



Queenscliffe Tourist Parks- Park Rules

Updated December 2024

Queenscliff Recreation Reserve, Victoria Park, Royal Park and Golightly Park

By making a booking with the Queenscliffe Tourist Parks you are accepting the following park rules (Rules).

Purpose of Rules

Queenscliff Tourist Parks is appointed pursuant to the Crown Land (Reserves) Act 1978 to manage certain Crown land, including caravan parks and camping grounds situated on that Crown land. The Borough of Queenscliffe Council, which manages the Queenscliffe Tourist Parks (Parks/Park), has power to make these rules to govern the use and occupation of those Parks which it manages and to provide respectively for their safe and enjoyable use.

Occupancy of the Parks is conditional upon the Permit Holder and any other Occupant complying with these Rules. Each obligation set out in these Rules is imposed on a Permit Holder, and the Permit Holder must not only observe each obligation but ensure that any Occupant and Visitor they allow into a Park does not breach any Rule or cause any breach of a Rule to occur.

Interpretation

The following words have the following meanings respectively;

“**Act**” means the *Residential Tenancies Act 1997*

“**Adult**” means, for the purposes of these Rules and a Permit, a person of 16 years of age or over and 18 years of age respectively.

“**Amenity**” or “**Amenities**” mean the land and buildings intended for laundry, bathroom, toilet and washing use;

“**Annexe**” means a moveable dwelling within the meaning of the Act that is attached to a registered or registrable moveable dwelling and extends the habitable area of that dwelling;

“**Annuals**” means a permit for a period of twelve months which permits a Permit Holder to install a caravan and rigid annexe for the period of that Twelve Month Permit and which the Permit Holder may use for not more than 59 consecutive days nor more than 180 days in total during the Period; “Associated party” means an Occupant or a Visitor;

“**Applicant**” means the person seeking to obtain the permit;

“**Business day**” means every day except Saturday, Sunday, or a Public Holiday;

“**Business hours**” means 9.00 AM to 5.00 PM (inclusive) on a Business day;

“**Caravan**” means a Caravan as defined in the *Road Safety Act 1986* and where the context permits, includes any Annexe attached to that Caravan;



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“**Child**” means any person between the ages of six and seventeen years, both inclusive;

“**Common Area**” means a facility or open area;

“**Lead**” means an electrical extension lead;

“**Facility**” means the land or buildings in the Park intended for use for storage space, car parking, laundry, cooking, garbage storage, disposal facilities, bathroom, toilet and washing facilities, appliances for heating or cooling, communications facilities, pool, playground, activity areas or outhouses;

“**Ground cover**” means a breathable material used to cover, by direct contact, a small portion of the ground of a site external to a caravan, annexe or tent, and does not include carpet;

“**Guests**” means all occupants and temporary occupants of the Park;

“**Infant**” means any person up to and including five years of age;

“**Manager**” means the Manager of the Parks and their delegated representative;

“**Management**” means an Officer or Officers exercising their delegated authority to perform a function or make a decision in respect of the management of a Park;

“**Motor vehicle**” means a motor vehicle as defined in section 3 of the Road Safety Act 2001;

“**Occupant**” means a person named as an Occupant at the time of booking or on the 12month site permit application;

“**Officer**” means an Officer appointed by the Borough of Queenscliffe Council, or a Borough of Queenscliffe Council employee, and includes the Manager or appointed Caretaker(s);

“**Open area**” means any space in the Park intended for use as a recreational area, lawn, or for common use by Guests and their Visitors other than a Facility;

“**Park**” means the Queenscliffe Tourist Parks as a whole or the specific caravan park within the Queenscliffe Tourist Parks (i.e. Queenscliff Recreation Reserve, Victoria Park, Royal Park and Golightly Park) for which a Permit is granted as specified in the Schedule of that Permit;

“**Peak period**” means any period being the Victorian School Holidays (including December and January), the Labour Day long weekend, the Easter Holidays, and Melbourne Cup weekend, the Queenscliff Music Festival weekend and dates as specified in the Borough of Queenscliffe Schedule of Rates and Fees;

“**Period**” means the period of this Permit specified in Schedule 1: Registration Form;

“**Permit fee**” means the fee payable for the Site;

“**Permit Holder**” means the Applicant and all Occupants to whom this Permit has been granted

“**Period**” means the term for which a Permit is granted, as specified in the Schedule of that Permit;

“**Permit**” means the right contained in a permit document for the occupants named in it to occupy a site for the Period and on the terms specified in the Permit including the use, in common with others, of common areas. A permit is neither transferable nor useable by anyone other than an Occupant named in it;

“**QTP**” or “**Queenscliffe Tourist Parks**” means the Borough of Queenscliffe of 50 Learmonth



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Street, Queenscliff, 3225, operating through the Queenscliff Tourist Parks and where the context so admits, includes any Borough of Queenscliff Council Officer;

“**Regulations**” means any regulations in force made under the *Residential Tenancies Act 1997*;

“**Relocation Costs**” means the actual costs of relocating the Caravan in accordance with direction of QTP under Clause 11.1 of this Schedule but expressly excludes any allowance for loss of amenity;

“**Rules**” mean these Rules as amended from time to time;

“**Schedule**” means the Schedule to a Permit;

“**Service Charge**” means a charge in respect of a service supplied to and used on the Site during the Period that may or may not be separately metered;

“**Site**” means the Site in the Park specified on the first page of the Permit or any replacement site;

“**Site Holder Permit**” means this Permit and includes all its Schedules;

“**Site structure**” includes but is not restricted to any Caravan, Annexe, awning, veranda or gazebo on a site;

“**Special event**” means an event occurring in the Park which the Manager deems to be special;

“**Trailer**” means a trailer within the meaning of the *Road Safety Act 1986*;

“**Vehicle**” includes but is not limited to motor vehicles, trailers, boats and watercraft of all descriptions, and Queenscliff Tourist Park reserves the right at its sole discretion and either generally or specifically to determine what constitutes a vehicle for the purposes of these Rules and any Permit;

“**Visitor**” includes a person who, in the opinion of an Officer, has entered the Park apparently for the purpose of visiting an occupant or who is on or in the near vicinity of a site and apparently visiting that site or one or more of the occupants of that site.

Rules and Conditions

1. Rules

Queenscliff Tourist Parks reserves the right to revoke, cancel or vary these Rules at any time and without giving prior or subsequent notice thereof to any person. Updated Rules will be available on the Borough of Queenscliff Council website and from the park office at 134 Hesse Street Queenscliff Victoria.

Site Setup and Construction

2. Annexes and Similar Structures

One annexe or similar structure is permitted per site. The maximum permitted width of an annexe or similar structure is up to 3.6 metres in width and its length must not extend



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beyond the rear of the caravan body (exclusive of guy ropes and tie downs) (See also Rule 6 – Gazebos and Shade Structures)

3. Clothesline

Subject to Manager's approval

One small sized clothesline may be erected on each site, within its boundaries, provided it is not attached to or impacting trees or other vegetation and not causing any access or safety hazard or unreasonable impact on the aesthetics of the Park. Clotheslines must be erected appropriately and securely when in use and packed away when the site is unoccupied overnight.

4. Fences

No fencing is permitted within the Park. A small 'infant play pen' (no greater than approximately 2m wide x 2m long x 0.5m high) may be erected on a site when infants are present but must be removed when the site is unoccupied overnight.

Temporary dog/cat fences may be allowed with prior approval of the Manager.

5. Gas and LPG

LPG equipment must be installed and maintained in accordance with legal requirements.

The gas supply must be shut off at the bottle when the site is unoccupied overnight. All gas bottles must be in a safe condition and within the 10-year test period.

6. Gazebos and Shade Structures

A single gazebo or similar open sided shade structure may be erected on each site.

Gazebos and shade structures must be fully dismantled and stored inside the caravan, annexe, tent or trailer when the site is unoccupied overnight. (See also Rule 2 – Annexes and similar structures).

7. Ground Cover

Only ground covers of a breathable material may be used to cover, by direct contact, a small portion of the ground of a site external to a caravan, annexe or tent. Non-breathable ground covers such as carpet or fake turf/grass are not permitted.

In the case of any doubt as to compliance, the matter must be referred to an Officer whose decision on whether something constitutes an acceptable ground cover will be final.

8. Lighting

One external light, appropriately sized and located, is permitted on each site. All other external lighting is prohibited. Any lighting that unreasonably affects other Guests and, in particular, neighbouring sites, is prohibited. External lighting and power points must be weather resistant rated. Guests are encouraged to use energy efficient globes and appliances. Lights must not be hung from trees.



9. Private Washing Machines

Private Washing Machines are not permitted on-site.

10. Soil Disturbance

Occupants must not dig holes or trenches or disturb the soil to a depth in excess of 100 mm, other than by driving in tent pegs, without the Manager's prior approval. The existence of Aboriginal Heritage items must be reported to the Manager and their presence left undisturbed.

11. Vegetation

Guests must not damage, prune, lop or trim any existing trees, plants and vegetation in any way within the park or the adjoining Foreshore areas. The growing of any flora, except grass or plants supplied by Management, is prohibited. Guests must not introduce any seed, grass, tree, shrub, fern or other new potted plant in the Park.

12. Temporary Structures

No structure may be erected or placed on a site without the Manager's written approval, such approval which may be refused or granted either with or without conditions. All approved structures on a site are temporary, and the Manager may direct their removal, alteration, repair or replacement at any time. A Permit Holder must comply with any such direction.

Facilities and Amenities

13. Amenities

- 13.1 Infants and children under seven years of age must be accompanied by an adult when using amenities.
- 13.2 Laundry sinks must not be used as baths.
- 13.3 Laundry or bathroom sinks must not be used for washing dishes.
- 13.4 Cleaning of fish is not permitted in any amenity.
- 13.5 Washing of wetsuits in showers is not permitted in any amenity.
- 13.6 Cleaning of Boogie boards or surfboards is not permitted in any amenity.
- 13.7 Amenities are temporarily closed during cleaning. This will be communicated by signage at the entrance.
- 13.8 Smoking is not permitted in any amenity.

Safety and Appearance

14. Barbeques and Fires

Fires and solid fuel barbeques, including heat bead and 'kettle' type units, are not permitted in the Park at any time. Portable gas BBQs and cook tops are permitted. Users must observe all relevant safety clearances and use requirements at all times.



Campfires are not permitted in the Park.

15. Caravans

Every Caravan in the Park must at all times be:

- 15.1 insured in respect of Public Liability risk, with coverage of at least \$20 million;
- 15.2 in a sound structural and mechanical condition, with all exterior cladding, glass, perspex, canvas and fly wire completely whole and without cracks tears or other damage to the Manager's reasonable satisfaction;
- 15.3 fitted with wheels that are inflated and appropriate to the caravan;
- 15.4 capable of being moved within 24 hours (caravan and annexe);
- 15.5 fitted with a drawbar and coupling hitch properly attached and useable (unless engineered to be removed);
- 15.6 parked with the drawbar facing the nearest Park road unless otherwise directed by an Officer;
- 15.7 not more than 9.0 metres in length (measured from tip of drawbar to rear of caravan), 3.2 metres high (from ground to roof with inflated tyres) or 2.4 metres wide. Larger vans should not dominate the site and may not be approved.
- 15.8 fitted with at least one working smoke alarm with a battery backup power supply; and
- 15.9 fitted with at least one working fire extinguisher.

16. Electricity and Electrical Appliances

All electrical appliances must be contained and stored within the caravan, annexe or tent when not in use. Any extension or supply lead must be arranged so as not to obstruct or endanger persons walking in the vicinity of the site. Every lead must be located where it will not be subject to mechanical damage and also must be provided with suitable protection from damage by high winds/storm. All leads must be above ground, using power head extension poles where supplied or other suitable means.

Connections to power heads must be by a single length of 15 amp double insulated extension lead. Leads must be tested, using a registered service, and carry a current compliance tag (not more than 12 months old). Electricity must be switched off at the power head when a site is unoccupied overnight. (See also Rule 8 – Lighting).

17. Emergencies

Guests should familiarise themselves with the Park Emergency Management Procedures and Evacuation Plans. These can be viewed in the Park office or in amenity blocks.

The emergency phone numbers are:

Recreation Reserve: 0438 431 096

Victoria Park: 0438 431 096



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Golightly Park: 0438 431 096

Royal Park: 0438 431 096

18. Firearms and other Dangerous Items

Any dangerous items including guns, rifles, longbows, crossbows, spear guns or other weaponry, poisons, traps and snares are not permitted within the Park.

19. Fire bans

All Guests must comply with all conditions of any fire ban or restriction declared for the area in which the Park is situated.

20. Property Storage

Guests should ensure that their property and valuables are stored securely at all times. No excess property is to be stored under a van or annexe. Excess property may be stored in approved and properly constructed storage boxes.

21. Site Maintenance

The site Occupants and Visitors must keep the site and all structures on the site in a clean, tidy and safe condition at all times.

Courtesy and Behaviour

22. Alcohol

Alcohol may be consumed on a site but not on Common Areas unless approved by the Manager, who may make limited exceptions to this Rule for special events.

23. Smoking

Smoking is not permitted in any of the cabins, facilities, amenities or building within the parks.

24. Behaviour

Site Occupants and their Visitors must be courteous & respectful towards each other and other persons present in the Park. Excessive noise, unruly behaviour, bad language, unreasonable disturbance or any other anti-social conduct by any Occupants or Guests or Visitors of a site, which disturbs the peaceful and quiet enjoyment of other persons present in the Park will be considered a breach of these Rules. Park quiet time is 10:00pm to 7:00 am. The Manager may make limited exceptions to this Rule for special events.



25. Site Occupancy

Sufficient berths must be provided in the caravan & annex for all occupants of the site and at least one such occupant must be over the age of 18 years. The total number of occupants must not exceed 6 people. All vehicles, caravans (including drawbars and drawbar covers), annexes, and any other property of the site must be contained within the site boundaries as defined and delineated by the Manager, and which may at the Manager's discretion be altered at any time by the giving of notice.

26. Site Occupancy – Courtesy and Responsibility

Access through occupied sites is restricted to the Occupants of that site.

General

27. Garbage

Reasonable quantities of domestic garbage must be disposed of in a bin. Domestic garbage and recycling bins are located throughout the Park. Bins must not be removed from their locations. Permit Holders are responsible for the removal from the Park of their non-domestic garbage and all hard rubbish that cannot be disposed of in a garbage bin.

28. Non- Compliance with Rules

A breach of any Park Rule is a breach of the conditions of the Permit and may result in the cancellation of the Permit and a Notice to Vacate being issued.

If a guest fails to vacate the Park promptly and in any event within such time as the Queenscliff Tourist Parks requires or notifies or as specified in the Notice to Vacate, the Queenscliff Tourist Parks will seek police assistance to remove the Guest(s).

29. Proof of Age and Identification

The Manager reserves the right to require proof of the age of any Occupant or Applicant. The Manager's decision as to the veracity of the proof of age provided is final and binding. No Permit will be issued otherwise than to a person who is at least 18 years of age. Personal identification must be provided by all Applicants.

30. Security Bond

The Permit Holder may, before a Permit is issued, be required to pay a security bond as security for in part or in whole of any:

- 30.1 unpaid Permit Fee, other fees or charges;
- 30.2 damage to any property owned or managed by Queenscliff Tourist Parks;
- 30.3 cleaning the site or onsite accommodation occupied under the Permit;
- 30.4 cost of replacing any lost or destroyed ancillary property: or
- 30.5 costs to Queenscliff Tourist Parks resulting from the behaviour of any Occupant or Occupants.



Vehicles and Access

31. Bicycles/Skateboards/Scooters

Non-motorised bicycles, roller blades, skateboards, scooters and similar non-motorised equipment may be used during daylight hours other than at the Park entry, exit or Facility areas. Users must wear safety helmets at all times. (See also Rule 32 – Speed Limits).

32. Speed Limits

Vehicles, bicycles, skateboards, roller blades, scooters and similar equipment must not travel at more than 5 km/h (e.g., walking pace) within the Park boundaries.

33. Vehicles and Parking

- 33.1 Two vehicles per Permit issued, including a maximum of one car and one caravan, are permitted in the Park,
- 33.2 Each vehicle must be registered with the Park office prior to entering the Park.
- 33.3 Vehicles which cannot fit within the one site boundary are required to be removed from the Park.
- 33.4 Vehicles exceeding three (3) tonnes are not permitted in the Park without prior approval by the Manager.
- 33.5 The Manager reserves the right to refuse any Vehicle entry to the Park
- 33.6 Motorised recreational scooters and other similar unregistered motorised vehicles, other than motorised wheelchairs or other mobility devices, are prohibited within the Park.

34. Notice to Vacate

If a guest fails to remove a caravan or annexe from the Park promptly and in any event within such time as the Queenscliff Tourist Parks requires and as notified or as specified in the Notice to Vacate, a Guest's caravan and annexe may be deemed abandoned and the Queenscliff Tourist Parks will dispose of the caravan, annexe and other goods left at the site in accordance with the *Australian Consumer Law and Fair Trading Act 2012 (VIC)*.

35. Pets

Pets are only allowed during off-peak and shoulder seasons and are strictly prohibited during peak times including long weekends and special events. All pets must be kept on a lead at all times.
Please note Royal Park is a Dog free park all year round.



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36. Interactions with Park Staff

Visitors are expected to interact with all Queenscliff Tourist Park staff in a respectful manner. Failure to do so may result in current bookings being cancelled.