The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number:	**3.1 (version 6)** *please remove version 5*
Subject:	**Organisation of Temporary Holiday Sites**
To:	**Sites Secretaries, NPSOs and Section & Region Sites Co-ordinators**
From:	**Membership Services Director**

The Club is permitted to arrange Temporary Holiday Sites (THS) throughout the country without the need to obtain a site license normally required by planning legislation. It is so entitled because it holds a 'Certificate of Exemption' as described in the Caravan Sites and Control of Development Act 1960.

Certificates are issued to the Club by Natural England (previously administered by DEFRA), The National Assembly for Wales, The Scottish Parliament and The Northern Ireland Assembly, which enables the Club to use land for the purpose of recreational camping and caravanning without the need for site licensing.

Other organisations have similar rights, such as The Caravan Club, the Scout and Guide Associations and the Association of Caravan and Camping Exemption Organisations (ACCEO).

The 1960 Act applies in England and Wales with Scotland and Northern Ireland having adopted similar legislation.

Regular meetings and discussions are held with the various regulators to review the Exemptions both with ourselves, Local Authorities and other public bodies. Generally the system operates satisfactory for all parties, giving the Clubs opportunity to use land for recreation without the need to go through lengthy discussions and possible site licensing.

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Copied to:

To National Councillors	✓
To Region Secretaries	✓
To Section National Secretaries	✓
To District Association Secretaries	✓
To Section Area Secretaries	✓

The Camping and Caravanning Club
The Friendly Club

Under the Club's Paragraph 4 Exemption to the 1960 Act, Temporary Holiday Sites lasting not more than 28 days are operated. These events are organised by Club Regions, District Associations or Special Interest Sections, and are listed on the Club's website in the *Out & About Online* section and also within the *Out & About* section of the Club's monthly magazine *Camping and Caravanning.*

Organisers of proposed events must apply to Club HQ online through the Exempted Camping Database or by completing the Event Application form (ECD1), attached to **Green Paper 3.17** or from the Exempted Camping Department. The Club is required to consult with Local Authorities prior to the establishment of a THS.

These events are organised throughout England, Scotland, Wales and Northern Ireland. THSs are normally held in areas where affordable camping and caravanning may be limited or not available.

Camping at THSs is available to members only. Membership is defined as the full member, a nominated adult living in the same household - often the full member's wife, husband or partner - plus his or her children aged 17 years or under. A non-member may camp within a member's unit upon payment of the necessary one-off Member's Guest Fee. A Member's Guest Book ticket should be issued for the duration of the stay at the event and is not transferable to another Temporary Holiday Site.

Member's Guest Books are available from the Exempted Camping Department and should be issued to the Temporary Holiday Site Steward in advance of the event start date. Guest Books should be retained by the organising unit after the event and only returned to the Exempted Camping Department once complete.

A non-member cannot stay at a THS with their own unit. To do so, they must enrol as a full member, and may join the Club at the THS, on completion of a Club Membership application form and payment of the relevant subscription, prior to pitching.

Temporary Holiday Site Fees

Attendance at THSs is available to all Club members, regardless of the organising Club unit. Camping fees at THSs should be the same for all Club members, and differential pricing for non-members of an organising Region, District Association or Section is not permitted.

Important Points for THS Organisers

1. All applications for THSs must be made 10 weeks prior to the event start date and be recorded on the Exempted Camping Database - see **Green Paper 3.17**.

2. For inclusion in January's *Out & About*, applications for Temporary Holiday Sites must be submitted by 1 August in the year prior to the event start date

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3. A Temporary Holiday Site cannot be held on:

    a. A Certificated Site or Caravan Club Certificated Location that is open to other campers, unless there is a clear and permanent boundary, such as a hedge or fence, between the proposed location and the CS or CL camping area.

    b. Land being used for a Five Day Meet, or any other exempted event, taking place at the same time.

    c. Any land where planning permission for a licensed site has been refused by the Local Authority.

4. One named person, the Steward, is to be responsible overall for the conduct on the Temporary Holiday Site. The Steward must also have a valid copy of the Club's Exemption Certificate for display and inspection during the event.

5. Attendance figures for all THSs must be recorded on the Exempted Camping Database within 14 days of the event's end date. This can be done directly via the internet, or by submitting the Event Attendance form attached to **Green Paper 3.17**

   Failure to submit attendance figures may prevent future Temporary Holiday Sites from being advertised to members.

To supplement this guidance, a document containing further information and details of the application procedure can be obtainable from the Exempted Camping Department.

Choice of venue

6. Venues chosen should be situated on good access roads, offering sufficient width to enable members' outfits to safely pass any other traffic which may be encountered without difficultly.

7. The access into the THS field should be at least three metres wide, easily negotiable and clearly indicated.

8. Where possible, avoid selecting a venue where the access is directly onto a busy 'A' class road.

9. Care should be taken, when arranging events on land immediately adjacent to a Certificated Site, to avoid a clash of interests with members using the CS and with people living locally. A clear and permanent boundary, such as a hedge or fence, is required to separate the two activities.

10. Events must not be arranged on prominent sites; sites close to particularly sensitive areas such as Nature Reserves; venues very close to houses other than the landowner's, or on land where it is known that planning permission for camping and/or caravanning has been refused.

