The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number:	**3.2 (version 5)** *please remove version 4*
Subject:	**Organisation of Five Day Meets**
To:	**As listed below + Sites Secretaries, NPSOs and Section & Region Sites Co-ordinators**
From:	**Membership Services Director**
Direct Line No:	**024 7647 5230**

The Club is permitted to arrange Five Day Meets (Meets) 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.

Our 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 satisfactorily 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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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 its Paragraph 6 Exemption to the 1960 Act, the Club is permitted to operate Meets, which are defined as camping events lasting up to, but not more than, five periods of 24 hours. These events are organised by Club Regions, District Associations and Special Interest Sections, traditionally over a weekend, and are listed on the Club's website in the *Out & About Online* section of the Members' Area, and within the *Out & About* pages of the Club's monthly magazine, *Camping and Caravanning*.

Five Day Meets are for members only. Non-members are not permitted to camp at a Meet overnight, although they are able to visit the event during the day. Unlike at THSs, non-members may not join the Club on arrival at a Five Day Meet. Whilst units of the Club can camp together, it is not permissible for Club units to camp with other exempted organisations, such as Caravan Club units.

Important Points for Meet Organisers

All applications for Meets must be made at least 28 days prior to the event start date and be recorded on the Exempted Camping Database - see **Green Paper 3.17**.

All applications for Meets on licensed pitches outside the license period, or on land adjacent to licensed pitches, must be recorded on the Exempted Camping Database at least 10 weeks prior to the event start date - see **Green Paper 3.10**.

Organisers should:

1. Generally avoid arranging events at well used venues where there is likely to be a clash of interests.

2. Ensure Five Day Meets do not take place on 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.

3. Five Day Meets are open to members of the Club only, in accordance with the Paragraph 6 Exemption under which they are operated.

4. Other than in exceptional circumstances, approved by the Local Authority, Five Day Meets must not be organised on successive weekends at the same venue.

5. The arrangement of successive Five Day Meets in holiday areas at peak periods, involving members moving on from one Meet to the next, must be avoided, unless the movement of outfits is spread over a period to avoid nuisance to other road users.

6. Attendance at Five Day Meets is available to all Club members, regardless of the organising Club unit. Camping fees at Meets 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.

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7. One named person, the Steward, is to be responsible overall for the conduct on the Meet. The Steward must also have a valid copy of the Club's exemption certificate for display and inspection during the event.

8. Events should not be held on any land where planning permission for a licensed site has been refused by the Local Authority.

9. Attendance figures for all Five Day Meets 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**.

Choice of venue

10. 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.

11. 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.

12. If a Meet 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**.

13. 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.

14. 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.

Frequency and Timing of Events

15. 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.

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National Parks

16. From January 2010, Club units are permitted to camp on licensed pitches within National Parks and proposed National Parks, during the license period, without the need to comply with the Meets Control Scheme requirements. These events must still comply with the minimum notice period for Meets of 28 days.

17. Events planned within National Parks and proposed National Parks on unlicensed pitches, or licensed pitches outside the license period, may 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 however, Five Day Meets within a five mile radius of the NFOL are generally not permitted during the NFOL weekend.

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.

Stewards and Cancelled Events

21. Event organisers that are experiencing difficulty in recruiting a Meet 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.

22. 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.

Five Day Meets With Working Parties

Under current legislation, Five Day Meets using the Paragraph 6 Exemption to the 1960 Act, must not exceed five periods of 24 hours, including those nights used for Working Parties.

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For events with Working Parties consisting of a single unit, any landowner is entitled, under a Paragraph 2 Exemption to the 1960 Act, to accommodate one unit 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.

Where a camping event requires a Working Party containing more than one unit and, which will take the total number of nights camped over the permitted five periods of 24 hours, the Club's Paragraph 4 Exemption must be used and the Temporary Holiday Site application timescales must be followed - see **Green Paper 3.1**.

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 Five Day Meet 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 Five Day Meets.

October 2011