

Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number: 3.17 (version 8) *please remove version 7*

Subject: Camping Event Entry & Exempted Camping Database

To: Sites Secretaries, NPSOs and Section & Region Sites Coordinators

From: Membership Services Director

Direct Line No: 024 7647 5180

The Exempted Camping Database has been developed to allow Regions, District Associations and Sections of the Club to record details of Temporary Holiday Sites (THS) and Five Day Meets (Meets) online via the Internet or by using a paper system alternative.

The Database also allows the Club to monitor all camping events that utilise its Exemptions to the Caravan Sites and Control of Development Act 1960, and as required, provide information to Natural England, which administers the Exemptions on behalf of DEFRA.

All THSs and Meets (events) must be recorded on the Exempted Camping Database.

Details of the events submitted will, subject to approval and potential abbreviation or editing by the Publications Department, be listed on the Club's website via the *Out & About Online* section and also within the *Out & About* pages of the Club's monthly magazine.

A paper system for event entry will operate, but it is hoped that Club units will utilise the online facility and benefit from reduced application times, instant advertising on the Club's website (subject to approval) and active management of exempted activities within their Region, District Association or Section.

Continued ...

Copied to:

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



Access

Each Club unit may decide which voluntary officers can be given access to the Database. Requests for users' access must be made in writing by the unit Chairman or Secretary, to the Exempted Camping Department at Club Headquarters or by email to: exemptions@thefriendlyclub.co.uk. The request must contain the user's email address, full name, address and contact details, and their Club Membership number. A temporary password will be sent directly to the new user from the Exempted Camping Department.

The Exempted Camping Committee advises Club units to consider the potential difficulties of having numerous individuals entering data into the system, prior to requesting access.

It is the responsibility of the Club unit to notify the Exempted Camping Department when voluntary officers no longer require access to the Database. Failure to do so may result in incorrect data relating to Club events being listed on the Club's website and in *Out & About*.

Training

Club units are expected to train new officers on the use of the Exempted Camping Database at a local level. However to support Club units where a suitable trainer is not available, a number of 1-day training sessions at Club Headquarters in Coventry are operated, details of which are communicated annually via Club unit secretaries.

A *User Guide* is obtainable from the *Downloads Area* of the Exempted Camping Database or via the Exempted Camping Department on 024 7647 5198 or by email: exemptions@thefriendlyclub.co.uk

Event Entry

Event applications may be submitted on the Database directly online or on *ECD Form 1*. The form should be sent to the Exempted Camping Department at Headquarters, in accordance with the deadlines set out below. Additional forms are available from the department if required.

All event applications must contain site fees and adequate site routing details. Should these details be omitted, the event will be held in application until such details are included. Any event held in application will not be listed on the Club's website in the *Out and About Online* section, nor within the *Out & About* section of the Club's monthly magazine *Camping & Caravanning*, until such time that all mandatory information has been provided.

Please Note: The Database cannot be used to submit *Featured Events* entries (formerly called *You Are Invited*) or non-camping events such as, AGM notices or Winter Walks. Please refer to **Green Paper 5.8**.

Application Deadlines

All applications for Meets must be made at least 28 days prior to the event start date.

Applications for Meets with Working Parties, or on licensed pitches outside the license period, or on land adjacent to licensed pitches, must be made at least 10 weeks prior to the event start date, to allow consultation with the Local Authority - see **Green Papers 3.2** and **3.10**.

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All applications for Temporary Holiday Sites must be made at least 10 weeks prior to the event start date, to allow consultation with the Local Authority - see **Green Paper 3.1**.

All applications for Meets and Temporary Holiday Sites on sites within National Parks must be made prior to the 1 May in the previous year. This is to ensure they comply with the Events Control Scheme - see **Green Paper 3.4**.

Review and Amendment Process

Once an event has been submitted, the organising Club unit may make amendments to certain sections of the event details, prior to it being submitted for publication - **see Exempted Camping Database User Guide for further details**

Please note that certain event details may be amended up to **7** days prior to the start of a Meet or **14** days prior to the start of a THS. Details amended after the publication deadline will not appear in the *Out & About* section of the Club magazine - see **Green Paper 5.8**.

Prior to event details being approved for publication, the entry is reviewed by the Exempted Camping Department for accuracy in relation to dates and location, as well as to ensure that all phrases and words used are suitable.

Once approved, the details of all Meets and Temporary Holiday Sites relevant to the month of publication are passed to the Club magazine for potential abbreviation and editing before being printed in the *Out and About* section of the Club magazine.

Event Attendance

It is the responsibility of Club units to submit attendance figures for all events within 14 working days of the finish date. Attendance figures can be submitted to the Database either directly online via the Internet or on the Event Attendance form.

Forms

Please note that both ECD1 and the Event Attendance form are available from the Exempted Camping Department, or can be printed directly from the *Downloads Area* on the Exempted Camping Database.

Site Data

Region Sites Co-ordinators are permitted to amend site details via the Exempted Camping Database for sites that are located within their territory. Club units wishing to update a site record, can submit the proposed changes to the appropriate Region Sites Co-ordinators via the Database. Club units may also utilise the database to view a site's contact details, without having to enter an event against the location.

For further information please refer to the Exempted Camping Database User Guide via the *Downloads Area* of the Exempted Camping Database or by contacting the Exempted Camping Department on 024 7647 5198 or by email: exemptions@thefriendlyclub.co.uk

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