

## The ALRC Caravanning and Camping Code

The ALRC holds Certificates of Exemption under Paragraph 4 & 6 of the Caravan Sites & Control Development Act 1960 and the Public Health Act 1936: Section 269 which covers touring caravans and tents, issued by Natural England, an agency of the Department for Environment, Food and Rural Affairs (DEFRA), the Welsh Assembly Government (Planning Division) and the Scottish Executive.

These allow member clubs to hold Caravan and Camping weekends at any location with the landowner's written permission (except in National Parks). Paragraph 6 allows members to attend a rally for up to 5 days. Paragraph 4 allows both members and non-members to attend rallies provided they all remain under the supervision of the organising club and also allows extended rallies of up to 28 days. Permits are issued free of charge to clubs to hold a rally for up to 5 days. Permits for Extended Rallies are charged at £20 and must be applied for at least 12 weeks prior to the event. Permits for the ALRC National Rally are free of charge.

Members must not camp on any site which has been used for camping for more than 42 consecutive days or 60 days in any 12 consecutive months. Member clubs must endeavour not to camp on any site being used for camping by other organisations holding camping exemption certificates, if the site would therefore be used for camping for more than 42 consecutive days or 60 days in 12 consecutive months. Member clubs undertake to move from and avoid camping on sites which any local authority objects to. We agree to consult the relevant local authority regarding any unlicensed site we propose to occupy for more than 5 days and agree not to use any site to which the local authority objects. Such rallies will be limited to a maximum of 28 days on the site.

The ALRC is also a member of ACCEO, the Association of Caravan and Camping Exempted Organisations (ACCEO). ACCEO can arrange for us to hold a rally in a National Park, but the application for this must be made before the 1st April of the preceding year!

**PLEASE NOTE:** A Rally held under the ALRC Exemption Certificate Paragraph 6 is for ALRC members ONLY. The following is the DEFRA definition of a member:-

### Membership.

People must have applied for or be given membership in advance of attending events. Members must have been subject to the usual acceptance procedures of the organisation. Membership would usually be granted for a full year, but where people apply during, the course of the year, membership may be granted for the remainder of the year or for the season, but it must be for a longer period than that associated with attendance at only one event.

Both the individual and the organisation must enter into a membership agreement with the intention that it is to run for its full course, although there may be genuine reasons why an individual does not wish to remain a member for the full term.

Arrangements to give prospective members a chance to see what an Organisation is like by inviting them to attend a camp event, even with the intention that the person can become a permanent member if they like the Organisation, is not allowed.

Other people staying in the caravans of members depends on the membership arrangements of the organisation arranging the event. For example, family membership may embrace people who do not regularly attend events or who are not members of the immediate family. The key requirement is that the organisation has genuinely made arrangements for an event for its members.

Events organised by members of one organisation for the benefit of the members of several organisations ("joint rallies") are not allowed unless all the organisations hold exemption status and have affiliation to each other written into their constitution.

Exempted organisations issue certificates stating that the site has been approved for use by its members. People who are not members of the organisation may also use the site, unless there is an agreement between the site owner and the organisation that use is restricted to members i.e. sole use for a weekend.

### HOW TO GET A PERMIT

1. Fill in the ALRC Permit Application Form in full and have it signed by the Landowner or enclose a landowner agreement. A copy of the permit application form is available in this book, on the website or direct from the caravan secretary.
2. Send the form with a s.a.e. at least 4 weeks prior to the event (12 weeks for an Extended Rally) to: Simone Birch, 1A Duncan Avenue, Huncote, Leics, LE9 3AN.  
If everything is in order, a permit will be issued to your club. For any queries regarding, an application, rules or the law, telephone Simone on 0116 286 7913.

