

PIGEON BAY CAMPING GROUND

Camp Rules For All Camp Users

- 1. Administration of Rules / Exclusion from Camp:** The Committee will set rules for the operation of the Camp. The Caretaker has full authority for the administration of these rules and regulations. They have the right to instruct anyone, at any time, to leave the camp for breaching camp rules.
- 2. All illegal drugs are prohibited. Intoxicated people will not be tolerated.**
- 3. Check In:** Casual campers must book online.
It is mandatory that **all Annual Site Holders** record their arrival and departure date in the honesty box. This is a 'Health and Safety' requirement and allows the caretaker to record campers' stay nights.
- 4. Speed Limit:** An 8 km per hour speed limit is strictly enforced within the boundary of the camp for all vehicles.
- 5. Roads:** All roads and access ways are to be kept clear at all times in case of emergency.
- 6. Parking:** At busy times there is **NO** parking for boats or additional vehicles.
- 7. Dogs:** Disability Assistant Dogs only (with the appropriate paperwork sighted by the caretaker) are allowed in the camp. All other dogs, including those of visitors, are strictly prohibited as prescribed in the CCC Policy and Bylaw 2016.
- 8. Noise:** Consider other campers at all times.
Noise must be kept to a minimum between 11.00 pm-7.30 am.
- 9. Tennis Courts:** Courts are not to be used after 10.00 pm.
- 10. Playground:** Use of the playground is at the users own risk. Caregivers must ensure their children are adequately supervised when using the play equipment.
- 11. Fish Cleaning:** Is to be undertaken responsibly. Offal and debris must be removed immediately.
- 12. Waste:** There is no dump point for black or grey waste in the camp. The nearest free dump point is at Duvauchelle Holiday Park - 19 Seafield Road, Duvauchelle.
- 13. Fires:** No fires, naked flames or fireworks are allowed in the camp. Gas barbecues only are allowed.
- 14. Fuel:** Containers of fuel, full or empty, must be stored with the camper's boat or vehicle. **Fuel is not to be kept in, under or near caravans or tents.**
- 15. Complaints:** If there is a problem, first discuss it with the caretaker, The Committee will only consider complaints made in writing.
- 16. DISCLAIMER:** All caravans, boats, boat trailers, cars, tents and any other property that is brought into or left on this reserve is at the owner's risk, and Christchurch City Council or any

other person acting under the authority of the Council will not be liable for any damage or loss to such property howsoever caused.

17. **Fire Safety:** We strongly advise that all caravans and motor homes have a fire extinguisher and fire blanket on their site.
18. **The maximum number of people staying on any site is not to exceed 6.**

Policy on Annual Sites

DEFINITIONS:

In this policy, unless stated otherwise:

"Fee"	Annual site fee.
"Camp"	Means Pigeon Bay Reserve Camp Ground, Wharf Road, Pigeon Bay.
"Emergency"	Means any situation where there is a threat to human life or property.
"Committee"	Means Pigeon Bay Reserve Committee.
"Site Holder"	Means the person or persons who enter into an agreement with the Committee for an Annual Site within the Camp. These are the only site holders.
"Waiting List"	Means the list of people who have applied in writing to the Committee for a Regular Site and whose names have been accepted by the Committee.
"Awning"	Means a removable canvas awning.
"Stay Nights"	One stay night is the site being occupied for one night.
"Family"	Site holder's parents, grandparents, children, grandchildren and siblings.

1. ALLOCATION OF VACANT REGULAR SITES

- 1.1 **Annual sites:** Remain under the control of the Committee. There is to be only one caravan or tent per regular site. There may be a removable canvas awning attached.
- 1.2 **Waiting List:** Written applications for a regular site must be made in writing to pigeonbayrc@gmail.com and, subject to approval by the Committee, the Secretary will confirm acceptance onto the list. The Committee reserves the right to close the waiting list at any time.
- 1.3 **Refusal of Site Offered:** Should the applicant not accept a suitable site offered, then their names will remain at the top of the waiting list. A second refusal will result in their name being removed from the waiting list.
- 1.4 **Non-Transferable:** Sites cannot be exchanged without the approval of the Committee.
- 1.5 **Agreement Form:** On approval of an application, an Agreement Form will be signed by the site holder and the Committee.

2. ALLOCATION OF ANNUAL SITES

- 2.1 When a site becomes available it will be offered to the person first on the list and, should they not accept it, then to others in order on the waiting list.
- 2.2 The first person on the waiting list will be notified of the vacant site. If the on-site caravan is available for purchase, the parties will be put in contact. THERE IS NO COMPULSION TO PURCHASE THE CARAVAN. If the prospective site holder does not wish to purchase the caravan then the relinquishing site holder has either two weeks to remove the caravan, or until the end of the payment term.

