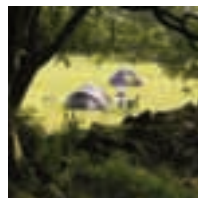


# Join Our Network



## Certificated Sites



If you would like to discuss the application process further, or if you have any enquiry relating to the running of a Certificated Site, please contact:

**Exempted Camping Team**  
**The Camping and Caravanning Club**  
Greenfields House  
Westwood Way  
Coventry  
CV4 8JH

Tel **024 7647 5198**  
Email [exemptions@thefriendlyclub.co.uk](mailto:exemptions@thefriendlyclub.co.uk)

## Your Certificated Site All You Need To Know



[www.thefriendlyclub.co.uk](http://www.thefriendlyclub.co.uk)

[www.thefriendlyclub.co.uk](http://www.thefriendlyclub.co.uk)

## Promotion of CSs and additional opportunities for land

### SiteSeeker®

As a Certificated Site, you will automatically receive a basic listing on the Club's *SiteSeeker*® website [www.SiteSeeker.co.uk](http://www.SiteSeeker.co.uk). This allows campers of all types to search for their ideal camp site, by area, facilities and more. The website contains details on all Club Sites, Forest Holidays Sites and our network of Certificated Sites. This site is fully searchable by any visitor to the Club's website. For opportunities on upgrading your listing on *SiteSeeker*®, please contact the Exempted Camping team on **024 7647 5198**.

### Your Big Sites Book

*Your Big Sites Book* is the biggest publication of its kind and contains details on over 2,600 Club, Forest Holidays, Certificated and Listed camp sites. As a member of our Certificated Sites network, you will receive a free entry into the publication, circulated to our 515,000 members. For opportunities to upgrade your listing, please contact the Exempted Camping team.

### Meets and Temporary Holiday Sites

Under the terms of the Club's exemption certificates, we are entitled to hold Meets lasting no more than five days and Temporary Holiday Sites up to 28 days. If you have land additional to the area to be used as a Certificated Site, with a permanent boundary between, such as a hedge or fence, sections of the Club may be interested in using it for their weekend Meets or Temporary Holiday Sites.

To add your land to our list of sites available for Exempted camping events, please contact the Exempted Camping team.



# The Camping and Caravanning Club

The Camping and Caravanning Club has been helping members and non-members to make the most of the outdoors since 1901. With almost 515,000 members and a continually growing network of sites, the Club is in the perfect position to guide, assist and support you throughout your journey in becoming a Certificated Site (CS).

We have a dedicated team who are here to help you every step of the way. The Exempted Camping team will support you with every aspect of becoming and being a Certificated Site owner.

They are available on: **024 7647 5198**  
or email [exemptions@thefriendlyclub.co.uk](mailto:exemptions@thefriendlyclub.co.uk)



# Who are our members?

The Camping and Caravanning Club has almost 515,000 members, spread across the UK, with varying levels of camping experience. However, all our members have one important passion – sharing the adventure of the great outdoors. As a camp site owner, you can play a major role in making everyone's camping experience an enjoyable adventure.

Certificated Sites attract interest from all sections of our membership. You may be visited by our younger family campers, who like to share their interests and outdoor activities with friends and may have younger children who will bring life and laughter to your site. You could also be visited by our experienced campers, who love nothing more than visiting a hidden treasure tucked away in the heart of the countryside.

You can help these members to get the most out of their stay in a number of ways, such as letting your visitors know about local attractions or eateries. You may wish to think about having a small information point on the site, or even linking activities with your other businesses.



## Cash benefits of becoming a Certificated Site

Your new site can accommodate up to five caravans or motorhomes, plus up to ten tents (unless express permission has been granted by the Club). The costs for setting up the sites are low, and you keep all the returns. You can open your site for the traditional camping season or all year round – the choice is yours. Your site will only be open to Club members; however, you can sell membership onsite and earn income on that too!

The majority of our sites report a substantial increase in profitability, averaging almost 40%. Comments from a recent survey included:

*'We were looking to diversify, and found that becoming a CS improved our profitability by 50%. We have never yet sent away a camper dissatisfied.'*

**M Venables – Newport, Shropshire**

*'Setting up a CS made us 100% more profitable. Set-up costs were reasonable and we still receive a good amount of support from the Club. We really enjoy meeting campers and are planning for future expansion.'*

**John Meadows – Garstang, Lancashire**

*'We have seen profits rise by around 80%. We are hoping to expand and provide year-round facilities.'*

**David Curson – Henlow, Bedfordshire**



# Why become a Certificated Site?

As the only Club with the expertise and desire to help everyone share the adventure of the outdoors, The Camping and Caravanning Club gives you access, not just to caravanners and motorhomers, but to tent campers too. This gives you extra earning power as you can also have tents on the same site.

