



Woodland Champions Club  
CREATING WOODLAND CAMPSITES

# Certified Sites Terms and Conditions

Woodland Champions Club 2025 Copyright

# Certified Sites Terms and Conditions

Woodland Champions Club will be referred to WCC in the remainder of this document, Local Planning Authority will be abbreviated to LPA.

## General

1. Ensure you and the campers using the site adhere to The Countryside Code, The Caravan Code and The Seashore Code, Club constitution, Complaint procedure (see Annexes 1a-1e.)
2. Ensure the site is safe and suitable for use as a campsite as Defined in the Public Health acts and in accordance with the Control of Caravan Site Acts.
3. The area of land in which a certificate has been issued must be used for recreational or promotion of recreational activities only.
4. Public liability insurance must be valid whilst visitors use the site.
5. Accurate records of all visitors must be recorded.
6. All visitors must become members of WCC.
7. Limit access of visitors to 28 consecutive days.
8. Monitor the site whilst there are visitors using it, and ensure good behaviour of all visitors.
9. Compliance documents must be stored and up to date on the club website using the members back-end area on the club website, failing to keep up to date records may void membership.
10. Membership is non-transferable and remains with the person who applied. Limited companies cannot obtain membership as a legal entity. Membership remains with a person without ltd liability.
11. All members will have a valid DBS certificate or the membership is void.

12. If a member receives an enforcement notice, this is at their expense. WCC accepts no liability for certified sites either in planning litigation or any other form of litigation, it is the club secretary's own discretion if the club will mediate on behalf of a site member with the LPA or third party.

### **The Certified Location**

13. You must not use any area of land not approved by a club official. The area approved by the club will be displayed with a red line around it and given to you with your certificate. A copy will be sent to Natural England, or the Welsh assembly, Tourism and Hospitality Division Directorate for Economic Development (Scotland) and the Local Planning Authority.
14. Care should be taken when siting units not to damage the site or the surrounding locality. Trees, fences, buildings, equipment and livestock should all be respected.
15. Regular maintenance checks must be made, repairs should be carried out as soon as possible to any facilities on the site. Unsafe facilities, appliances and equipment should be removed or cordoned off immediately.
16. Electrical safety certificates must be provided if any electrical hook-ups or access to electrical appliances are available to visitors.
17. Display a sign with the site name and club logo on.
18. Emergency assembly points must be clearly marked with an appropriate sign.
19. A 5-mph speed sign must be on display.
20. Fire blankets must be provided in all kitchen areas.
21. All outside taps must be clearly labelled drinking water, glamping units can contain this information in the welcome pack. All non-drinking water taps must clearly be labelled.
22. All log burners must have a certificate of chimney sweep.

23. All caravan units must have carbon dioxide and carbon monoxide warning sensors.
24. All tents that have heaters or log burners must meet the same requirement as point 23,22.
25. All water connections other than mains water must have a valid water test certificate including holding tanks.
26. Septic tanks must have a valid water test for the discharge.
27. All gas appliances must be signed off with a gas safety certificate.
28. GDPR contact must be nominated on the back end of the website. If you wish for the club admin or officers to communicate with a third party on your behalf.
29. Each certified location must have a valid terms and conditions uploaded to the back end of WCC website, in the site terms and conditions it must have "by staying and using the site facility's you agree to become a member of the Woodlands Champions Club and have your details shared for the purpose of the running of the club. This information will not be used for marketing purposes."
30. No permanent changes should be made to the land, and the member should be able to restore the land to the original condition of the first site visit. If works had already been implemented prior to first site visit then, land must be able to be restored to the previous use within a 24 hour period from the trustees or club secretary notice/instruction.
31. Certified locations should refrain from using the 60 days permitted development (England) or 28 day permitted development (Wales) without notifying the club in writing. The club should receive written notices of the dates that Permitted development is taking place prior to the extended use. Failure to satisfy this requirement will be considered a breach of terms and conditions.
32. Sites are limited to five caravans and ten tents under the certificate, unless a smaller allowance was pre-agreed at the time of consultation and restriction placed on the certificate or as stated on the application form submitted to the club.
33. Sites that exceed the allowable pitches/unit will have their membership withdrawn without notice or refund.
34. A Certified Site should represent the Club in a positive image, any certified location that brings the club into disrepute may have their licence withdrawn and not refunded.

