



Caravan Sale Process

1. PURPOSE

- 1.1. The purpose of this document is to set out the Great Ocean Road Coast and Park Authority's (the Authority) approved process for selling caravans on Crown land in which it manages.

2. SCOPE

- 2.1. This process applies to caravans and annexes in the Torquay Foreshore Caravan Park, Lorne Foreshore Caravan Park, Anglesea Family Caravan Park, Kennett River Family Caravan Park, and Marengo Family Caravan Park (Caravan Parks).
- 2.2. This policy only applies to Annual Permit Holders of the Caravan Parks.

3. APPROVED SALE PROCESS

- 3.1. The Authority is responsible for the management of the Caravan Parks and is bound by State Government policy and Victorian law. Such policies and laws permit the sale of caravans on Crown land, subject to the Authority's approval and certain conditions.
- 3.2. Pursuant to the State Government policy statement, *Improving Equity of Access to Crown Land Caravan and Camping Parks 2011*, the Authority permits the sale of on-site caravans at the Caravan Parks subject to the following process being followed:
 - (a) Clear and accessible information about the approved process for the sale of caravans on-site will be provided to potential vendors and buyers.
 - (b) A vendor must first seek approval from the Park Manager to sell their caravan on-site and complete a Notice of Intention to Relinquish form. Once this relinquishment form has been approved and signed, the relinquishment is unable to be revoked.
 - (c) Caravans to be sold on-site must be registrable, movable and in an appropriate condition pursuant to the Authority's Minimum Standards and under 30 years.
 - (d) Caravans which are deemed by the Park Manager to be unsafe or not compliant with the Authority's Minimum Standards are not permitted to be sold on-site.
 - (e) A Minimum Standards Compliance Check must have been performed within the previous 12 months and the caravan and annexes must have passed that compliance check, or the caravan and annexes will not be approved for sale.
 - (f) Caravans approved by the Park Manager to be sold on-site must undergo an independent valuation in consultation with the Park Manager. The valuation will be provided to prospective buyers on the waitlist and vendors cannot ask more than the valuation price. Cost of the independent valuation inspection is at the existing vendor's expense. Park Manager's organise the independent valuation.
 - (g) The purchase price of the caravan is based on the value of the caravan, annexes, and accessories only.

- (h) The purchase price of chattels should be equivalent to the price of similar items sold outside of the caravan park.
- (i) Caravans must only be sold to those buyers on the waitlist, as maintained by The Authority, and offered in order of priority on the list.
- (j) Once a vendor has sold a caravan, they must relinquish their permit and complete the Confirmation of Van Sale and Transfer form.
- (k) If the caravan has not sold within the term of the permit or six months, whichever is greater, the caravan must be removed from site and the site cleaned at the vendor's expense.

4. FAILURE TO COMPLY

4.1. Permit holders in breach of their permit, Minimum Standards or the Caravan Park and Camping Ground Rules are prohibited from selling their caravan on-site and they will be required to remove their caravan and annexe from site and clean their site at their expense.

4.2. Failure to comply with the approved sale process will result in:

- (a) Cancellation of the permit to that site and the site being reallocated by the Park Manager.
- (b) A Notice to Vacate being issued to the permit holder, vendor or buyer (as the case may be); and
- (c) The permit holder, vendor, or buyer (as the case may be) being required to remove the caravan, annexes and clean the site at the permit holder, vendor or buyer's expense (as the case may be).

SIGNED Understanding by the Annual Permit Holder:

Signature of Principal Occupant

Name of Principal Occupant

Date: