



FORMATION OF NEW CARAVAN CLUBS

A group of friends, social club, members of a works organisation or any other group wishing to form a caravan club should be aware that caravan/camping rallies may only be held on licensed caravan parks until such time that the group are holders of a Certificate of Exemption from Planning Permission issued by the appropriate Government department in respect of the First Schedule to the "Caravan Sites and Control of Development Act 1960."

Such a certificate will enable properly constituted and well-organised clubs to hold rallies of up to five days duration (i.e. five 24 hour periods) on unlicensed land e.g. farm fields or other land that may not otherwise be used for caravanning.

Once a Certificate of Exemption has been obtained, clubs will be eligible for membership of ACCEO and to receive services and benefits available to member clubs and their members.

The following suggestions are offered to assist new and proposed clubs make an application for such a certificate to be issued by the appropriate Government department. It should be understood that Certificates of Exemption are to be regarded as a privilege and as such, they are issued at the discretion of the Department who must be satisfied that the club is managed by a committee of mature and experienced officers who will guarantee the good conduct of their members.

Early application is advised as the Department will often require evidence that the club has operated in a responsible manner for up to 12 months before a certificate is issued.

- 1) Form a Management Committee to run the club.
- 2) Prepare a Code of Conduct/Rules for members to abide by and a constitution. (N.B. A "model constitution" is available from ACCEO upon request.)
- 3) Letters of recommendation from sites/places where you have rallied or held meetings to confirm that your club is a responsible and well-behaved organisation will be helpful.
- 4) If you have committee members with experience in the running of a similar club, a brief c.v. of those members would help to demonstrate such experience.

The Government departments are anxious that all new clubs should become members of ACCEO and you may care to mention that you have approached us with a view to joining if and when a certificate is granted to your club. Please keep in touch in order that we may monitor the progress of your application.

The address to write to dependant upon the country of the UK in which your organisation is based is -

ENGLAND	WALES
Natural England Camping and Caravanning Exemptions Team First Floor Zone C Eastbrook Shaftesbury Road Cambridge CB2 8DR Telephone: Sharon Sharpe on 0300 0602098 or Paul Ackers on 0300 0601081 Email: caravan.camping@naturalengland.org.uk	The Welsh Government - Decisions Branch Planning Division Welsh Assembly Government Cathay's Park Cardiff CF10 3NQ Telephone: 029 2082 3883 Email: nicholas.iles@wales.gsi.gov.uk
SCOTLAND	NOTHERN IRELAND
The Scottish Government Directorate of Housing Regeneration & Welfare Housing Options & Policy Unit Area 1H South Victoria Quay Edinburgh EH6 6QQ Telephone: 0131 244 5566 Email: ged.millar@scotland.gsi.gov.uk	Policy and Legislation Unit Planning Services Headquarters Millennium House 17-25 Great Victoria Street Belfast BT2 7BN Telephone: 02890 416966

Natural England publish "Camping and caravanning site exemption certificates: know the rules and how to apply" which may be viewed at: <https://www.gov.uk/camping-and-caravanning-site-exemption-certificates-know-the-rules-and-how-to-apply#conditions-for-exemption-tents-caravans-and-motorhomes>

Finally, clubs should consider protecting their members by arranging a public liability indemnity policy. In certain circumstances, ACCEO may be able to advise on this recommendation prior to the issue of a certificate,

Please contact our Membership Officer via the link on www.acceo.org > Contact us;

or by writing to ACCEO if you feel the Association can be of further help.