

**CONDITIONS of LICENCE AGREEMENT for CARAVAN STANDINGS
at SWALLOW POINT HOLIDAY PARK, SAND BAY, SOMERSET.
2018 SEASON**

1. Licence period is from 12th March to 12th December 2018 which is defined as the 'Season'. The months not covered by the Licence period are for storage purposes only; free of charge 'storage' of your static caravan for owners continuing the following season.
2. The Pitch fee is a charge for One season, payable in advance and not transferable to another. The fee is for a Licence for one season only permitting an owner to place a caravan on an allocated pitch & use facilities available. The Pitch does not include any part of the Park except that on which the caravan stands. Pitch fees are exclusive of service charges, rates and insurance. Pitch fees are subject to VAT.
3. If Licence is terminated, Pitch fees will be refunded as part of the caravan sale negotiations & agreed by both parties. Your Licence may be ended by way of : a) you giving written notice to Swallow Point Ltd, b) your caravan Term comes to an end, c) you sell your caravan, d) Swallow Point Limited serves you written notice due to breach of Park conditions.
4. Conditions of Licence are issued annually, if you wish your caravan to remain on the Park, these must be signed & returned with the balance payment of Pitch fees by 18th January 2018.
5. Service charges (rates, water, sewage, refuse) are payable by all caravan owners annually. Rates paid are non refundable. Service charges are subject to VAT at relevant rates.
6. Late payments will incur a surcharge of 2% + VAT per month. Duplication of outstanding Accounts or re-issue of Conditions Agreement documents will incur Administration charges.
7. The Pitch Licence is granted to a Property Home Owner, whose permanent UK address is elsewhere. The Caravan cannot be used as a main residence, it is for holiday & recreational use only. Swallow Point Ltd must be informed of the caravan owners home address and notified whenever a change of permanent address occurs. Proof of the Caravan Owners address is required (suitable evidences eg Utility / Rates bills)
8. Park Term – the duration of a caravan on its pitch will be decided & agreed with the Park Owners. Term period depends upon caravan make, model, age, condition & specification. Do not assume any automatic rights of a Park Term. Agreement of Term period must be confirmed in writing by Swallow Point Ltd in particular at change of Ownership or sale of second-hand caravans.
9. Your Park Term is personal to you & may not be assigned or transferred to any other person other than 'gifting' to a proven family member. The same Park Terms will apply. Obligations to adhere Licence Conditions & Swallow Point Ltd agreement is needed - approval will not unreasonably be withheld. Prospective Caravan Owner ID, references are required & their appreciation of their financial commitment.
10. Your right to replace the Caravan under these Conditions on the pitch is limited to replacement only following destruction by fire, natural disaster or other similar occurrence.
11. With the purchase of a new or 'pre-loved' caravan there is a New Term period granted – the Term is specific to that particular caravan. There should not be any rights of Park Term assumed without prior agreement with Park Owners – a new Park Term will be agreed in writing with the new Caravan Owner.
12. Complete your new Caravan's Manufacturers Warranty documents, register individual appliances in accordance to Manufacturer's instructions & ensure adherence to instructions on-going.
13. When a Term period expires you must arrange with Swallow Point Ltd for your caravan to be removed from the Park unless you enter into a new Term. There will be no obligation to enter into a new Term for you or for Swallow Point Ltd.
14. Pitch Fees & Seasonal Licences paid are not transferable to any other individuals other than to whom the Licence was initially granted. Site Licence fees are not transferable with the sale of caravans.
15. Sub-letting of caravans is NOT permitted, use for trade or business is prohibited, inappropriate use breaches Conditions of Licence & may invalidate your insurance.
16. Before completion of any caravan transaction – All outstanding debts must be settled or deductions will be made from the proceeds.
17. Selling your caravan, the process requires prior written notification to Swallow Point Ltd which initiates discussion. An Independent valuation is arranged if you request it. You may agree a price to sell your caravan to Swallow Point Ltd or you sell the caravan to persons approved of by Swallow Point Ltd or the caravan is sold off park as long as de-siting is arranged through Swallow Point Ltd. All negotiations are dealt with in writing. You may, if you wish reconsider, change your mind & retain your caravan providing you still have Term period remaining & you settle annual fees in the normal manner.

