

Provision of Site Owner's Name and Address – Residential Occupiers

A SITE OWNER IS OBLIGED TO PROVIDE THEIR NAME AND ADDRESS TO RESIDENTIAL OCCUPIERS FOR LEGAL PURPOSES.

Obligations and Rights of the Residential Occupiers

The Written Agreement between the Residential Occupier and the Site Owner must contain the mandatory list of Implied Terms, of which one is the requirement for the Site Owner to provide their Name and an Address in Northern Ireland where legal or other notices can be served, or correspondence sent. (See also Fact Sheet No.1 on Written Agreements.)

A Site Owner must provide Residential Occupiers with a name and address in Northern Ireland where legal or other notices can be served, or correspondence sent. If this has not been done or the name and address of the Site Owner is not clear, for example during a transition period due to a change of site ownership) the Residential Occupier can withhold payment of the pitch fee and any other charges payable under the Agreement until clarity has been provided.

If a Residential Occupier or a Qualifying Residents' Association receives any notice from the Site Owner and it does not contain the required information of their name and address, then the notice is treated as not having been given until such times as the Site Owner provides the information to the Residential Occupier/QRA.

Obligations and Rights of the Caravan Park/Site Owner

It is a mandatory requirement that the Site Owner includes their name and address in a Residential Occupier's Written Agreement.

During any interim transitional period, such as a change of site ownership, there should be clear communication issued to site residents on the new owner's details, the date on which the new Site Owner becomes responsible for the site, and clarification on where and when due payments should be redirected to.

Obligations and Rights of the Caravan Park/Site Owner

These details, and any subsequent changes to them, must be communicated to all Residential Occupiers. It is recommended that the details should also be prominently displayed in the Site Owner's office.

A Site Owner must also provide any Qualifying Residents' Association with a name and address in Northern Ireland where legal or other notices can be served, or correspondence sent. A further notice must be sent if there is any change.

If the relevant notices have not been served on the Residential Occupier or the QRA then any subsequent notices will be treated as not having been given.

WHO CAN I CONTACT FOR ADVICE?

Consumerline (Department for the Economy) **0300 123 6262**

Private Rented Branch (Department for Communities) email: **prs@communities-ni.gov.uk**

WHERE CAN I FIND MORE DETAILED INFORMATION OR ADVICE?

Caravans Act (Northern Ireland) 2011

This fact sheet is not intended to be an Authoritative Statement of the Law.