

# **Wickland Holdings Ltd**

## **Park Rules**

# **2017**

**These Park Rules serve as an update of all previous Park Rules and any amendments on Site Licences up to and including the 2016 season. These Park Rules apply to all 10 month Site Licences issued for the following Parks:**

**Vanity Village**

**Seaview Park**

**Warden Bay Caravan Park**

**Amendment Of Rules**

**Any amendments or replacements of the 2017 Park Rules will be issued with or on, any subsequent Site Licence.**

**C.C.T.V.**

**Tenants, sub-tenants and guests are hereby notified that Wickland Holdings Ltd operate C.C.T.V. surveillance.**

## WICKLAND HOLDINGS LTD EMPLOYEES

1. Employees of Wickland Holdings Ltd will be available to assist tenants during high season from 9.00 a.m. to 12 noon and 1.00 p.m. to 4.00 p.m.
2. Employees of Wickland Holdings Ltd will be available to assist tenants during low season from 10.30 a.m. to 12 noon and 1.00 p.m. to 2.30 p.m.
3. In case of emergencies during the high or low season, an employee of Wickland Holdings Ltd will be available until 10.00 p.m.
4. All tenants, sub-tenants and guests must comply with any request made by any employee of Wickland Holdings Ltd.
5. Under no circumstances can a tenant, sub-tenant or guest use foul and/or abusive language when conversing with an employee of Wickland Holdings Ltd.
6. Under no circumstances can a tenant, sub-tenant or guest assault, attack or physically abuse an employee of Wickland Holdings Ltd.
7. Under no circumstances can a tenant, sub-tenant or guest make false accusations or spread malicious gossip which could affect, in anyway, an employee of Wickland Holdings Ltd.

## DRUGS AND ALCOHOL

1. The supply, storage and/or use of any illegal substances is strictly forbidden.
2. At no time on the park are tenants, sub-tenants or guests to be under the influence of illegal substances.
3. Drunken or drug affected behaviour, which may disturb or harass any other tenants, sub-tenants or guests, on the park or cause damage to the park or any items on the park is strictly forbidden.

## CHILD PROTECTION POLICY

1. All parents or guardians must be fully aware of their children's where-about's at all times whilst on the park.
2. No children under the age of fourteen to be out around the park after 10.00 p.m. without being accompanied by a parent or guardian.
3. No persons under the age of twenty five years to be left on the park without supervision of a parent, guardian or adult over the age of twenty five years at any time.
4. No persons under the age of twenty five years may occupy the chalet/caravan without a parent, guardian or adult over the age of twenty five years in occupation.

## THE TWELVE MONTH LICENCE

1. The plot for the chalet/caravan is subject to a twelve-month Site Licence, which will expire on the 3<sup>rd</sup> January.
2. Each twelve-month period is split into three categories:
  - A. High Season, 20<sup>th</sup> March until 19<sup>th</sup> September.
  - B. Low Season , 1<sup>st</sup> March until 19<sup>th</sup> March & 20<sup>th</sup> September until 3<sup>rd</sup> January.
  - C. Closed Season 4<sup>th</sup> January until 28/29<sup>th</sup> February.
3. The Licence is between the tenant/tenants and Wickland Holdings Ltd.
4. The minimum age for a tenant is twenty five years of age. No Site Licence can be issued to a person under the age of twenty five years.

