



Registered Member of CaSSOA  
The Caravan Storage Site Owners' Association

**CARAVAN / MOTORHOME STORAGE APPLICATION FORM**

NAME.....

ADDRESS.....

.....POST CODE.....

TELEPHONE NUMBER .....(MOBILE).....

EMAIL.....

MAKE & MODEL.....

VALUE.....LENGTH.....

REGISTRATION NUMBER(S) OF TOWING VEHICLE(S) OR MOTORHOME

.....  
.....

I/WE UNDERSTAND THAT JOHN MASON INTERNATIONAL LIMITED WILL NOT BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE TO MY/OUR CARAVAN/MOTORHOME/CAR/OTHER VEHICLE (OR CONTENTS) HOWSOEVER CAUSED AND THAT I/WE WILL INDEMNIFY JOHN MASON INTERNATIONAL LIMITED AGAINST ANY CLAIM FOR DAMAGE CAUSED BY MY/OUR CARAVAN/MOTORHOME OR OTHER VEHICLE STORED AT 35 WILSON ROAD HUYTON LIVERPOOL OR VISITING SAME.

JOHN MASON INTERNATIONAL LIMITED RESERVE THE RIGHT TO MOVE ANY STORED VEHICLE WITHIN ITS PREMISES AND TO SELL/DISPOSE OF ANY STORED PROPERTY/CARAVAN/MOTORHOME IF ANY RENTAL PAYMENTS ARE MORE THAN THREE MONTHS IN ARREARS (ALL STORAGE CHARGES BEING DUE IN ADVANCE AS INVOICED). WRITTEN NOTICE (BY RECORDED DELIVERY) WOULD BE SENT TO YOUR LAST DECLARED ADDRESS BEFORE ANY DISPOSAL TOOK PLACE.

I/WE HAVE RECEIVED A COPY OF THIS AGREEMENT, UNDERSTAND SAME AND AGREE TO ABIDE BY IT'S TERMS AND CONDITIONS.

SIGNED.....DATE.....

STORAGE CHARGE @ £8.50 PER WEEK INCLUDING V.A.T.  
(MINIMUM PERIOD 13 WEEKS = £110.50)  
STORAGE CHARGES PAYABLE QUARTERLY IN ADVANCE BY DIRECT DEBIT



## ***PARKING TERMS AND CONDITIONS***

1. The owners of vehicles parked, are deemed to have full knowledge of these terms and conditions, and to accept them.
2. Registration numbers of vehicles to be parked, must be notified in advance to the Maintenance Manager.
3. Vehicles must be parked in the area designated by the Operations Manager.
4. No repairs or maintenance must be carried out on site, without the permission of the Maintenance Manager.
5. The Company and its servants or agents do not accept liability for loss of or damage to any motor vehicle or trailer nor to accessories, equipment, articles in or upon the vehicle nor for any injury to any person however caused by the Company or its employees or agents.
6. The Company shall not be liable for any loss or damage caused by negligence, theft, fraud, or dishonesty on the part of any person whatsoever.
7. No employee or agent has any authority to waive or vary these conditions nor to drive or operate the vehicle.
8. All other conditions or any warranty of any kind are expressly excluded.

It is agreed that parking charges, which may be increased from time to time by at least 30 days prior notice to the customer, are payable on request. The Company shall have a general as well as a particular lien on the vehicle for payment of all amounts due from the Customer on any account.



## **GATE ACCESS FOBS**

An electronic gate / barrier is in operation, and during our normal hours of business, (07.30 hrs to 18.00 hrs Monday - Friday) the barrier will operate. At all other times the electronic gate will operate. Both the barrier and the gate can be opened automatically by a Gate Fob.

You can apply for as many Gate Fobs as you need and a deposit of £10.00 per Fob will be required. (Refundable on return of Fobs on termination of the storage contract) Lost Gate Fobs must be reported to John Mason International Limited immediately. Replacement Fobs will cost £10.00 each + v.a.t.

Gate Fobs are not transferable.

**If you do not have a Gate Fob, you will be unable to gain access to the site.**

Please supply.....Gate Fobs @ £10.00 deposit per Fob

Out of hours emergency telephone number.....

In applying for parking / storage account facilities, it is understood and agreed that items are strictly payable on receipt of invoice.