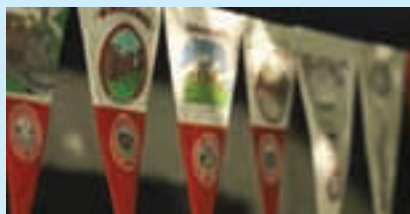


We will promote your site through our online search engine, *SiteSeeker*® and through our biennial publication *Your Big Sites Book* – received by all our members. We will assess your site on an annual basis to provide you with feedback on how you can get the most from your land. You may want to use additional land for Meets and Temporary Holiday Sites throughout the year; again we will provide you with help and advice on how to do so.

Our team is on hand for any queries that you may have. The dedicated Exempted Camping team telephone number and email can be used at all times – if we're not available we'll give you a call back in office hours.



We will provide you with a Certificated Site sign to encourage passing trade and help members spot your site. You will receive relevant news and information through the quarterly CS newsletter – we are happy to hear from you with any information you would like publicised.



As well as all this, there's the opportunity to be recognised by members visiting your site, through our prestigious annual *Best CS* award.

If you are looking to diversify or would simply like the opportunity to welcome our members and enjoy the social aspect of running a camp site, a CS is the ideal opportunity to turn your land into a useful form of income. **We do not charge you any set-up fees and you keep all of the site fees**, creating a steady income with minimum maintenance once the site is open.

## What benefits do I get from The Camping and Caravanning Club?

The Camping and Caravanning Club has special exemptions to run small sites, meaning that no planning permission or site license is needed from your Local Authority.

In legal terms... "Under the terms of Paragraph 5 of the Caravan Sites and Control of Development Act (1960), The Camping and Caravanning Club is entitled, as long as the basic requirements are met, to issue a certificate to a landowner for the use of an assigned area of land, for not more than five members' caravans or motorhomes without the landowner having to obtain planning permission."

In addition, under the terms of the Public Health Act of 1936, landowners may also accommodate members who wish to camp with their tent or trailer tent.

However, you must remember that whether the member is camping in a tent, caravan, motorhome or trailer tent, they may only camp on your site for a maximum of 28 days at a time.



# Where can I set up a Certificated Site?

### Location

We are always looking for beautiful and interesting locations. Land at the side of a farm, pub or other amenities can also make the perfect location for our members.

The number of sites we certificate in a particular area will be dependant upon the region itself. Local attractions, the number of other established camping sites and the demand for camping in the area are all taken into consideration. The Club will also consider the views of local residents and the appropriate Local Authority before issuing a certificate to a new site.

### National Parks and other sensitive areas

Applications for sites within National Parks will be considered under guidance from the appropriate National Park Authority.

The Camping and Caravanning Club's exemptions do not entitle certificates to be issued to land with an Article 4 Direction.

An Article Four Direction is made by a Local Planning Authority in the United Kingdom and confirmed by the Government. It serves to restrict Permitted Development rights, which means that a lot of the things people do to their land or houses without planning permission and often taken for granted, are brought into the realms of planning consent. It does not in itself prohibit any action but means that a landowner is required to seek planning consent whereas without the Direction this would not be necessary.

Landowners seeking permission for camp sites within such an area should contact their Local Authority.





## What are the site requirements?

### Access

The main road to the site should be wide enough to allow two vehicles towing caravans to pass safely. If the public highway is single track, there should be adequate passing bays to accommodate a car and caravan.

The exit from the site to the main road should provide an unobstructed view of at least 100 metres in either direction, and be accessible to all campers. A caravanner should be able to turn into the site without causing problems to on-coming traffic. Generally, the entrances should be level, well maintained and be suitable for use in wet conditions

If the main road or route to the site is shared or private, you must obtain written agreement from all parties that this can be used by campers before a certificate will be issued.

### The camping area

Sites with half an acre or more of ground suitable for camping will be considered for certification.

There is no limit to the size of land that can be used, although you must tell us the size of the proposed land upon application and no more than five caravans or motorhomes or ten tents can use your site at any one time.

If you want to mark out specific pitches, the Club would recommend that pitches are no less than 11 metres x 11 metres and have suitable access.

A gap of six metres must be adhered to between camping units, regardless of type. Vehicles and other equipment may be placed in the six metre space between units, as long as there is always three metres clear space between the car and the neighbouring unit to restrict any potential spread of fire.



# What are the site requirements?<sup>cont</sup>

Livestock must be removed from the site 28 days before your site opens and must remain free of livestock whilst the site is open.

The area must be kept clear of any machinery, chemicals or other hazards.

### Facilities

Before a certificate can be issued, the following facilities must be available on your site:

#### Drinking water and alternative water supply

You need a clearly marked drinking water supply installed in accordance with Water Authority requirements, located within 100 metres of the camping pitches. If this is spring or well water, you will need an appropriate test certificate.

