

BIG4 WYE RIVER HOLIDAY PARK

situated on the great ocean road

INSTALLATION & MAINTENANCE STANDARDS

POWER

- Installations and wiring must comply with Australian standards. Leads should be commercially produced, 15amp. Outdoor leads. Leads must not be looped around trees etc. On annual sites, leads must be encased in conduit and buried underground.
- For safety reasons, the electricity supply should be switched off at the meter when the van is to be unoccupied overnight. As continuous electrical supply cannot be guaranteed, BIG4 Wye River cannot accept responsibility for food spoilages etc.

PAINTING

All paintwork must be maintained in good condition. Flaking or faded paintwork must be repaired. Please also see "colour schemes"

PAVING

- Pavers must be laid evenly and flush with the ground. Dislodged or uneven pavers must be relayed or all paving removed.
- Paving colours must compliment the surrounds.
- Concrete is not permitted except by specific approval by BIG4 Wye River.

REMOVAL

Where a site is vacated, it must be left in a clean, tidy and safe condition and ready for immediate occupation.

RUST

Must be properly treated/repaired.

SEWER CONNECTION

Approval must be obtained from BIG4 Wye River.

SITE ALTERATIONS

- These include, but are not limited to digging trenches, removing tree limbs and vegetation, attachments, building structures, gardens etc.

FLYOVERS

Are not permitted.

A request form and site plan must be submitted and approved by BIG4 Wye River before any works can begin.

- All works must be performed by a qualified tradesman who must provide proof of a current certificate of insurance, including public liability, before commencing any works.
- Unauthorised alterations will be removed or repaired without further notice at the principal occupant's expense.
- Works can only be undertaken between 9.00am to 5.00pm. No works may be conducted during December/January school holiday period or Easter.

SKIRTING/BASE BOARDS

- Skirting or baseboards must be properly constructed and cut to fit around rolls and wheel arches etc. and must allow for access for cleaning/maintenance and sub floor ventilation.

STORAGE

- Under or around dwellings is not permitted. Any articles left outside or under the dwelling (except approved garden furniture and pots) will be considered garbage and removed.

SULLAGE

Should be contained. Containers must not be allowed to overflow and should be washed when emptied. Containers may be emptied in the pits/gully traps at the amenity blocks.

SUPPORTS

Should be purpose designed stacker jacks. Bricks and the like are not acceptable unless concealed in a manner approved by BIG4 Wye River. Bricks under the tow-bar are not permitted at any time.

FENCES

Are not permitted

HOSES

Must be wound up after use and are to be maintained for communal use.

STRUCTURES

For the purpose of these standards, include but are not limited to dwellings, storage boxes, outdoor settings, flyovers, gardens, paving and designed poles.

TELEVISION AERIALS

Must be mounted at the rear or side of the site and on commercially produced and purpose designed poles.

VERANDAS

- Must not extend past the tow-bar.
- Must not be enclosed but may have limited approved wind protection on sides, i.e. lattice or approved blinds.

AWNINGS AND BLINDS

- Must be rolled up and secured when the van is unoccupied.
- Must be either transparent or in a neutral/natural colour.

ANNEXES

- Canvas annexes are only permitted on tourist sites.
- Aluminium annexes must have a compliance plate to be installed. An installation certificate must be provided to BIG4 Wye River and Council.

CLOTHES LINES

Clothes lines are only permitted if specifically approved by BIG4 Wye River. Ropes must not be tied to trees, poles etc.

COLOUR SCHEMES

Colours for painting, paving, decking, annexes etc. must be approved by BIG4 Wye River and must compliment the park and surrounds. Generally only neutral/natural colours will be approved. i.e. bright green, red, yellow, bright blue etc. would not be acceptable.

DECKING

Must be authorized by park management. Caravan decking cannot exceed past the tow-bar.

GARBAGE

Disposable nappies should be securely contained in a bag and deposited in a bin. Bins are for communal use and should not be taken back to your site.

GARDEN FURNITURE

- Plastic furniture must be stored inside the annex if site is unoccupied overnight.
- Wooden/iron furniture may be stored under the veranda providing it is neat and in excellent condition.

LPG GAS

Supply should be shut off at the bottle when a site is unoccupied overnight and in the event of an evacuation. Gas bottle dates must be valid and bottles must be checked and replaced as needed.

GARDENS, POT PLANTS AND GARDEN ORNAMENTS

- Must be well maintained or will be removed at the principal occupant's expense.
- Must be in neutral/natural tones.
- Must compliment the surrounds.
- Pots must be on paving or decking.
- Gardens must not extend past the tow-bar or the dwelling walls and must have straight and flat edges.

MAINTENANCE

- Caravans must be capable of being registered & roadworthy for use on the road.
- Sites and all structures thereon must be maintained in a clean and tidy condition and meet the standards of hygiene, appearance and repair prescribed in these standards by the law. Failure to meet maintenance standards may require the removal of the structure and/or may result in termination of the booking.
- Special exemption may be given in some circumstances if it is permissible by law and generally only when the site meets the criteria of being "impressive" as defined in the Maintenance Checklist.

MAINTENANCE CHECKLIST

This form is provided to aid annual guests and management in assessing the site.

CABINS, VANS & ANNEXE

- Dwelling is clean and site free of rubbish.
- Chassis & drawbar free of visible rust and appears capable of supporting the van when towed.
- Van supported on purpose designed stacker jacks or has approved concealment.
- Skirting/baseboards fitted effectively.
- Annexe is of standard commercial rigid construction.
- Roof is free of sticks and leaves.
- Gutters are clear, working and of neat and tidy appearance.
- Van/annexe are free of visible marks and rust.
- No broken windows or doors.
- Window & door frames well fitted, maintained and compliment the structure and surrounds.
- Blinds, covers, awnings, hatches all well maintained and in working order.
- Wheels are attached and appear capable of supporting the van when towed.
- Firebox stored out of sight.

VERANDAS, PAVING, DECKING AND GARDENS.

- Veranda does not exceed tow bar (caravans).
- Veranda is not enclosed.
- Awnings roll up and are clean and tidy.
- Decking is level and treated or painted.
- Pavers are level and flush with ground.
- Paver colours compliment the surrounds.
- Not more than 66% of site covered.
- Garden weeded and is neat and tidy.
- Garden style compliments park and surrounds.
- Garden does not exceed tow-bar or van/annexe walls.
- Pots are on paving or cabin decking.
- Garden furniture is plastic, wood, or iron in excellent condition and is stored.

GENERAL

- No substantial flaking or fading paintwork.
- Colours chosen compliment the surrounds.
- Minimum separations have been observed.
- Electricity leads are 15amp outdoor leads and buried in accordance with rules.
- No built up leaves or sticks around site or behind cabin/van.
- Storage under or around the cabin/van i.e. garden furniture, bikes, garden equipment etc is well maintained and neat and tidy.
- No fences on the site.
- No unapproved structures, i.e. storage boxes, clotheslines, canvas annexes, skirtings, pavers etc. that have not been approved by management.
- Gas bottles within valid dates.
- TV antenna on commercially produced, purpose designed pole and located at rear or side of site.

OVERALL APPEARANCE RATING

- IMPRESSIVE** – the site is clean, neat and tidy and has undergone extensive beautification with gardens and structures that compliment the park and surrounds. The site and structures look exceptionally well cared for year round.
- GOOD TO VERY GOOD** – the site is clean, neat and tidy with some site beautification that compliments the park and surrounds. The site and structures look well cared for year round.
- ADEQUATE TO GOOD** – no or minimal site beautification but the site and structures are clean, neat and tidy and look well cared for year round.
- POOR** – the structures look old; or are in need of cleaning or maintenance; or there is unauthorized storage or rubbish under the van or on the site; or the site looks untidy.

MAINTENANCE CHECKLIST Cont.

DATE	/	/	COMMENTS/SPECIFIC PROBLEMS NOTED	SITE

..... ASSESSOR