If the caravan (and canvas awning should there be one) is not removed from the site by the end of the two-week disposal period, it will then become the responsibility of the Committee and may be sold. Any proceeds from the sale of such shall be offset against any associated expenses and/or outstanding fees owed by the site holder. Any balance remaining after settlement of expenses and fees will be paid to the site holder. Should the sale not generate adequate funds to cover costs the site holder will be invoiced to ensure the committee is not disadvantaged.

- 2.3 Should an annual site holder decide to relinquish their site, they must inform the Committee of this by emailing The Secretary pigeonbayrc@gmail.com, including information regarding the removal of their caravan or, alternatively, if it is available for purchase.

NB: Once relinquishment of the site has been acknowledged by the Committee, the process cannot be reversed.

3. ANNUAL SITE FEE

- 3.1 **Amount:** The fee will be reviewed annually, and any changes will be effective from November 1 of that year. This is an annual fee with no discount.
- 3.2 **Account:** An account for the fee will be sent to site holder before 30 September.
- 3.3 **Rebate of Fees:** The Committee will not pay a rebate of fees. Should a site change hands during a payment term the relinquishing site holder and the prospective site holder may come to a private agreement.

4. STAY NIGHTS

- 4.1 Annual stay nights are calculated from 1 November to 31 October in the next year. Stay nights are only allocated to occupiers and family, not to casual users of the site.
- 4.2 A minimum of **14** stay nights must be accrued by the site owner and family in the 12 months from 1 November to 31 October in order to retain the right to occupy a regular site. If **14** nights are not accrued, the site holder will be asked to vacate the site within 14 days of 1 November.
- 4.3 Stay night chits must be deposited into the honesty box at the time of your stay for the stay nights to contribute to the minimum nights detailed in 4.2
- 4.4 The caretaker reserves the right to use any unoccupied site at any time as a casual site. If an annual site holder is going to use their site during a busy time (such as Christmas holiday period), they must either occupy the site or inform the caretaker that they intend to occupy the site before 4.00 pm.
- 4.5 Sub-letting of regular sites is strictly prohibited.

5. TERMINATION BY SITE HOLDER

- 5.1 **Procedure:** The agreement may be terminated by the site holder at any given time by giving written notice to The Secretary by email to pigeonbayrc@gmail.com.
- 5.2 **Termination by Committee:** The Agreement may only be terminated by the Committee under the following conditions:
- (a) Failure of the site holder to pay the stipulated site fees in full by the due date. The site holder will be given 14 days to remove all their belongings from the reserve.
 - (b) Failure by site holder to comply with the conditions of this Policy.
 - (c) Failure by the site holder to comply with the Camp Rules.
 - (d) Site required for the development of new amenities.
 - (e) Requirements to comply with Pigeon Bay Reserve Management Plan or Reserves Act.

6. SERVICES

- 6.1 **Electrical:** Generators can operate between the hours of 10.00 am to 8.00 pm for no longer than two hours at a time at any one time, with a minimum of two hours break in between usage.
- 6.2 **Water:** No vehicle/caravan can be permanently connected to a fresh water supply. The camp is on permanent water restrictions so site holders are requested to conserve water at all time.

7. SITE USE

- 7.1 **Clearance:** There must be 3 metres between accommodation on separate sites.
- 7.2 **Site improvements:** Any improvements/enhancements to an annual site must be requested in writing to the committee for consideration. No work may commence until written approval is given.
- (a) No permanent structures can be erected.
 - (b) A site holder may:
 - (i) Construct a wooden deck/awning floor no larger than the area of the caravan. If piles are to be used they must not be set into concrete.
 - (ii) Concrete floors are NOT permitted.
 - (iii) Concrete pavers may also be used so long as they do not exceed the dimensions of the caravan.
 - (iv) Erect a temporary windbreak constructed from pipe inserts into the ground with pipe uprights no taller than 1.8 metres. The cloth must be attached in a tidy manner. This must be removed if the site is not to be occupied.
- 7.3 **Canvas Awnings:** All canvas awnings are left up at the owner's risk. Should the awning be blown down or any property be damaged, the caretaker will notify the owners and steps will be taken to make the site safe at the owner's expense.

8. MAINTENANCE

- 8.1 **General tidiness:** Sites must be kept well-maintained, uncluttered and easily accessible to allow maintenance to be completed, eg lawn mowing and weedeating. Clotheslines must not be left up when the site is unoccupied. Only tables, chairs and BBQs are to be left outside when the site is unoccupied and these must be maintained in a tidy condition and kept tidily beside the caravan.
- 8.2 **Structural:** The site holder will ensure that the caravan and deck/awning floor are maintained in a safe condition and wheels must remain on caravans whilst on site.