18. Upon sale of caravans and transfer of ownerships to an approved buyer, Vendors are subject to commission charges payable to Swallow Point Ltd. Commission rates applied are in line with BH&HPA guidelines at 15 % & subject to VAT. Commission payable is never less than standard 'De-sitting' charges applicable & relevant at the time. Devaluing of a caravan for sale to negate commission payable will result in an independent valuation of the caravan for a fair commission to be independently reached.
19. Any private Sale of a caravan requires a new Park Term Agreement that must be negotiated & confirmed in writing with Swallow Point Limited before any private sale is entered into. No automatic assumption should be made regarding the continuation of the previously granted Park Term. No Caravan Owner has a right to 'sell-on' a Park Term. Park Terms maybe reduced due to the age, condition, specification of a caravan.
20. De-siting & Siting of Vans will only be permitted during the 'closed' season (December-March) unless by specific authorisation of the Park Owners, this is due to Health & Safety aspects of the task.
21. Caravans will be sited at the discretion of the Park Owners and may be moved at any time to comply with legislation & safety standards, to access an area not possible by another route or make improvements to the Park. A minimum of 28 days written notice & appropriate liaising will take place prior to your caravan being moved, in emergencies Swallow Point Ltd will give as much notice as possible.
22. Incoming & Movement fees will be applied & agreed between Park Owner & Caravan Owner in the exceptional & specific circumstances of an Agreement being reached permitting a second-hand 'pre-loved' caravan to be relocated/sited onto Swallow Point. An 'age' maximum lifespan & Term on Park of the particular incoming caravan will be agreed prior to sitting, granting a fixed term period.
23. Movement costs are applied when transferring a Caravan from one pitch to another on the Park. Movements may only be permissible when pitch size & accessibility allows for the relocation of a caravan. If pitch concrete base has to be increased the costs will reflect this. Minimum cost estimate £1,500 + VAT.
24. When any Movement of a caravan transpires, all reconnections of Services have to be Professionally carried out & the appropriate Safety Certifications issued by the Qualified Tradesman. NICEIC Electrical & Gas Safety Certification is legally required for Health & Safety compliancy & Insurance validation.
25. Administration & Service Charges where applicable & possibly incurred due to the involvement of Swallow Point Ltd employees, maybe added to accounts.
26. Administration charges applied are in line with BH&HPA recommendations of £35.00 + vat. Copy documents required to confirm evidence of compliance to legislation, Health & Safety or adherence to Swallow Point Ltd Terms & Conditions will incur administration costs.
27. All caravans shall be kept in good condition, fully maintained, the wheels and chassis in a state of upkeep to enable the caravan to be easily manoeuvrable if necessary. General maintenance Inspections of your caravan at the beginning & end of season is recommended – seals, hinges, roof lights, gutter pipes etc.
28. Vehicles are parked at the Owners risk, no liability is accepted for any loss or damage however incurred to any vehicle or caravan.
29. Swallow Point Ltd accepts no responsibility or claims against the Company regarding loss or damage to Caravan Owners property – the safety of your property is your responsibility.
30. The company accepts no responsibility for any injury or loss sustained by any person whilst on the Company's land – Due Diligence is expected on the part of all individuals using the Park.
31. Swallow Point Ltd reserve the right in circumstances of unexpected severe weather conditions, which result in sub zero temperatures, to switch off or isolate the main water supply to the Park.
32. It is your responsibility to choose the Drain down and reinstatement dates of water supplies to your Caravan with weather precautionary measures in mind.
33. Cleanliness of caravans & windows, guttering & roofs must be maintained. The tidiness & cleanliness of items standing on the concrete base must be maintained.
34. In the Interest of the Park's Standards 'aged' vans may not be granted new Licences. Notice in writing & consultation would pre-empt such decisions giving one Season's notice.
35. Owners are required to keep their caravans fully covered by comprehensive Insurance – to cover the cost of replacement caravan, clearance of wreckage, replacement ancillary structures, delivery sitting & connections of a new caravan.
36. Swallow Point Ltd has sought competitive rates for our Caravan Owners, there is a Park Approved Scheme administered by Swallow Point Ltd which ensures comprehensive cover from Compass (Thistle).