### THE DEFRA CODE OF PRACTICE

The DEFRA has issued the following code of practice:-

1. One named person, who is a member of the organisation, is to be responsible for the conduct of each event and for ensuring that members attending comply with the code.
2. The responsible person should take reasonable steps to satisfy themselves that the site proposed for an event is not one which is the subject of a restrictive order, nor one for which planning permission has been refused or where enforcement action has been taken. Organisations should also seek the agreement of the local authority before using, sites adjacent to sites for which planning permission has been granted.
3. Events should not be organised on or adjacent to, sites known as "certified locations" or "certified sites", unless the site is clearly differentiated and the risk of interference with local people and other users is minimal.
4. Organisations should take care that the siting, of caravans and tents does not unduly interfere with the activities of local people, their privacy, or the enjoyment of their property. They should also take care that the siting of caravans and tents does not interfere with the enjoyment by others of the landscape or natural beauty of the area; and the nature conservation aspect areas. This is especially important in areas designated for their qualities of landscape or wildlife.
5. Organisations should avoid the overuse of any venue and consider carefully before holding successive events at the same venue.
6. Local people should be able to carry on their normal activities when meetings are in progress and disturbance to them should be minimised. Complaints should be treated seriously and steps taken to investigate and deal with the causes of complaints.
7. Care should be taken not to damage the site or surrounding locality. Trees, fences, buildings, equipment and stock should be respected.
8. Domestic animals belonging to members of the organisation should be kept on a lead, under close control. They should not be allowed to run loose on the site or cause disturbance to local people or animals. They should be exercised away from caravans and parts of the site used for communal activities and any mess should be picked up.
9. The responsible person should identify open space suitable for games which might otherwise intrude on or constitute a danger or annoyance to caravanners or others on or around the site.
10. Noise should be kept to a minimum for the comfort of other campers on the site as well as people who live or work nearby.
11. The responsible person should take reasonable steps to ensure that travel from major roads to a proposed site is not likely to cause undue disruption to or difficulties for local people and other road users. He should also take reasonable steps to ensure that access to the proposed site is suitable for the number and likely size of units attending the meeting. Organisations should spread the arrival and departure of caravans to minimise disruption to local people and other road users.
12. The speed of vehicles on the site should be restricted to 5 mph.
13. Units should be well-spaced. Units should be sited so that they do not restrict access to or exit from the unit or the area in case of emergencies. Emergency vehicles should be able to secure access to each unit on the site. Caravans and tents should be sited separately with camping units (consisting of tent and vehicle) being placed at the end of rows or in their own separate but

- adjacent rows. Children's pup tents are allowed to be sited next to family caravans and should be considered as part of the unit for spacing purposes
14. Open fires and barbecues should not be held except with the permission of the responsible person. Where permission is given for open fires or barbecues, they should be sited in open ground, away from vans, vehicles, awnings and any other structures.
  15. Caravans and tents should carry a fire extinguisher approved to British Standards Institute and / or Fire Officers Certificate standards.
  16. Organisations should act responsibly with respect to the disposal of the contents of chemical toilets and waste water disposal and take full account of the need to safeguard water supplies and prevent the pollution of rivers and streams.
  17. On-site disposal of the contents of chemical toilets and waste water should be in accordance with arrangements agreed with the site owner or manager. Neither should be allowed to foul the ground except at designated disposal points.
  18. Organisations should ensure that refuse is either taken home or disposed of in accordance with on-site arrangements. The responsible person should be satisfied that appropriate arrangements are in place.
  19. The responsible person should ensure that the site is clear of litter after the event.
  20. The responsible person should also be aware of the terms of the Caravan Code, the Country Code and the Coastal Code.

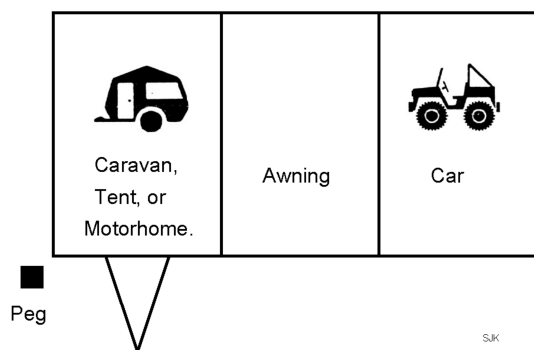
#### ALRC Caravanning & Camping Code - additional to the above:-

##### General

1. It is assumed that rallygoers will be familiar with, and follow, the various codes already existing; the Caravan Code, the Country Code and the Coastal Code.
2. The rally under Paragraph 6 on the Certificate of Exemption will be open only to members of the ALRC. Rallies held under Paragraph 4 may have members from invited non-ALRC clubs attending.
3. Proof of membership is to be shown by participating members.
4. One named person, & a reserve from the host club, is to be responsible for the conduct of the rally.

##### Safety on the Rally Site

5. All vehicles are to be restricted to a maximum speed of 5 mph on the rally field. Learner drivers are not permitted to drive on the rally field.
6. A space of at least 3 metres should be kept between units and a minimum distance of not less than 6 metres should be allowed between rows of caravans and tents. In any case there should be no more than 20 caravans to the acre. Towing and competition vehicles should be parked at the side of the caravan / awning.  
Caravans, tents etc. should be sited as follows: O/S/F corner onto peg, pegs should be sited at least 10.8 metres apart. See diagram below.