5. When the tenant/tenants receive the Site Licence it must be signed and returned to Wickland Holdings Ltd within twenty one days. Wickland Holdings Ltd will then counter sign the Site Licence at which point the Site Licence is deemed complete and becomes legally binding for all parties. A copy will then be forwarded to the tenant/tenants.
6. The tenant/tenants will have a fourteen day cooling off period after signing the Site Licence. If the tenant/tenants wish to cancel the Site Licence during this time it must be in writing and delivered to Wickland Holdings Ltd, within the fourteen day period.
7. Neither the tenant/tenants or Wickland Holdings Ltd are under any obligation to renew the Site Licence.
8. If at the end of the Site Licence period Wickland Holdings Ltd do not intend to offer a new Site Licence, the tenant/tenants will be advised of this in writing no less than two months prior to the current Site Licence expiring.
9. If all parties agree the Site Licence can be renewed, this renewal will form a new twelve-month Site Licence.
10. The tenant/tenants can terminate the Site Licence at any time; this must be in writing, giving Wickland Holdings Ltd no less than two months notice.
11. If any tenant is the subject of a bankruptcy order the Site Licence will be immediately terminated.
12. Wickland Holdings Ltd can terminate the Site Licence at any time; this must be in writing, giving the tenant/tenants no less than two months' notice due to:
  - A. Any significant and/or persistent breaches of the park rules.
  - B. Any significant and/or persistent failure to pay the charges levied on the pitch.
13. When the tenant/tenants have been informed of the notice of termination/expiration, if any charges remain outstanding a lien notice will be placed on the chalet/caravan.
14. Wickland Holdings Ltd reserves the right to allocate an alternative plot to any caravan/chalet at any time. The alternative plot must be of a similar quality to the original one. The tenant/tenants will be given a minimum of 30 days notice, unless the move is due to emergency or works carried out by a third party over whom Wickland Holdings Ltd have no control.

## CONSEQUENCES OF TERMINATION AND/OR EXPIRY OF THE TWELVE MONTH SITE LICENCE

1. All services to the chalet/caravan will be disconnected.
2. The chalet/caravan and any other property of the tenant/tenants must be removed from the park within thirty days of the termination/expiration:
  - A. All chalets must be removed by Wickland Holdings Ltd or a contractor approved by Wickland Holdings Ltd.
  - B. All caravans will be disconnected and transported to the park entrance by Wickland Holdings Ltd or a contractor approved by Wickland Holdings Ltd, ready for collection on an agreed date. Moving charges as stated in the Site Licence will apply.
  - C. The plot must be left in a clean and tidy state.
3. Wickland Holdings Ltd retain the right to hold the chalet/caravan and the power of sale over the chalet/caravan, for any charges due to them on termination/expiration, which exceed two hundred and fifty pounds. Wickland Holdings Ltd will be entitled to deduct from monies due to the tenant any charges due to Wickland Holdings Ltd.

## USE OF CHALET/CARAVAN

1. The chalet/caravan may only be occupied during the period stated on the Site Licence.
2. The chalet/caravan must not be used as an only or main residence (Wickland Holdings Ltd may request specific documentation to clarify this at any time).
3. The chalet/caravan cannot be used as a postal address.
4. The chalet/caravan cannot be used for registering, claiming or receipt of any state benefit.
5. The chalet/caravan cannot be occupied in any manner, which shall or may cause the occupation thereof, to be or become a protected tenancy within the meaning of the rent acts 1968 and 1974.
6. No business or commercial activity can be carried out from the chalet/caravan.
7. The chalet/caravan cannot be occupied by more people than it was designed for (the maximum for a chalet is six).
8. No person under the age of twenty five years may occupy the chalet/caravan without a parent, guardian or adult over the age of twenty five years in occupation.
9. The chalet/caravan may be sub-let.
10. Guests or sub tenants may only occupy the chalet/caravan for a maximum period of 3 weeks in any season and only on 3 separate occasions in any season.
11. The tenant/tenants are responsible for any guest/sub-tenants when they are on the park.
12. Any tenant, sub-tenant or guest, must not do anything which may become a nuisance or annoyance or in any way interfere with occupants of any other chalet/caravan on the park.
13. Acts of vandalism by any tenant, sub-tenant, or guest, are prohibited.
14. Any tenant, shall permit Wickland Holdings Ltd to enter and inspect the chalet/caravan at all reasonable times.

## THE CHALET/CARAVAN AND SURROUNDING AREA.

1. All tenants, sub-tenants or guests using the park do so at their own risk.
2. The chalets/caravans are Sited on the park at the tenants own risk. Wickland Holdings Ltd can not be held responsible for any loss or damage to the chalets/caravans or their contents.
3. Tenants, sub tenants or guests are not allowed to interfere with or access any of the services on the park, (with the exception if the items listed below) this includes all electrical enclosures and meter boxes these are the property of Wickland Holdings Ltd. Only employees or representatives of Wickland Holdings Ltd are allowed to access these.