A separate water supply is also needed. This should be situated in close proximity to your chemical disposal point, as this is a requirement for the cleaning of chemical toilet cassettes.

Water Authorities interpret current water regulations differently; we advise that you speak to your Local Authority to ensure all regulations are met. A useful source of information on this subject can be found from the Water Regulations Advisory Scheme website: [www.wras.co.uk](http://www.wras.co.uk).



#### Chemical disposal point

A chemical disposal and waste water point, which may need to be a sealed system, needs to be provided in agreement with your local Environmental Health Officer and Planning Officer.

If the chemical disposal point is a toilet connected to the mains drain, you must also check with the Water Authority that it is acceptable. The toilet can only be used for this purpose and must be labelled accordingly.

If you are installing a chemical disposal point on your land, most major building suppliers will be able to offer systems suitable for use. Please check with your Local Authority to confirm if planning permission is required before you start any work. The Club can provide you with a factsheet on this topic.

## **Dry waste**

A collection point for dry waste must be provided on site. A dustbin with attached lid is suitable for this purpose and must be emptied at least once a week or more often if necessary.

## **Emergency notice**

On-site notices should tell visitors the action to be taken in the event of an emergency, the location of the nearest public telephone box and details of emergency services. Site regulations should also be prominently displayed.

## **Public liability insurance**

Prior to the issue of an exemption

certificate, and on an annual basis, you will need to produce a certificate covering your site for public liability insurance. This ensures that any incident that occurs as a result of your land being used by our members is covered.

You may wish to consider insuring through Club Care, the insurance arm of The Club. This is administered by Vantage Insurance Services which is authorised and regulated by the Financial Services Authority. This cost effective insurance provides cover for claims made against you by other people for injury or damage to their property up to an amount of £1m. To find out more you can contact Club Care on **01277 243014**.



# The application process

Taking the first steps to becoming a CS is easy. At the back of this guide you will find an application form. Please complete this form in full and return it to us, together with:

- A sketch plan of the proposed site showing:
  - Access routes
  - Adjacent neighbours to the site
  - Screening such as shrubbery or trees
- A large-scale copy of an Ordnance Survey map.

We want all of our sites to be a success so, before we work on your application further, we consider the number of other Certificated Sites and the demand for camping in your area. If we believe the site will be profitable for you, we will send out a Site Development Officer to visit you.

Our Site Development Officers are not just Club members and experienced campers; they also know all about setting up a CS – and will give you invaluable advice. They can help with all aspects including layout, access, price and what our members will be looking for when they stay.

Under the terms of the exemptions granted to the Club, we are required to consider the views of the Local Authority and residents who may be affected by having a five-van site in close proximity to them. We will write to both as part of the application process, asking them for their views.

After the first visit and consultations, you will receive a 'Works to be Completed' letter from the Exempted Camping team. This letter details any work that needs to be completed before the Club can issue you with a certificate. At this stage, you will have already discussed any work with the Site Development Officer; however it is essential that you do not start any work until you have received this letter.

Once we have received written confirmation from you that any necessary work is completed, the Site Development Officer will revisit you for a final inspection. This is to confirm that the site now meets the requirements for certification. We will then agree your basic advertising listing for our website '*SiteSeeker*<sup>®</sup>' and our biennial publication '*Your Big Sites Book*'.

We will then issue you with your certificate and a site sign that must be displayed at the entrance to your site. Additional site signs can be purchased by contacting the Exempted Camping Team.



## Running your site



### Getting people to visit

Once you have received your certificate, you can welcome your first campers to the site. The Club is committed to promoting our Certificated Sites network and helping your site become a success. As soon as your certificate has been issued, your site details will be added to the *SiteSeeker*® section of the Club's website, helping our members to find your site. We will also publish your site details, including any facilities on site, in the next available issue of our monthly magazine, *Camping & Caravanning*, which goes to all of our members.

### Opening times

Generally, the camping season is March to October inclusive. If you want to stay open for longer periods, a certificate can be issued, although your facilities should be appropriately designed for winter use and be maintained throughout the time your site is open.

### Membership recruitment scheme

As a Certificated Site owner you automatically

become a Membership Recruitment Dealer for the Club. This allows you to make the most of your site and increase your income. You will be allocated your own unique dealer code to write on your joining literature that needs to be handed to any non-members camping with you.

Once completed joining forms are received at the Club, we will track them and pay you commission on each new member you recruit. This is a great opportunity to increase your site occupancy as if you get a non-member enquiring, you can allow them to stay as long as they are given the joining literature.

Commission is paid at £4 per member for the first ten you recruit. If you reach your eleventh member within a year, we will then pay you £10 per member thereafter and, as a bonus, include a back payment of £6 for each of the first 10 members you recruited. The Club supports all CSs by providing joining literature and a quarterly newsletter to keep you updated on all the latest Club news.