7. Open fires are not generally allowed, except with the permission of the rally organiser, and these should be sited well away from caravans, tents, awnings etc.
8. It is advisable that each caravan or tent carries a first aid kit.

##### General Behaviour

9. Respect should be shown to the land owner's property - trees, fences, farm buildings, equipment & stock.
10. All animals are to be kept under control and **MUST NOT** be allowed to run loose on the field. Recommended length of lead when tethered is 3metres and the animals must be exercised away from the vans.
11. The use of any kind of weapons on the rally field is expressly forbidden except in a controlled competition organised by the rally officers. Flying of kites and use of model aircraft or cars and the playing of ball games should be done away from the camping area and preferably in a separate open space.
12. Each pitch should be cleared of all litter at the end of the rally and a careful check of all areas made to ensure nothing is left behind.
13. Noise from any source, Generators, radios etc., should be kept to a minimum.
14. Driving of vehicles on the site should be kept to a minimum, especially in wet conditions. Where a refreshment tent is organised on site, driving to and from the tent is to be avoided.

##### Public Health

15. There must be a clear distinction between drinking water taps and water supplied for cleansing chemical toilets. The two uses must never overlap.
16. Rallygoers must utilise their chemical toilets, properly charged.
17. The contents of the chemical toilet must only be disposed of, on the rally site, into the disposal point agreed with the land owner.
18. Similarly, waste water must only be disposed of into the disposal point and should not be allowed to overflow or foul the rally field.
19. Waste disposal points should be filled in with the excavated earth at the end of the rally and, where possible, the disturbed turf replaced.
20. Members attending rallies of only short duration can reasonably be expected to take their refuse home with them.
21. On rallies where refuse is to be collected, refuse receptacles should be used, and subsequent disposal of the contents in the proper manner should be arranged with the land owner. In particular, the rally organiser is asked to ensure that:
  - a) the land owner undertakes to ensure the proper disposal of the refuse, or
  - b) the local authority is asked to collect,
  - c) where a third party is engaged, he is asked to give an undertaking to only dispose of the refuse at a licensed site. Under no circumstances should refuse be emptied into the waste disposal point.

##### Road Safety and Access

22. It is also recommended that the arrangements of successive five day rallies in holiday areas at peak periods involving members moving from one rally to the next is avoided unless the movement of outfits is spread over a period to avoid nuisance.
23. In popular holiday areas at peak holiday periods (e.g. Bank Holidays) it is suggested that movement of towed vans should be arranged, if at all possible, outside the periods of heaviest road use to avoid inconvenience to other road users.
24. Venues chosen should be situated, again if possible, on good access roads of sufficient width to enable members' outfits to pass any other traffic which may be encountered without difficulty.
25. The access into the rally field should be easily negotiable and clearly indicated. Where possible, avoid selecting a venue where the access is directly onto a busy 'A' class road.
26. All Club Rally Marshals to ensure that adequate Fire Extinguishers with current certificates are available on their site at all times.

**Obtaining a Caravanning / Camping Permit - Reminder:-**

1. Obtain the written permission from the land owner.
2. Fill in the ALRC caravan permit application form in full.
3. Send the land owner's permission, the application form and S.A.E. to the ALRC Caravan Secretary at least 4 weeks before the rally date (12 weeks for an Extended Rally). The permit will then be sent. There is a charge of £20 for an Extended Rally permit. Remember that applications to hold a rally in a National Park must be submitted to ACCEO by 1<sup>st</sup> April of the preceding year.
4. DO NOT run a rally without a permit as it will put our exemption certificates at risk and could also lead to the land owner being prosecuted for not having the necessary permission for holding a rally on his land.

**A.C.C.E.O.**

The Association of Caravan and Camping Exempted Organisations, to which the ALRC belongs, offers us some advantages in addition to facilitating caravan rallies. A.C.C.E.O. Insurance offer advantageous terms to members wishing to insure their caravan and to clubs looking for public liability insurance. A.C.C.E.O. Travel offers up to 30% discount on ferry crossings with Stena Sealink, Brittany Ferries, Sally Line, North Sea Ferries and Hoverspeed.