The tenant/tenants are responsible for the following section of the services, any works on these services must be carried out by a qualified person:

- A. The electrical system of the chalet/caravan after the meter housing (work cannot commence until the system has been isolated from the power supply by Wickland Holdings Ltd).
- B. The fresh water system of a chalet where it enters the footprint of the chalet.
- C. The fresh water system of a caravan after the stopcock.
- D. The sewage system of a chalet where it enters the footprint of the chalet.
- E. The sewage system of a caravan where it exits the slab or enters the footprint of the caravan.

4. Wastewater and sewage is only to be disposed of through the service pipes connected to the chalet/caravan and no solid matter other than sewage to be flushed down the toilet.
5. The mains water supply to the chalet/caravan must be turned off when it is unoccupied.
6. It is not permitted for tenants, sub tenants or guests to connect a hosepipe to the main water system and/or use a hosepipe that has been connected to the main water system without written permission from Wickland Holdings Ltd.
7. Wickland Holdings Ltd will endeavour to provide the continuous supply of all services when the parks are open, but cannot be held responsible for any interruptions in supply. Interruptions may be caused by damaged infrastructure, unscheduled maintenance, weather conditions, the utility supplier or any situation outside of Wickland Holdings Ltd control.
8. The tenant/tenants must keep the chalet/caravan in good repair and in a clean and tidy condition inside and out at all times.
9. The chalet/caravan base and all ancillaries, must be insured by the tenant/tenants, at all times, with a member of the Association of British Insurers, against, loss or damage by fire, liability to third parties and any other risks that Wickland Holdings Ltd may require. Wickland Holdings Ltd may impose a minimum level of cover for this.
10. Wickland Holdings Ltd may request a complete copy of the tenant/tenants insurance at any time. If a copy is not provided and/or the cover is insufficient, Wickland Holdings Ltd reserve the right to insure the chalet/caravan on behalf of the tenant/tenants.
11. Wickland Holdings Ltd reserve the right to instruct the tenant/tenants to carry out any works deemed necessary to keep the chalet/caravan in good repair and a clean and tidy condition. If the works are not carried out by the tenant/tenants, Wickland Holdings Ltd reserve the right to carry out such works on behalf of the tenant/tenants.
12. The tenant/tenants must have all gas and electrical installations and appliances in the chalet/caravan inspected, maintained and tested by a qualified person on a regular basis, supplying Wickland Holdings Ltd with copies of all relevant inspection/exemption certificates.
13. Any chalet/caravan moving from and/or to a plot must have new electrical and gas inspections certificates.
14. Any movement of a chalet/caravan must have written permission from Wickland Holdings Ltd and can only be carried out by Wickland Holdings Ltd or an approved contractor.
15. Any changes to the exterior appearance of the chalet/caravan must have written permission from Wickland Holdings Ltd.
16. Standard chalet/caravan plots are the area covered by the footprint of the chalet/caravan, any items placed around the plot, steps, patio, boxes, flower pots, ornaments, furniture, etc. must be removed immediately if requested. If it is necessary to remove these items to carry out any maintenance Wickland Holdings Ltd will not be responsible for any damage caused.
17. Each chalet/caravan is permitted a maximum of two professionally constructed storage boxes, which cannot exceed the maximum size of 1200mm H X 1520 W X 900mm D.
18. The tenant/tenants must not plant, cut down, erect or remove any trees, shrubs or fences, without the written permission of Wickland Holdings Ltd.
19. No external structure, decking, patio, storage box, gas box, shed or tent may be erected on or around the plot without written permission from Wickland Holdings Ltd. All items must be constructed to a professional standard, all works to be carried out by a contractor approved by Wickland Holdings Ltd.