### **Promotion and Advertising**

35. Promote the club in a constructive and positive way and encourage non-members to become members via the club website.
36. Advertise rallies, events and promotional offers on the Clubs Facebook or Instagram Page.
37. Display a club logo and link to our ([woodlandchampions.co.uk](http://woodlandchampions.co.uk)) website on any websites and publications you control in relation to the Certified Location including social media.
38. Members will add and tag in all social media posts that are connected to the certified location, tagging Woodland champions Club social media accounts in posts.
39. From time to time the WCC would like to raffle holiday promotions to local charities to raise funds for local or national charity's, this is not mandatory.
40. Demonstrate that the certified location or site member is promoting the club objectives.
41. All site members must sign up with Outdore booking system either as an additional channel or channel manager, the purpose is to be able to create and maintain a booking system and date picker on the WCC website.
42. A WCC sign should be visible at the entrance of the site.
43. Site members must opt in for marketing and veto their right to unsubscribe whilst they are Site members and can unsubscribe once their membership has lapsed or been terminated.

### **Nuisance**

44. Local people should be able to carry on their normal activities when the site is in use. Reasonable steps to minimise disturbance should be made as well investigating and dealing with the causes of any complaints made.

45. All Complaints should be promptly investigated and resolved amicably.
46. Any serious incidents should be reported to the club.
47. Domestic animals belonging to members of the organisation will be kept on a lead and under close control. They will not be allowed to run loose on the site or cause disturbance to local people or animals. They will be exercised away from units and those parts of the site used for communal activities. Any mess will be cleared up.
48. The responsible person will identify open space suitable for the playing of games which might otherwise intrude upon or constitute a danger or annoyance to others on or around the site.
49. Noise should be kept to a minimum for the comfort of others on the site as well as people who live or work nearby.
50. Members are representative of the club; they should always act professional and courteous regardless of the situation.
51. Sites that cause nuisance to the trustees or officers or local residents will have their membership removed.

### **Road Safety and Access**

52. The responsible person will take steps to ensure that travel from major roads to a proposed site is not likely to cause undue disruption or difficulties for other road users. Access to the site must be suitable for the number and likely size of units. The arrival and departure of units should be arranged to minimise disruption to other road users.
53. The speed of vehicles on the site should be restricted to 5mph.
54. WCC does not support the use of towable vehicles entering the site regularly. WCC site does not assess the highway with caravans or trailer tents or motor homes entering the site on a regular basis. This includes horse trailers whether designed for human habitation or the transport of livestock.

### Spacing and density

55. Members should supervise the siting of units on site to ensure correct spacing.
56. For health and safety purposes emergency vehicles must be able to gain access to any unit on the site. As such, units should be well spaced and sited, so they do not restrict access to, or exit from, any other unit or the site in general. At least 3 metres should be required between units in all circumstances. For this purpose, a unit includes the caravan, motorhome, tent, pods and trailer-tents, plus any awnings, gazebo or pup-tent and the car or towing vehicle. The club recommends 10m spacing. To summarise there must be a minimum space of 3m between pitches.
57. Where a site is being used by both caravans and tents, they must be sited entirely separate from each other for health and safety reasons. However, this does not necessarily mean segregated. If the layout of the field does not allow for separate lines of tents, it is permissible to continue a line of caravans/motorhomes with a line of tents, but they must be sited en-bloc and not interspersed. Trailer tents are classified as tents and must be sited accordingly. Children's "pup-tents" may be erected alongside the parent's unit and should be considered as part of the unit for spacing purposes. It is recommended that there is at least 6 metres between any row of caravans and tents.
58. Take reasonable steps to ensure that the siting of units (a caravan, motor home, tent or trailer tent) does not unduly interfere with the activities of local people, their privacy or their enjoyment of their property. Also ensure that the siting of units does not interfere with the enjoyment by others of the landscape, natural beauty or nature conservation value of the area, particularly in areas designated for their landscape or wildlife qualities.
59. Covid regulation required 10m spacing, the club recommends that the site continue the 10m space between pitches and encourages screenings of hedge between pitches/units.