**ACCEO Head Office, P.O.Box 5191. Rugely, Staffs, WS15 9BS. 0845 419 1520 www.acceo.org.uk**

**Association of Caravan and Camping Exempted Organisation (ACCEO)**

Represents the interests of over 200 exempted caravan and camping clubs. ACCEO also operates a personal membership scheme offering discounted ferry crossings, gas and caravan insurance.

**ACCEO INSURANCE FACILITIES**

ACCEO has been successful in arranging insurance facilities for Member Organisations from Grove Insurance Services, 0844 477 8060, www.grove-is.co.uk

**Public Liability Insurance**

Covering the club's legal liability to third party property and persons as a result of negligence by the club, its officers or, members.

The policy includes 'member to member' liability.

Indemnity limit is £3,000,000 any one incident with facilities to increase to £5,000,000 should this be required by landowners.

Territorial limits are UK, Ireland and the Continent of Europe.

The policy incorporates a £250 property damage excess.

There is a common renewal date of 1<sup>st</sup> August and clubs joining at other times pay 'pro rata' premium until the common renewal date.

Premiums are 'banded' to reflect the membership of clubs and are shown on the attached schedule.

Member Organisations can participate by completing a simple proposal form and if joining part way through the insurance year, no money should be sent. We will invoice you.

**All Risks Insurance**

This is also a group policy having a common renewal date of 1<sup>st</sup> March

The policy is designed to cover the equipment owned by clubs, cash in transit up to £500 and trailers used to transport club equipment.

The policy incorporates a £25 excess.

Territorial limits are UK, Ireland and the Continent of Europe.

It is necessary to specify a location where the equipment is stored when not in use which should be of 'standard construction'.

Again, participation in this policy is by completion of a simple proposal form and for clubs joining part way through the insurance year, we will invoice the first premium.

The minimum sum insured for property of £2000 and the maximum sum insured in respect of money of £500.

*ACCEO itself does not arrange individual insurances for individual members' caravans, motor caravans, etc., but we can put them in touch with our own brokers who operate specialised schemes.*

**ASSOCIATION OF LAND ROVER CLUBS**

President: Mr Denis Bourne



Please Reply to: Simone Birch  
1A Duncan Avenue  
Huncote  
Leics  
LE9 3AN

E-mail: tonybirch@btinternet.com  
0116 286 7913

**APPLICATION FOR CAMPING & CARAVAN RALLY PERMIT**

|   |   |
|---|---|
| <b>Please indicate which permit you are applying for:</b>   |   |
| <input type="checkbox"/> Members only for up to 5 days. No charge.  | <input type="checkbox"/> Members & Non-members for up to 5 days. No charge. |
| <input type="checkbox"/> Extended for up to 28 days. Members & Non-Members. Cost £20. Application at least 12 weeks prior to event. |   |
| <b>Club Name</b>  |   |
| <b>Name of Applicant &amp; Contact Telephone Number</b>   |   |
| <b>Address of Rally Site</b>  |   |
|   |   |
| <b>Map Reference</b>  | O/S Map: <span style="float: right;">Grid Reference:</span>                 |
| <b>Rally Start Date &amp; Time</b>  | Date: <span style="float: right;">Time:</span>                              |
| <b>Rally End Date &amp; Time</b>  | Date: <span style="float: right;">Time:</span>                              |
| <b>Rally Marshals</b>   |   |
| Name & Address (1)  |   |
|   |   |
| Name & Address (2)  |   |
|   |   |
| <b>Name &amp; Address of Local Planning Authority – Must be filled in for Extended Rallies</b>                                      |   |
|   |   |
|   |   |

**NOTES:**

1. All boxes must be completed in full.
2. Both Rally marshals must be members of the Club and will be responsible for the planning, conduct and supervision of the event to A.L.R.C. caravan rally rules.
3. A stamped self-addressed envelope must be enclosed with this application.
4. This form must reach the A.L.R.C. Caravan Secretary at least 4 weeks before the event is to be held. (12 weeks for an Extended Rally – cost £20).

**Return this form to the above address  
LAND OWNERS PERMISSION**

I, the undersigned, certify that the above information is correct and that the above mentioned rally site is not within the boundary of any designated U.K. National Park and is not a Site of Special Scientific Interest (SSSI).

**Signature:**

**Date:**

Association of Land Rover Clubs Ltd. Limited by Guarantee. Registered in England No. 1806788  
Registered Office:- FOTAS Ltd, Suite D, Astor House, 282 Lichfield Road, Four Oaks, Sutton Coldfield, B742UG