20. One windbreaker (maximum size one meter by four meters) may be used as a shelter from the wind, (not as a fence or barricade) when sitting outside the chalet/caravan and should be removed between 8.00 p.m. and 10.00 a.m.
21. All outdoor play equipment, if instructed, will be removed or re-sited immediately. All such items must be removed and stored between the hours of 8.00p.m. and 10.00a.m.
22. All activities involving outdoor play equipment must be supervised by a parent or guardian.
23. A maximum of one trampoline per chalet/caravan (maximum size 2.5 meters/8 Feet in diameter or square), this can be stored at the side of the chalet/caravan when tenants, sub-tenants or guests are in occupation. When the chalet/caravan is unoccupied it must be stored inside the chalet/caravan or storage boxes.
24. All trampolines must be fitted with the manufacturer's enclosure/net.
25. A maximum of one bouncy castle per chalet/caravan (maximum size 2.5 meters/8 Feet in diameter or square), this can be stored at the side of the chalet/caravan when tenants, sub-tenants or guests are in occupation. When the chalet/caravan is unoccupied it must be stored inside the chalet/caravan or storage boxes.
26. A maximum of one paddling pool per chalet/caravan (maximum size 2.5 meters/8Feet in diameter or square, 0.5meters/1.5 feet deep), this can be stored at the side of the chalet/caravan when tenants, sub-tenants or guests are in occupation. When the chalet/caravan is unoccupied it must be stored inside the chalet/caravan or storage boxes.
27. Any items, windbreakers, chairs, toys, rubbish, building materials, trampolines, bouncy castles, paddling pools, etc., left outside when the chalet/caravan is unoccupied will be removed by Wickland Holdings Ltd.
28. Washing lines are prohibited with the exception of a rotary type unit, the ground tube/spike of which must be installed below ground level and in a position authorised by Wickland (Holdings) Ltd.
29. Drones are only permitted on open main fields

### ADDITIONAL RULES FOR PREMIER PLOTS

1. For a caravan to move onto a Premier it must be less than ten years old. Some Premier plots may be reserved for new van sales only.
2. All tenants must obtain written permission from Wickland Holdings Ltd before any maintenance and/or alterations to a Premier Plot (patio, decking, fencing, etc.) can commence.
3. Premier plots are the area covered by the chalet/caravan, patio and decking, any items placed around or on the plot, steps, patio, boxes, flower pots, ornaments, furniture, etc., must be removed immediately if requested. If it is necessary to remove these items to carry out any maintenance Wickland holdings Ltd will not be responsible for any damage caused.
4. The patio or decking area must not be used to store bikes, barbecues etc.
5. No tents or windbreakers to be erected on the plot.

### GENERAL

1. Any tenant, sub-tenant or guest can be barred with immediate effect from all premises and properties owned or within the control of Wickland Holdings Ltd for significant and/or persistent breaches of the park rules.

2. All tenants, sub-tenants and guests must conform to any extra rules, notices or instructions, which are on any part of the park, in any building on the park or issued by an employee of Wickland Holdings Ltd.
3. Tenants, sub-tenants or guests are prohibited from engaging in any criminal or illegal activity on or involving any property or premises owned or within the control of Wickland Holdings Ltd.
4. No parties or gatherings in excess of ten people are permitted without the written permission of Wickland Holdings Ltd.
5. No weapons are allowed to be on the park and the use of any item as a weapon is prohibited.
6. No tenant, sub-tenant or guest is permitted to light a fire anywhere on the park.
7. No fireworks are allowed to be on or discharged on the park.
8. Permitted ball games can only be played on the main field. No hard balls, cricket, golf, etc, permitted at any time.
9. All tenants, sub-tenants or guests must keep all noise levels to a minimum between 10.00 p.m. and 10.00 a.m. No music to be played outside during these times.
10. All household refuse must be sealed in a black refuse sack and placed in the wheelie bins provided.
11. Wheelie bins must not be overloaded. If by placing the refuse in the wheelie bin the lid does not close, a wheelie bin with more available capacity must be used.

### LAUNDERETTE

1. Opening times will be displayed at the launderette.
2. If any tenant, sub-tenant or guests are unsure on any aspect of using the launderette please contact a member of the Wickland Holdings Ltd Staff for advice.
3. Tenants, sub-tenants and guests use all machines at their own risk.
4. Wickland Holdings Ltd accept no responsibility for any loss, damage or injury incurred when using the launderette.
5. Children under the age of eighteen are not permitted to use the launderette.
6. Do not overload the machines.
7. Check that all filters are clean before use.
8. Only liquid tabs or liquid detergent is to be used in the machines.
9. No baskets to be removed from the building.
10. All tenants, sub-tenants or guests must remain in the building when using the machines. At no time should a machine be left unattended when in operation.
11. Instructions on where and when to purchase tokens/vouchers/keys will be displayed in the building.
12. Additional rules/notices may be displayed in the building.
13. Wickland Holdings Ltd reserves the right to bar from the launderette, on a temporary or permanent basis, any tenant, sub-tenant or guest in breach of the above rules.