37. If a Caravan is sold & it leaves the Park on a Commission basis paid to Swallow Point Ltd – any Insurance rebate will be calculated & paid to the Policy Holder/ Caravan owner. If you sell your Caravan to Swallow Point Ltd, any Insurance rebate will be calculated within the purchase price mutually agreed & you will not be due any additional Insurance policy refund.
38. When selling or trading-in your caravan, to enhance the viewing & valuation it is suggested clearance of all personal effects is preferable.
39. If caravans are not totally cleared of all personal belongings at the completion of a transaction then a charge will be imposed for the service of caravan clearance & disposal costs.
40. Termination of Site Licence, Caravan vacation or the Caravans de-sitting & removal from Park, it is understood that Caravan Owners are obliged to clear their pitch of all items including those that have been stored underneath caravans. If services / tradespersons / transportation are required to remove items from Park those costs would be applied to the Caravan Owner.
41. If Steps, Balconies, garden seats, plant tubs etc are of an unsafe condition or a possible hazard to others – Swallow Point Ltd will request that you remove them from the Park at your cost.
42. Caravans must be fitted with a 3 lb fire extinguisher suitably positioned for quick easy access in case of an emergency. Fire Blankets are recommended in kitchen areas. It is recommended that fire appliances & electrical equipment are checked annually & professionally serviced / inspected regularly. Carbon Monoxide Detectors & Smoke Detectors should be installed in caravans in various locations to maximise protection. Batteries should be replaced annually.
43. Adhere to Manufacturers Warranty instructions regarding servicing of boilers & appliances.
44. Electrical Certificated Inspections are highly recommended periodically for safety and insurance compliancy. Appropriately qualified electrical checks can be arranged via Swallow Point Ltd staff.
45. Swallow Point Ltd reserve the right to refuse access to the Park to anyone other than the Caravan owner, their family members & guests – Caravan owners are responsible for their visitors and must ensure that they register at reception and are aware of Park Licence Conditions.
46. All Tradesman must be booked via Swallow Point Limited due to requirements under Health & Safety legislation & the vital importance that they must have valid Public Liability & Insurance cover. Evidence of Public Liability is required. Tradesman must report to Reception on their arrival & before any work is carried out. No unauthorised Tradesman will be permitted Site access.
47. Gas supplies must be purchased from the Park, ordered & paid for at Reception during opening hours. Gas bottles fitted within 24 hrs. It is advised to keep at least 2 full gas bottle at all times on your caravan to ensure. Covering the gas bottles is forbidden on precautionary Safety grounds.
48. Stay Safe Gas Information Leaflets are distributed to caravan owners. Safeguard suggestions include fitting Carbon Monoxide alarms in caravans. Replacement Gas Regulators & pigtail attachments should be reviewed according to age, wear & tear condition.
49. Interference with Services - water, electrical or drainage installations is strictly forbidden.
50. To prevent turf damage items cannot be left permanently on grass areas. Garden furniture must be put away when not in use. Laying of additional patio slabs to extend your caravan base is not permitted. Placement of potted flower tubs & planters must be within your Pitch.
51. Please do not mow the grass, a Warden is employed to do so. Do not Park or drive on the grass.
52. Refuse Skips/bins are provided, Please use the re-cycle bins appropriately.
53. Strictly no car repairs or washing of cars to be carried out on the Park.
54. Musical instruments, radio, television must be used in consideration of others & not cause disturbances or offence to neighbours.
55. You must not keep or carry any firearm or any other weapon, use any unlawful drugs or commit any acts of vandalism/criminal activity on the Park. You must never permit anyone known to be on The Sex Offenders Register to use or visit your caravan.
56. The exterior placement of all TV aerials must be authorised by the Park owners. Where applicable, you must have a TV licence at your permanent home address to entitle TV viewing in your caravan. TV Licence legislation & entitlements may vary according to the caravan owner / occupiers age, employment status etc - it is your responsibility to ensure that you fulfil legal requirements.
57. No internal Park trading is permitted of buying/selling balconies, steps, storage containers, gas cylinders etc for safety, public liability & movement logistics.
58. In house / On site maintenance provided by the Warden will incur a charge. Your written request is required – verbal communication will not suffice as authorised instruction.