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11. It is recommended that all Club units enter into a signed agreement with the site-owner to ensure their right to camp and give clarity on any fees payable. A set of standard forms can be found attached to **Green Paper 3.20** or from the Exempted Camping Department.

    The forms are not mandatory and, if used, should be retained by the organising unit and not submitted to Headquarters.

12. THS organisers should make adequate provision for dry waste disposal. It is not permitted for members to be asked to take dry waste away with them.

13. Where a site is selected that has a history or likelihood of members needing to move their units because of rising flood water, advertising should make this fact clear. A flood plan should be in place and communicated to all participants on arrival at the event.

14. Any livestock which is located on the land to be designated as the camping area must be removed 28 days prior to the event start date and remain offsite for the duration of the event.

15. If a THS is planned on a licensed site outside of the licence period, or on any land adjacent to a licensed site, the Club must consult with the Local Authority and, where appropriate, the Parish Council - see **Green Paper 3.10**.

Frequency and Timing of Events

16. Event organisers must avoid the over-use of any venue, taking into account its position, general suitability and impact on the locality of numbers of units.

    Guidelines covering the minimum permitted intervals between Club camping events can be found in **Green Paper 3.9** or from the Exempted Camping Department.

National Parks

17. In National Parks and proposed National Parks, events can only be held in strict accordance with Club procedures and the Meets Control Scheme.

    Further details on the Meets Control Scheme are available in **Green Paper 3.4** *Camping in National Parks* or from the Exempted Camping Department.

National Feast of Lanterns and Special Events

18. The Exempted Camping Committee will consider proposals for events within a five mile radius of the NFOL.

    Temporary Holiday Sites within a five mile radius must close during the period of the NFOL, and may only re-open after the NFOL has closed. However, if a THS is operating prior to the NFOL, directly followed by a THS or Meet after the NFOL, then the camping on this site should be classed and administered as one THS.

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Whilst the site must close for the NFOL period, equipment such as marquees may be left on site with two units remaining on site for security purposes, if necessary. Details of when the site will open and close should be included in a covering letter when the Event Application forms are submitted to the Exempted Camping Department.

19. In some cases, sites that would normally have restrictions on their use, may be approved for one year only. Similarly, special events such as Birthday Meets, will also be given consideration on their own merits without setting a future precedent.

Advance Bookings

20. Where deposits or fees are paid in advance, the conditions under which refunds may be made will be at the discretion of the organising Committee, except that where a doctor's certificate can be produced and cancellation is notified within 24 hours of the event, fees will be refundable.

21. It is a requirement that organising Club units declare the Steward's name at the point of application, so that the Exempted Camping Department and Exempted Camping Committee are aware that Stewards are in place to manage the event.

Stewards and Cancelled Events

22. Event organisers that are experiencing difficulty in recruiting a THS Steward should, in the first instance, contact their Region. If required, the Exempted Camping Department will help organisers contact other Club units with requests for replacement Stewards.

23. Where a previously advertised event has been cancelled for any reason, it is expected that the organising Club unit will make all effort to contact any members that have booked in advance. Club units should also make contact with the site-owner and the Exempted Camping Department, at the earliest opportunity. Signs must be posted on the approach to and at the site to alert any un-booked members of the cancellation.

Camping Card International Holders

24. Overseas holders of a Camping Card International may camp at Temporary Holiday Sites, without the requirement of attending with a full Club member. This does not apply to UK based holders of a Camping Card International, who are still required to become a full Club member to attend THSs in their own unit.

Temporary Holiday Sites With Working Parties

Temporary Holiday Sites, using the Paragraph 4 Exemption to the 1960 Act, must not exceed 28 periods of 24 hours, including any days required by a Working Party.

Where a Working Party consisting of a single unit is required, and would take the total numbers of nights camped over the permitted 28 periods of 24 hours, an agreement can be reached with the landowner under a Paragraph 2 Exemption to the 1960 Act.

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The Paragraph 2 Exemption entitles any landowner to site one caravan for not more than two consecutive nights, and up to a total of 28 days in any 12 month period. Club units should ensure that the site-owner is aware of the required use of the Paragraph 2 Exemption for the Working Party, prior to the event commencing.

THSs with a Working Party containing more than one unit, and which will take the total numbers of nights camped over 28 periods of 24 hours, are not permitted.

Meets With Working Parties (Use of Paragraph 4 Exemption)

Where a Meet requires a Working Party containing more than one unit, which will make the total number of nights camped in excess of five periods of 24 hours, the Club's Paragraph 4 Exemption must be used and the THS process set out in this Green Paper must be followed.

To submit a Meet with Working Party, Club units must complete a copy of ECD Form 1 and send it to the Exempted Camping Department, no less than 10 weeks prior to the event's start date. Meets with Working Parties cannot be submitted via the Exempted Camping Database.

Alteration of Temporary Holiday Site Guidelines

From time-to-time, these guidelines may be amended by the Exempted Camping Committee.

Failure to abide by these guidelines will bring the Club into disrepute and may lead to the Club losing its Exemptions, and therefore its right to arrange future Temporary Holiday Sites.

June 2014