### **Fire Precautions and Emergency Procedures**

60. A sign must be displayed explaining the emergency procedure and visitors must be made aware of its location on arrival. Instructions on how to evacuate the units must be given.
61. A suitable fire assembly point must be made, this must be clearly labelled and visitors made aware of this point on arrival.
62. Open fires and barbecues will not be held except with the permission of the responsible person. Where permission is given for open fires or barbecues, they will be sited on open ground, away from units, vehicles, awnings and any other structures and signs clearly displayed.
63. A fire extinguisher approved to British Standards Institute and/or Fire Officers Certificate standards will be held on site.
64. Fire blankets should be made available.
65. Sites should ensure that a Fire risk assessment is in place and valid.
66. Areas at risk of flooding should have in place flood warning procedures including evacuation plans.
67. Sites with risk of flooding should sign up to the environmental services early warning scheme, guests should be offered full refund or alternative dates to stay if a severe weather warning is issued with regards to flooding or freezing.

### **Chemical Toilets and Wastewater Disposal**

68. Chemical toilet and wastewater needs to be disposed of responsibly, take full account of the need to safeguard water supplies and prevent the pollution of rivers and streams. If you are not sure of a suitable way to dispose of the waste, then consult your local environmental health officer.
69. On-site disposal of the contents of chemical toilets and wastewater will be in accordance with arrangements agreed with the site owner/occupier. Neither will be allowed to foul the ground except a designated disposal point. If there is any doubt about the disposal of waste,



the organisation or, if appropriate, the responsible person will contact the relevant Local Authority for advice.

70. Septic tanks and wastewater treatment plants must have the discharged water tested annually and keep records of services.
71. Receipts for holding tanks waste disposal by authorised waste management compliance to government legalisation.
72. The club promotes the use of incinerator toilets to comply with the Habitat and species regulations.
73. Sites that are in a specified habitat and species regulation area will have to submit a GIRAMS or equivalent section 77 application and bear the cost of such application.

#### **Refuse Disposal**

74. Sealed refuse bins for domestic waste and appropriate storage facilities for any other waste e.g. BBQ coal must be provided.
75. All bins should be clearly labelled.
76. If you require visitors to take their waste away with them then this must clearly be published on any advertising and visitors must be made aware of this prior to booking.
77. Members will not use domestic bins for commercial waste.

#### **Abuse to club officers, Admin, trustees**

78. Abuse to club officers will not be tolerated. Any verbal, physical or liable comment will result in the certificate being withdrawn.
79. Dishonest behaviour including but not limited to misleading WCC, on application forms, during events, complaints, enforcement actions, or withholding information will be seen as reason and grounds to remove certificate of membership with no refund or notice.

### **Withdrawn Memberships**

80. If membership is terminated or withdrawn no refund will be payable from the WCC regardless of the period on the certificate of memberships or the reason for withdrawal.
81. The club reserves the right to claim back expenses in the event of withdrawn membership for any investigation or settlement the club has agreed with or without the member's consent.
82. Members must remove the WCC sign within 24 hours of the termination from public display.
83. Members must remove WCC logo from social media and website forthwith.
84. The WCC sign must returned to the club within 14 days or the club reserves the right to retrieve the sign at 60p per mile from either the club's location or officers home address.

### **Lapsed membership**

85. Members are responsible for renewing their membership, it is not the responsibility of WCC to issue reminders.
86. In the event of lapsed membership points 82, 83, 84 apply.



Annexes

Annex 1a – The Countryside Code

Annex 1b – The Caravan Code

Annex 1c – The Seashore Code

Annex 1d – Club Constitution

Annex 1e – Complaints Procedure

Print Name:

Signed:

Dated:

By signing this agreement, you are bound by the terms and conditions covering the entirety of this 11 page document and annexes mentioned. Electronic signature in the membership portal (back end of the website- [www.woodlandchampions.co.uk](http://www.woodlandchampions.co.uk)) will constitute a wet ink signature of acceptance of terms. Failure to agree to the terms and conditions set out will void membership.

We reserve the right to update these terms and conditions as and when we see fit.