

# LONG TERM CASUAL NOTICE OF OCCUPATION

BIG4 Easts Beach Holiday Park, P.O. BOX 10, KIAMA NSW 2533  
PH: (02) 4232 2124 EMAIL: holiday@eastsbeach.com.au  
ABN 86000652595

The HOLIDAY VAN OWNER must complete this form and return to reception up to 2 weeks prior to arrival. It is preferably that all van owners provide at least 48 hours notice, to ensure their stay is registered.

Access to your holiday van will not be granted if this form is not completed, signed and returned to reception. We MUST record the occupation dates of each site and the names and details of all occupants on site during their stay.

Please ensure that if family or friends are using your van instead of you, that their details are listed in the PRIMARY OCCUPANTS NAME below. Do not list your name as the primary occupant if you are not using the van yourself during this stay. The primary occupant listed below will receive a sms & email with a link to an Online Registration Form. This must be completed and signed before boom gate access is granted.

SITE NO:		OWNERS SURNAME:	
PRIMARY OCCUPANTS NAME: (Main contact for this stay)			
ADDRESS:			
EMAIL:		MOBILE #:	
DATE OF ARRIVAL	/ /	TIME OF ARRIVAL	AM PM
DATE OF DEPARTURE	/ /	TIME OF DEPARTURE	AM PM
If you wish to extend this stay, please contact reception during opening hours to arrange. This form does not need to be filled out for an extension.			
# OF OCCUPANTS STAYING	MAXIMUM OF 6 PERSONS	# ADULTS	# CHILDREN
<u>OCCUPANT'S NAME</u>		<u>MOBILE #</u>	<u>SPECIFY ADULT OR CHILD 2-15YRS</u>
1. PRIMARY OCCUPANT AS ABOVE		N/A	
2.			
3.			
4.			
5.			
6.			
REGO CAR #1 (toggle)		REGO CAR #2 (access code)	
Your boom gate toggle will be reinstated each time you occupy your van, you will receive an SMS with your 2 <sup>nd</sup> car access code if required. Toggle is for the Holiday Van Owners Use Only			
• Does your holiday van have a Toilet? YES / NO Shower? YES / NO			

OWNER'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

OFFICE USE ONLY	ENTERED BY:	DATE:
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