property; or

32.5 costs to The Authority resulting from the behaviour of any Occupant or Occupants.

33. SITE MAINTENANCE

The Permit Holder must keep the site and all structures on it in a clean, tidy and safe condition at all times.

34. SITE OCCUPANCY

Not more than six (6) occupants (of whom not more than 4 are adults), including children (but excluding infants) may occupy any site and at least one such occupant must be over the age of 18 years. Sufficient berths must be provided in the caravan, annex or tent for all Occupants. All vehicles, tents, caravans (including drawbars and drawbar covers), annexes, guy ropes, and any other property of the Guests must be contained within the site boundaries as defined by the Manager and which may at the Manager's discretion be altered at any time without notice. (See also Rule 41 – Visitors).

35. SITE OCCUPANCY – COURTESY AND RESPONSIBILITY

Access through occupied sites is restricted to the Occupants of that site.

36. SOIL DISTURBANCE

Occupants must not dig holes or trenches or disturb the soil to a depth in excess of 100mm, other than by driving in tent pegs, without the Manager's prior approval. The existence of Aboriginal Heritage items must be reported to the Manager and their presence left undisturbed.

37. SPEED LIMITS

Vehicles, bicycles, skateboards, roller blades, scooters and similar equipment must not travel at more than 5 kph (e.g. walking pace) within the Park boundaries.

38. SUB-LETTING

Sub-licensing of any site, caravan, annexe, tent, cabin or unit is prohibited.

39. VEGETATION

The growing of any flora, except grass or plants supplied or approved by the Manager, is prohibited. Guests must not damage, prune, lop or trim any existing trees, plants and vegetation in any way nor introduce any seed, grass, tree, shrub, fern or other new potted plant in the Park.

40. VEHICLES

Subject to Peak period & other exclusion times

- Two vehicles per permit, including a maximum of one car, are permitted in the Park.
- An additional vehicle, including a car, per permit may be permitted to enter the Park, subject to prior approval by the Manager.
- An additional vehicle charge applies.
- Each vehicle must be registered with the Park office prior to entering the Park.
- All vehicles must be parked within the boundaries of the site to which they are registered.
- Vehicles which cannot fit within the one site boundary are required to be removed from the Park.
- Vehicles exceeding three (3) tonnes are not permitted in the Park without prior approval by the Manager.
- The Manager reserves the right to refuse any Vehicle entry to the Park.
- Motorised recreational scooters and other similar unregistered motorised vehicles, other than motorised wheel chairs or other mobility devices, are prohibited within the Park. (See also Rule 10 – Boom Gate Operation.)

41. VISITORS

Visitors are permitted in the Park only between the hours of 8.00 a.m. and 10.00 p.m. on any day. A visitor wishing to remain on any site outside those hours must before doing so:

41.1 Deliver the consent of the Permit Holder to his or her so remaining and the duration thereof to the Manager;

41.2 Register as a Temporary Occupant of that site with the Manager and pay the appropriate fee for doing so in advance.

Registration as a Temporary Occupant will not be granted if the temporary occupancy will cause the total occupancy of the site to exceed the number of occupants specified in Rule 34 or if an occupant of the site will not be present during the whole of such temporary occupancy. The Permit Holder will be charged a penalty rate of \$50 per unregistered visitor per day.

42. WATER USAGE

Use of water by guests must be kept to a minimum at all times. When water restrictions apply they must be observed by all guests. At this time, notices are displayed within the amenity blocks and the Park office. Only hand held hoses and watering cans are permitted. Water sprinklers and their use are prohibited. Washing of any vehicle in the Park is prohibited. Pools, of any description, are prohibited. Grey water may be applied to grass in reasonable quantities subject to the direction of any Officer.

The Great Ocean Road Coast and Parks Authority (the Authority) was established on 1 December 2020 to deliver better protection and management of the iconic coast and parks of Victoria's Great Ocean Road.

In partnership with our Traditional Owners, our role is to manage, protect and foster resilience of the natural, cultural and heritage values of coastal Crown land and marine waters along the Great Ocean Road.