|  |  |
| --- | --- |
| **Notice to caravan park owner or** **caravan owner** |  |

***Residential*** ***Tenancies Act 1997*** Sections 165, 173, 188(2), 188A, 190, 190A, 206AL, 206AK

The caravan park resident may use this form to give a notice to a caravan owner or the caravan park owner.

* You may need to provide this notice to the caravan owner or the caravan park owner, or both, depending on the reason for giving the form. For example, a notice to vacate should be provided to both the caravan owner and the caravan park owner.
* If you are giving a notice of intention to vacate, you can only withdraw this notice in writing with the agreement of the caravan park owner or caravan owner (whoever is relevant).
* If you are giving a notice of intention to vacate, you will need to give the owner the correct amount of notice (see the information below at section 4). If you leave before the date in this notice, you must pay the owner the rent or hiring charge from the day you leave up to the date in this notice.

**Part A – Information for the caravan owner/caravan park operator**

A resident may use this form to give you notice that:

* they intend to vacate because the caravan/caravan park has been destroyed or is unfit for human habitation
* they intend to vacate for other reasons
* they have caused or became aware of damage to the caravan or caravan park
* they have paid utility charges that are your responsibility and you require reimbursement
* non-urgent repairs are required
* they have arranged and paid for urgent repairs and, require reimbursement.

**Seeking advice**

For further information visit the renting section of the Consumer Affairs website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call 1300 55 81 81.

**Part B – Notice**

1. Address of caravan and/or site

|  |  |  |
| --- | --- | --- |
|  | Postcode |  |

1. Caravan park owner or caravan owner details

1. Resident details

|  |  |
| --- | --- |
| Full name of **resident 1** |  |

|  |  |
| --- | --- |
| Full name of **resident 2** |  |

|  |  |
| --- | --- |
| Full name of **resident 3** |  |

|  |  |
| --- | --- |
| Full name of **resident 4** |  |

**Note:** If there are more than four residents, include details on an extra page.

Address of resident for serving documents (if different to address of caravan park or site)

|  |  |  |
| --- | --- | --- |
|  | Postcode |  |

Contact details

|  |  |
| --- | --- |
| Business hours |  |

|  |  |
| --- | --- |
| After hours |  |

|  |  |
| --- | --- |
| Email |  |

1. Reason for notice–Intention to vacate

I am giving you notice that I intend to vacate the caravan and/or site on:

|  |  |
| --- | --- |
| Termination date |  |

Note: *The termination date cannot be earlier than the minimum notice period. The notice period begins when the site owner is estimated to receive this notice (see section 9). Refer to the information below to determine the minimum notice period.*

|  |  |
| --- | --- |
| **Reason (please tick the option that applies to you)** | **Minimum notice required**  |
| **[ ]** I am terminating theagreement because the caravan:**[ ]** is unfit for human habitation**[ ]  has been totally destroyed or partly destroyed to an extent that it is unsafe***Please provide details at section 9**If you have a fixed term agreement, the termination date* ***can*** *be before the end of that agreement, but no earlier than the date of this notice.* *Note****:*** *You must give this notice to both the caravan owner and the park owner.* | none |
| **[ ]  I am terminating the agreement for another reason not listed above.***Note: If you have a fixed term agreement, the termination date cannot be before the end of that agreement.**Note****:*** *You must give this notice to both the caravan owner and the park owner.* | 7 days |

1. Reason for notice - Utility charges

|  |  |  |  |
| --- | --- | --- | --- |
| Go to the Consumer Affairs website [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) to find out which utility charges are the responsibility of the site owner and which are the responsibility of the resident.I have paid utility charges that are your responsibility.

|  |  |  |
| --- | --- | --- |
| I require you to reimburse me $  |  | within 28 days. |

**[ ]** I have attached a copy of the account and the receipt or other evidence of payment. *You must attach these documents or the notice will be ineffective.* |