### SWIMMING POOL/AREA

1. Opening times will be seasonal and weather dependent, please see notice board at swimming pool entrance.
2. All children under the age of sixteen must be accompanied by a parent or guardian.
3. The swimming pool attendant is there to supervise the session only.
4. Any instruction by the swimming pool attendant must be adhered to immediately.

5. Young children who require a nappy must only enter any pool if they have the correct protection/swim nappy.
6. If any tenant sub-tenant or guests are unsure on any aspect of using the swimming pool please contact a member of the Wickland Holdings Ltd staff for advice.
7. Tenants, sub-tenants and guests use the swimming pool area at their own risk.
8. Wickland Holdings Ltd accept no responsibility for any loss, damage or injury incurred when using the swimming pool area.
9. Additional rules/notices may be displayed in the swimming pool area.
10. The following items and actions are prohibited in the swimming pool area:
  - A. Smoking    B. Food    C. Alcohol    D. Running    E. Jumping
  - F. Diving    G. Bombing    H. Ducking    I. Fighting
  - J. Pushing or throwing other users into the pool
  - K. Foul or abusive language    L. Any other unsuitable activity.
11. Wickland Holdings Ltd reserves the right to bar from the swimming pool area, on a temporary or permanent basis, any tenant, sub-tenant or guest in breach of the above rules.

### PLAY EQUIPMENT/AREA

1. The play area is open from 9.30 a.m. to dusk (but no later than 9.00 p.m.)
2. If any tenant, sub-tenant or guest are unsure on any aspect of using the play equipment please contact a member of the Wickland Holdings Ltd staff.
3. Tenants, sub-tenants and guests use the play equipment area at their own risk.
4. Wickland Holdings Ltd accept no responsibility for any loss, damage or injury incurred when using the play area.
5. The equipment is for children up to and including thirteen years of age.
6. Additional rules/notices may be displayed in the play area.
7. All children must be supervised by a parent or guardian when using the play area.
8. Play equipment must only be used for the activity it has been designed for.
9. The following items and actions are prohibited in the play area:
  - A. Food    B. Alcohol    C. Smoking    D. Fighting    E. Pets
  - F. Ball Games    G. Bikes    H. Skateboards    I. Roller Skates/Blades
  - J. Any other unsuitable activity or item.

### LPG GAS

1. If the park offers a gas supply service this will operate between 9.30 a.m. and 4.00 p.m. Any gas ordered outside of these hours, will be charged as stated on the Site Licence if supply can be arranged.
2. All chalets/caravans with a gas installation must have a reserve supply of gas.
3. The tenant is responsible for connecting the gas bottle to their system.

### PETS

1. All pets (up to a maximum of two) must be registered on the Site Licence.
2. A maximum of two pets per chalet/caravan are permitted.
3. Sub-tenants or guests are not allowed to bring pets onto the park.
4. Dogs must be kept on a lead at all times when on the Site, including any private veranda, patio or decking, with two exceptions:
  - A. When the dog is securely contained inside the chalet/caravan.

- B. When the dog is being exercised in the dog run.
5. The tenant must clean up after any mess left by a pet in all areas of the park (this includes the dog run).
  6. Dogs must be kept under control at all times.
  7. Children under sixteen are not allowed to walk a dog in any area of the park.
  8. Pets are not allowed in or on any, children's play area, launderette, swimming pool and surrounding area, toilets, playing field or office.
  9. Tenants must be present and in control of their pets at all times when on the park.
  10. A pet cannot be left unattended at any time on the park with the exception of the pet being secured inside the chalet/caravan, this can only be for a maximum of four hours at any one time.