- 59. A maximum of two storage cabinets are permitted & must be within your Pitch area. Bicycles and BBQ's etc should be stored in storage bins or inside the caravan when the caravan is not occupied. Wooden storage bins & Plastic (GRP) skirts around caravan bases are not permitted due to maintenance & safety issues. Only hook-on outdoor clothes airers are permitted.
- 60. The Park has no forwarding postal service. All mail must be sent to your permanent home address.
- 61. Children must be under the supervision of an adult at all times whilst on the Park so that they are not a nuisance or danger to others or themselves. Children should never be permitted to play in the car park or roadway areas. For safety precautions children are not allowed in the refuse area.
- 62. The Caravan owner is responsible to ensure ALL their Visitors & ALL persons whom stay & use the caravan are fully aware & adhere to Park Licence Conditions.
- 63. Recreational items, games, inflatables, paddling pools, equipment must be demountable, not a cause of Health & Safety risk (due to Public Liability) or likely to cause disturbance or inconvenience to others.
- 64. Ball games, roller-skating, bicycle riding & scooter use is strictly prohibited on the Park for safety reasons, to prevent caravan damage & in consideration of others.
- 65. Swallow Point Holiday Park is a Pet (Dog & Cat) friendly park. Pet owners must attend to their own animal's welfare & safety. Pet owners are requested to be mindful of all Patrons using the Park & their right to tranquillity & Site hygiene. Specific Conditions of Licence apply to Pet Owners – do not assume an automatic right to bring a Pet onto the Park. There is a limitation restriction to 2 pets only per caravan. Please ask for your copy of our Dog/Cat Owners Guide informing you of our Pet Friendly Policy.
- 66. Laundry facilities are provided for the sole use of caravan occupiers. Please leave the Laundry clean & tidy. Laundry machines are for washing clothing not pet bedding, doormats, rugs, sandy towels or items that may cause machines damage or render them unsuitable hygienically for clothes washing.
- 67. Items surplus to your requirements are not to be left in the Laundry Room – this contravenes Health & Safety, posing an injury risk if breakages occurred especially if glass / china items accidentally smashed.
- 68. All items of value and importance must be removed from the caravan for the winter 'Closed' period. Our Site Licence does not permit you admittance to the Park during the 'Closed' season.
- 69. Access to your caravan may periodically be required in certain circumstances eg Meter reading, in case of emergency; Swallow Point Ltd would endeavour to contact you. If you wish to be present for meter readings please assist our warden by prearranging a mutually convenient date.

Please take & retain a copy of your Conditions of Licence before returning the signed original to Swallow Point Ltd. (All 4 pages are to be returned please) .

Swallow Point Ltd may terminate your Site Licence if you are in serious (or repeated) breach of any of the Conditions, efforts will be made to remedy disputes but if relations have irretrievably broken down Swallow Point Ltd may serve upon you reasonable notice in writing to terminate this Licence Agreement.

Please ensure all persons whose names are to be on the Site Licence & to whom the Site Licence is granted sign agreement, understanding & adherence to the Conditions of Licence.

I/We have read & understand the above Conditions of Licence (4 pages in total pertain to this document – 69 clauses specified) & agree to abide by them, appreciating they are recommended or imposed either legally or for the general betterment, safety & enjoyment of all Caravan Owners at Swallow Point Holiday Park.

Print Full NamesPitch No

Home Address.....

.....Post Code.....

Landline NoMobileEmail.....

Signature.....Date.....

Signature.....Date.....