Signed.....Date.....

Print name.....



## Identification Requirements for all Customers

If you are storing a caravan with us we will ask you for proof of your name and address. This is to ensure maximum security for all of our clients.

Below are listed the types of identification that can be used to confirm who you are and your current/recent address

We require **two forms of proof** one from the Group A list below of **who you are** and separately one from Group B list below showing **where you reside (or have recently resided)**.

The best documents are those that are issued by an official authority, cannot be easily forged, and include a photograph. Originals, not photocopies are required  
**The same document cannot be used to prove both identity and address.**

Typical items asked for may be: (one from each list)

### Name verification (Group A)

- Current / Valid signed Passport
- National ID card if not from an EU country
- Current signed Full (not Provisional) Driving Licence (new style)
- Building Industry Subcontractor's certificate issued by the Inland revenue
- Benefit book from the benefits agency
- Inland revenue tax notification

### Address verification (Group B)

- Recent (not more than 3 months old) utility bill or a certificate from a supplier of utilities (except mobile phones) confirming the arrangement to pay for the services on pre-payment terms.
- Local Authority tax bill (valid for the current year).
- Current UK Photo Card Driving Licence (if not used for evidence of name).
- Bank, building society or credit union statement or passbook containing current address.
- The most recent (not more than 15 months old) original mortgage statement from a recognised lender.
- Local council rent card or tenancy agreement.



## **TRAFFIC MANAGEMENT POLICY**

All vehicles and pedestrians entering the John Mason International Site are subject to the following rules: -

### **Pedestrians**

Pedestrians must follow the pedestrian marked paths, and only cross the vehicle routes at the marked pedestrian crossing points.

### **Vehicles**

Vehicles must observe the site speed limit of 10 MPH and follow the marked vehicle route. Drivers must use their gate fobs for entry and exit, and must not open the Barrier/Gate for anyone else. Drivers must not "Tailgate" and follow the previous vehicle through the barrier. (Damage to the barrier through "Tailgating" will be charged to the perpetrator).

Extreme caution must be taken when leaving the site, drivers must stop at the stop line and give priority to incoming vehicles.

### **Visitors**

Visitors to John Mason International Limited must use the visitor car parking spaces at the front of the building and go to the main reception.

Visitors to Haze (UK) Limited must be directed to the Haze (UK) visitor car parking spaces by the Haze (UK) office. Visitors to Horizon Distribution must be directed to the visitor car parking spaces by the annex. Visitors to the Bybox Units must be directed to the parking spaces in front of the Byboxes.

### **Goods Inward / Outward**

Commercial vehicles delivering or collecting from John Mason International Limited must be directed to one of the three waiting bays. Drivers must then report to the Warehouse office for further instructions.

The Warehouse Manager or Warehouse Supervisor will advise the driver which loading bay has been allocated, and arrange for a member of staff to supervise the vehicle whilst it reverses onto the loading bay.

Visiting drivers waiting to load/unload must wait in their vehicles or in the staff canteen.



### **Lorry/Coach Park**

Vehicles for the Lorry /Coach Park must follow the vehicle route to the Lorry/Coach Park, pedestrians must follow the pedestrian marked paths, and only cross the vehicle routes at the marked pedestrian crossing points.

### **Caravan Park**

Cars / Motor Homes for the Caravan Park must follow the vehicle route to the Caravan Park, pedestrians must follow the pedestrian marked paths, and only cross the vehicle routes at the marked pedestrian crossing points.

Drivers must use their gate fobs for entry and exit, and must not open the Barrier/Gate for anyone else. Drivers must not "Tailgate" and follow the previous vehicle through the barrier. (Damage to the barrier through "Tailgating" will be charged to the perpetrator).

Extreme caution must be taken when leaving the site, drivers must stop at the stop line and give priority to incoming vehicles.

### **Children**

Children are not allowed on site and if accompanying visitors must remain in the vehicle.

### **Enforcement**

The Operations Manager is responsible for the enforcement of the Traffic Management Policy. John Mason employees who are in breach of these rules will be subject to the company disciplinary procedure.

Visitors and Contractors are required to comply with these rules and the Company reserves the right to order off site anyone not complying with the Traffic Management Policy.