## VEHICLES

1. All vehicles must be driven carefully and observe the five MPH speed limit at all times.
2. All vehicles and drivers must be road legal. Wickland Holdings Ltd may request any documentation to confirm this, if the relevant documentation cannot be supplied the vehicle and or driver may be barred from the park until further notice.
3. The driver of any vehicle on the park cannot be in excess of the standard road drink drive limit.
4. Wickland Holdings Ltd must be given forty-eight hours notice of any deliveries by a third party.
5. Vehicle access may be restricted due to soft ground, works or weather conditions.
6. Any commercial vehicle must be registered on the Site Licence, park only where instructed and display a pass. (Only tenants can register a commercial vehicle). Trucks, Luton Vans, Flatbeds, Transporters or long wheel base vehicles are not permitted on any of our Parks.
7. The following are not allowed on the park: touring caravans, motor homes, quad bikes, mini motor bikes, petrol or electric scooters, petrol or electric go karts, segways (or similar), hoverboards, and any other powered recreational vehicle, etc.
8. Boats, jet skis, trailers etc are not allowed to be stored on the park unless there is a designated storage area. Any items placed in such an area are put there at the tenant's own risk and with prior consent from Wickland Holdings Ltd.
9. Only one vehicle per chalet/caravan.
10. Any vehicle must be parked as directed by Wickland Holdings Ltd.
11. Wickland Holdings Ltd may request for a vehicle to be moved at any time, if so this request must be carried out immediately.
12. Roadways on the Site must not be obstructed.

## CHARGES

1. It is the tenant/tenants responsibility to ensure that all charges are paid on time.
2. When more than one tenant is party to the Site Licence, each tenant is jointly and severally liable for any outstanding charges.
3. All payments received by Wickland Holdings Ltd will be allocated against outstanding accounts in historical order.
4. Wickland Holdings Ltd retain the right to hold the chalet/caravan and the power of sale over the chalet/caravan, for any charges due to them which exceed two hundred and fifty

pounds. Wickland Holdings Ltd will be entitled to deduct from any monies due to the tenant any charges due to Wickland Holdings Ltd.

5. Notice will be given in writing, thirty days or more in advance of any rent charges or changes to the charges.
6. Site rent must be paid as instructed on the Site Licence.
7. If a discount is offered for early payment of any charge, it can only be claimed if all other charges to date have been paid, if the discounted amount is paid late it will be allocated as a part payment of the full amount.
8. All payment plans will have an agreed method of payment, payments made by any other method may incur an administration charge as stated on the Site Licence.
9. The Site Licence will state which charges are included. You may be required to pay some charges direct to a third party, water, council tax, etc.
10. Electricity will be invoiced periodically and will be payable within thirty days.
11. If the tenant/tenants dispute an electric invoice the meter can be checked by an independent contractor who is approved by Wickland Holdings Ltd. If the meter is found to be functioning correctly the tenant/tenants will be charged as stated on the Site Licence.
12. If the caravan/chalet is sold or transferred to a new owner a transfer fee will be charged, which will be as stated on the Site Licence.
13. For each person added to, or removed from, the Site Licence, half a transfer fee will be charged.
14. The tenant/tenants are responsible for all costs relating to the removal of any chalet/caravan.
15. If a caravan is moved to or from a pitch, the entrance of the Site or the storage area, a charge will be made as stated on the Site Licence.
16. A caravan in storage will be charged for as stated on the Site Licence.
17. The tenant/tenants will be charged in the event of the chalet/caravan being insured by Wickland Holdings Ltd.
18. The tenant/tenants may be charged for any works carried out on the chalet/caravan by Wickland Holdings Ltd on the tenant/tenants behalf.
19. If items are removed from outside the chalet/caravan by Wickland Holdings Ltd, the tenant/tenants may be charged for the removal, storage and/or disposal of the items.
20. The tenant/tenants will be charged for any damage to, the park, any services and/or any caravans/chalets caused by themselves, sub-tenants or guests.
21. If a vehicle requires assistance to exit a grassed area the tenant/tenants will be charged.
22. If a vehicle causes damage to any grassed or non-grassed area on the Site the tenant/tenants will be charged the cost of reinstatement.
23. Charges will be made for disconnection and or reconnection of any services.
24. If a chalet/caravan is sold to cover outstanding accounts all expenses relating to the sale, incurred by Wickland Holdings Ltd, will be deducted from the sale price.
25. Charges will be made for any item such as speedboats, jet skis trailers etc stored in a designated area.
26. Any charges which are overdue will incur interest charges of 2% per month or part month.
27. Any correspondence concerning overdue accounts will be charged as stated on the Site Licence.
28. If any cheques are returned to Wickland Holdings Ltd unpaid for any reason the tenant/tenants will be charged as per the Site Licence.