1. Reason for notice - Damage

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| --- |
| **Reason (please tick the option that applies to you)** |
| **[ ]** I, or my visitor, have damaged the caravan or caravan park I have not repaired the damage, so I must notify you of the damage and pay compensation. *(please provide details at section* ***9****)*.*Note: This excludes fair wear and tear.*  |
| **[ ]** I am notifying you of damage to, or breakdown of, communal facilities in the park.*(please provide details at section* ***9****)*. |

1. Reason for notice – Non-urgent repairs

|  |
| --- |
| **[ ]  I require you to carry out the** following non-urgent repairs within 14 days:*(Describe in detail below)* |
|  |

1. Reason for notice – Payment for urgent repairs

|  |
| --- |
| **[ ]** I arranged urgent repairs to the park/caravan after being unable to get you to arrange the repairs. I require you to reimburse me the following amount within 7 days:$*Note: If the cost of the repairs is higher than $2,500, the owner will only be required to pay $2,500- this is the maximum amount set by the Residential Tenancies Act 2021.***[ ]** I have described the repairs at section 9 below. *Note:* * *Attach invoices/pictures of the room before and after the repair if possible. Pictures are not required, but they may help.*
* *This does not apply to caravans, equipment or appliances owned by the resident, or if there is no immediate danger to health and safety and the resident is able to use facilities in the communal areas of the caravan park.*
 |

1. Further details about the reason for this notice

*Please fill out this section where the caravan or caravan park is unavailable for occupation or where there is damage to the caravan or park facility or damage to, or breakdown of, communal facilities in the park*

|  |
| --- |
|  |

1. Delivery of this notice
* The notice period begins when the caravan park owner or caravan owner is estimated to receive this notice.
* For information on postage times from different locations, please refer to the Australia Post website <https://auspost.com.au/parcels-mail/calculate-postage-delivery-times>
* If sending by post, the resident must allow for the delivery time in calculating the proposed termination date.
* If sending by registered post, the resident should keep evidence of the mail delivery method used to send this notice.

|  |  |
| --- | --- |
|  |  |

This notice was sent on: (insert date)

 This notice has been delivered:

|  |
| --- |
| [ ]  personally, for example by hand  |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  by ordinary/registered post | Expected delivery time  |  | (please see the Australia Post website) |

|  |  |
| --- | --- |
| Registered post tracking number (if applicable) |  |

|  |
| --- |
| [ ]  by email (if consent has been provided by the caravan park owner or caravan owner) |

|  |  |
| --- | --- |
| Email/postal address  |  |

1. Signature of resident

|  |  |
| --- | --- |
| Signature |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |

# Help or further information

For further information, visit the renting section – Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call the Consumer Affairs Victoria on **1300 55 81 81**.

**Telephone interpreter service**

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.

 **Arabic**

إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 450 131 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 81 81 55 1300.

**Turkish** İngilize anlamakta güçlük çekiyorsanız, 131 450’den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numerali telefondan Victoria Tüketici İşleri’ni aramalarını ve size bir Danişma Memuru ile görüştürmelerini isteyiniz.

**Vietnamese** Nếu quí vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thụ Sự Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

**Somali** Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xiriir Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmiilaha

Fiktooriya tel: 1300 55 81 81.

**Chinese** 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話：131 450（衹花費一個普通電話費），讓他們幫您接通維多利亞消費者事務處（Consumer Affairs Victoria）的信息官員，電話：1300 55 81 81。

**Serbian** Ако вам је тешко да разумете енглески, назовите Службу преводилаца и тумача (Translating and Interpreting Service – TIS) на 131 450 (по цену локалног позива) и замолите их да вас повежу са Службеником за информације (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

**Amharic**  በእንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኝዎት መጠየቅ።

**Dari**

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS)به شماره 450 131 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 1300 55 81 81 ارتباط دهد.

**Croatian** Ako nerazumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje s djelatnikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

**Greek** Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (ΤΙS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

**Italian** Se avete difficoltà a comprendere l’inglese, contattate il servizio interpreti e traduttori, cioè il Translating and Interpreting Service (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento “Consumer Affairs Victoria” al numero 1300 55 81 81.