## Best CS

Every year, all Certificated Sites have the opportunity to be crowned Best CS, as this prize relates solely to the experience that members have whilst on site.

Best CS is won annually through positive feedback that the Club has received from happy visitors. Members complete the form (available online or in *Your Big Sites Book*) and send them through to the Exempted Camping team. To encourage more members to provide feedback on your site, you can photocopy the form and give one to each visitor. If we get a good report about your site from a member, you will receive a 'Member Recommended' rosette and the Exempted Team will keep a record of the amount of nominations received throughout the year.

The competition runs from 1 January to 31 December. In January of the following year, the winner will receive confirmation of their 'Best CS' status and will receive their prizes.



## Maintaining your site

### Site assessment visits

One of our Site Assessment Officers will visit your site annually, to discuss how the year has gone, answer any questions you may have and ensure that you are still meeting the terms of your certificate.

The Site Assessment Officer will make every effort to contact you before they visit, however sometimes this may not be possible. If you are not available, the Site Assessment Officer will leave a calling slip upon visiting the site that should be completed by you and returned to the Exempted Camping team.

To ensure your site continues to meet our standards for certification, we ask that the site is maintained regularly and any onsite facilities must be kept clean. Grass should be cut and suitable for camping and the surroundings should be kept tidy and free of livestock.



## Maintaining your site cont

### **Additional facilities**

While these facilities are not required, they are likely to encourage more members to visit your site:

### **Electrical hook-ups**

It is becoming more popular for Certificated Site owners to offer electricity on pitches. While this can be attractive to many members, you should be aware of the cost of running and maintaining the facilities prior to installation.

All sites offering hook-ups will need to submit an annual test certificate for the supply of electricity to the pitches.

### **Toilet and shower blocks**

Offering toilets and showers will encourage more tent campers to visit your site; however these should meet the high expectations of our members. Planning permission will be required unless existing facilities can be used.

### **Hardstandings**

For sites wishing to open all-year-round, hardstandings can prove popular with our members as these provide a better camping environment in wet conditions. We advise all site owners wishing to add hardstandings to contact their Local Authority to see whether planning permission is required.





## Terms and Conditions of your Certificate

If you have purchased land already issued with a Camping and Caravanning Club Exemption Certificate:

By signing the attached application form, you are agreeing to operate the site under the terms and conditions stated below. If the site has previously received objections or complaints from neighbours or Local Authorities, we reserve the right to consider these objections and consult with these parties before issuing a new certificate.

Below is a list of terms and conditions you are agreeing to abide by upon signing the attached application form

### **You must:**

- Not permit more than five caravans or motorhomes to be stationed on the land at any one time, plus no more than ten tents, unless express permission has been granted by the Club
- Provide and maintain all facilities on site to the standard expected by the Club and its members
- Annually provide evidence of Public Liability Insurance
- Check the valid membership of anyone wishing to camp and keep a record of names and membership numbers. These will need to be reported to the Club at the end of each season
- Ensure all units are pitched properly in accordance with the six metre rule (plan available) and occupied by a Club member
- Not permit sub-letting or storage of caravans on Certificated Sites
- Not permit a camper to remain on site for longer than 28 consecutive days
- Notify the Club of any change of ownership or closure
- Notify the Club of any change to details that may affect the site or its operation
- Ensure that the site is only used by members for recreational touring purposes
- Annually provide water and electrical test certificates, if applicable

Whilst legislation allows an individual to stay on your site for 28 consecutive days, leave for one night and then return for a further 28 days, the spirit of the certificate is to promote and enable recreational touring. Evidence of sites accommodating workers, permanent residents, or breaking any of the conditions in this document will be considered in breach of Club expectations, and the certificate could be revoked.

# What you can expect of our members?

- That they must abide by Club regulations and always carry their membership card(s) and be prepared to produce this when requested
- The owner is in sole charge of the site and our members must follow their instructions at all times
- Current fees must be paid in full as requested by the site owner
- For safety reasons, their unit must be pitched so that the outside edge of the caravan, tent, trailer tent, motor caravan, and awning, is a minimum of six metres from an adjacent unit
- They must use the sanitary facilities provided in a proper manner
- To make no noise or move vehicles between 11.00pm and 7.00am
- Children must be under supervision at all times
- Dogs and other pets must be kept under their personal control at all times
- The Club accepts no responsibility whatsoever for loss or damage to persons or property arising from the use of a Certificated Site.

Under the terms of your certificate, you don't need to apply for a site licence or planning permission to operate as a Certificated Site. Different Local Authorities can, however, interpret the planning requirements differently; therefore we advise all site owners adding facilities to their land, such as a CDP, water pipes or hardstandings, to contact their local planning office to confirm their requirements before beginning work.