29. All cheques must be made payable to “Wickland Holdings Ltd” and on the back of the cheque the tenant/tenants must write the park name and plot reference.
30. Wickland Holdings Ltd advises that the tenant/tenants allow seven working days for a cheque to travel by post. Do not send cash by post. If a receipt is required the tenant/tenants must enclose a stamped addressed envelope.
31. All payments made through the banking system must have the park (Seaview SV, Warden Bay WB, Vanity Village VV) and the plot reference.
32. All tenants, sub-tenants and guests may be charged when using any of the park amenities, launderette, swimming pool etc.
33. Payments can be made as set out below:
  - A. Seaview Park Office.  
Payment by Cash, Cheque, Credit or Debit Card.  
Telephone payments on :01795 510275  
The opening times of this office will vary during the season, minimum opening times will be posted at the office.
  - B. Leysdown Chalet Services.  
Payments by Cash or Cheque.  
Telephone No : 01795 510379.  
Opening Times: 1<sup>st</sup> March – 31<sup>st</sup> October seven days per week  
1<sup>st</sup> November – 28<sup>th</sup>/29<sup>th</sup> February seven days limited hours  
No payments during Christmas Shutdown, to confirm these date please contact direct.
  - C. Lyon House (Wickland Holdings Head Office, Romford)  
Payments by Cash, Cheque, Credit or Debit Card  
Telephone payments on : 01708 722266.  
Opening Times :Monday – Friday 10.30 a.m. – 4.00 p.m.  
No payments accepted on bank holidays  
No payments accepted during Christmas Shutdown, dates of which will be on the following season Site Licence.
33. If a Site Licence is terminated during a season any rent which has been paid in advance will be refunded as follows:
  - A. Termination before 1<sup>st</sup> April 80% of rent.
  - B. Termination between 1<sup>st</sup> April and 1<sup>st</sup> July 40% of rent.
  - C. Termination after 1<sup>st</sup> July no refund.

## CLOSED SEASON

1. The Electricity and Water supplies to all chalets/caravans will be disconnected (System permitting). To be connected free of charge at the start of a season all chalets/caravans require:
  - A. Valid certificates or exemptions for their gas and electrical installations.
  - B. All accounts to be up to date (with no exceptions).
  - C. Not to be in breach of their Site Licence and/or park rules, in any way.
  - D. A new twelve month Site Licence has been agreed by the tenant/tenants and Wickland Holdings Ltd.
  - E. The tenant/tenants must have signed the Site Licence and returned it to Wickland Holdings Ltd.
2. All chalets/caravans must have their water systems drained down; failure to do this will invalidate any insurance claim. All chalets must have a stopcock fitted to the incoming

supply inside the chalet. All caravans have a stopcock under the unit, and these must be closed.

3. When possible the gates to the Site will be locked.

### SALE/TRANSFER OF CHALET/CARAVAN

1. To commence the process of selling/transferring any chalet/caravan all parties must complete the "Application to Assign the Site Licence" form, adhering to all conditions on the form and supplying all documents requested on the form.
2. Any chalet/caravan must first be offered to Wickland Holdings Ltd prior to any sale/transfer. Wickland Holdings Ltd are under no obligation to purchase the chalet/caravan.
3. A sale or transfer cannot take place without the written permission of Wickland Holdings Ltd, such permission cannot be unreasonably withheld.
4. Wickland Holdings Ltd may carry out any enquiries considered to be appropriate on any prospective tenant/tenants.
5. A sale/transfer will only take place if all charges that are due have been paid.
6. A visual inspection will be made of any chalet/caravan prior to any sale/transfer.
7. A schedule of works may be issued to the prospective tenant/tenants.
8. Any chalet/caravan must have passed an electrical inspection within the previous twelve months.
9. Any chalet/caravan must have passed a gas inspection within the previous 12 months or have a gas exemption form signed by an authorised person.
10. The sale/transfer will only be deemed complete when the new Site Licence has been signed by all relevant parties. All parties will be advised in writing of the completion, Wickland Holdings Ltd advise that possession of the plot is not surrendered to the purchaser until this time.
11. Twenty one days is the minimum time period Wickland Holdings Ltd require to process a sale/transfer after receiving the completed "Application To Assign The Site Licence" with all relevant paperwork and documents. Wickland Holdings Ltd cannot be held responsible for any delays in this process.