



# POPS

## PARK OVER PROPERTY SCHEME

Since 1991, the NZMCA has been building a unique network of overnight parking locations on private land throughout New Zealand that welcome our members, and provide a safe place for them to park overnight.

Today, POPs provide more than just a safe place to park overnight but have become opportunities to sample a wide variety of New Zealand experiences at little or no cost.

The range of property types run from residential sites, business premises, golf clubs to sites of historical and tourist interest.



The Park Over Property Scheme takes the form of the Travel Directory (TD) which also includes listings of public sites such as Freedom Camping spots, DOC camps, Auckland Regional Parks & dump stations. As the TD is only printed every two years, there is an online version of it on the NZMCA website as well as a mobile app, both of which are updated on a regular basis.

### The benefits of being a POP

The benefits are mutually beneficial; if you are the Property Owner/Manager:

- **Meet new and interesting people** by sharing in the camaraderie associated with motor caravanning.
- **Security:** Unfortunately we all have had to put up with vandalism to some degree. Having motor caravans present on site has proven to deter vandals.
- **Attract business** as members need to eat, drink and entertain themselves on their travels. Your establishment may provide just what members need. Your business will be marketed to over 80,000 members through our publications and online directory.

### What qualifies as a POP?

**Any property with land that is suitable for motor caravan parking and safe for members and their vehicles.\***

The term 'motor caravan' refers to motor homes, campervans, 5th wheelers, caravans, and converted buses and trucks. Vehicle length can range between 5 – 15 meters with the majority between 6 - 9 meters. The availability of facilities (e.g. power, water, toilets, showers etc.) is not always required. Although they are an added bonus, parking space is the priority.

\*Suitability is subject to several criteria & internal assessment

### A few FAQs (frequently asked questions)

#### 1. How much information can I put on my listing?

We have a formatting template that we follow for both the printed Travel Directory (TD) and the online Travel Directory. Due to space restrictions, there is a specific word count limit for the printed TD. We can however, accommodate a longer listing on the online TD & the mobile app.

#### 2. I'm not an NZMCA member and can't see my member-only listing in the printed Travel Directory and online; how do I get hold of a copy?

The printed TD is a member only publication and access to the non-public section of the online TD is for members only, but you will be provided a PDF copy of how your listing currently appears online once your application has been approved and completed. If you don't receive this, send a request to traveldirectory@nzmca.org.nz.

#### 3. Is my site exclusive to NZMCA members only?

It's your prerogative to host non-NZMCA members but be mindful that should potential issues arise, it would be far easier to track down members. Just make sure you have details like vehicle registration or NZMCA membership numbers (number stickers are stuck to the NZMCA red wing decal on the back or front of the vehicle).

#### 4. Do I need to offer facilities?

A firm, flat and accessible parking space is the priority; facilities are welcome but not necessary.

#### 5. How much do I charge?

How much you charge is totally up to you. Just as a point of reference, the current average is \$5 per person, per night for a site with no amenities and up to \$30 for a camping ground with facilities.

#### 6. I'm a camping ground and want to have a separate area with a cheaper overnight fee, can I do this?

Yes you can and this can be a separate listing as well. Just contact us to have this arranged.

#### 7. I want bigger, custom signage that advertises my property, can I do this?

We have signage available to indicate that your property is listed under as a POP. If you feel that is not sufficient, please contact us as the NZMCA Wings logo is trademarked and has specific design terms for its use and duplication.

#### 8. How is my listing promoted?

Your property is listed in the printed Travel Directory and appears on the online version and the mobile app. If your site happens to be something of historical, tourist or commercial interest, feel free to post or share on our official Facebook page (<https://www.facebook.com/NZMCAInc/>). If you want further promotion on the website, contact us at traveldirectory@nzmca.org.nz.

**Listing your property/site with us  
as a Park Over Property is absolutely FREE**



# POPS

## APPLICATION FORM

- Registered Camping Ground with Dump Station (CDS)
- Registered Camping Ground without Dump Station (CDO)
- Park Over Property (POP, no cost if parking only; costs may apply for use of facilities)
- Charges Apply Parking (CAP)
- Club or Association

Site contact (s): \_\_\_\_\_  
\_\_\_\_\_

NZMCA Membership (if applicable): \_\_\_\_\_

Property Name \_\_\_\_\_  
(if not filled in, default name will either be site contact or location): \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Town/City: \_\_\_\_\_ Post code: \_\_\_\_\_

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**GPS Coordinates in decimal degrees**  
(if known, otherwise, we will provide this using our map providers' mapping functionality):

Latitude: \_\_\_\_\_

Longitude: \_\_\_\_\_

**Overnight Parking Rates**  
(Camping grounds, clubs & associations & charges apply sites only. Rates will not be published and only appears on the online Travel Directory)

- Set fee \_\_\_\_\_
- Discounted to NZMCA members \_\_\_\_\_

**Directions to your property from the nearest town**  
(PIs be advised that this will be edited or re-worded to conform to a set style. We also utilise Google Maps to craft the directions to ensure a near universal standard that considers those using GPS or smartphone apps to find your site).

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Please check all facilities that apply to your site:

- |                       |   |                       |  |                       |   |
|-----------------------|---|-----------------------|--|-----------------------|---|
| <input type="radio"/> |  Large Vehicle Access* | <input type="radio"/> |  Laundry facilities   | <input type="radio"/> |  Pet friendly          |
| <input type="radio"/> |  Toilets               | <input type="radio"/> |  Member discount      | <input type="radio"/> |  Restaurant facilities |
| <input type="radio"/> |  Power points          | <input type="radio"/> |  Fresh drinking water | <input type="radio"/> |  Internet onsite       |
| <input type="radio"/> |  Wheelchair access    | <input type="radio"/> |  Hot/Cold showers    | <input type="radio"/> |  Dump station         |
| <input type="radio"/> |  Bar Facilities      |                       |  |                       |   |

\*Not sure about what constitutes a  
**LARGE VEHICLE?**



Please consider these average dimensions when assessing large vehicle access and parking on your site:

\* 2.5 metres wide when slides closed up. With both slides expanded in the rear lounge area the width is 4.5 metres (Almost all large 5th Wheels have double slides at the rear)

\* Large vehicles need 4m+ in height and a width of 2.5m from overhanging trees as well as clearance from gardens and rocks to safely access the property.

### Additional Information

(e.g. local attractions, amenities. An abbreviated form of this appears on the printed travel directory):

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### Further Restrictions

(e.g. dogs on leads, hours for access, dates unavailable, NZMCA member access only, etc):

- Restricted to Certified Self Contained Vehicles only
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## Important Guidelines

### Application Process:

1. You don't have to be a member of the NZMCA to register a property/site.
2. You must however be the owner or the authorised representative of the site being put forward for the listing.
3. For an application to proceed, we need at least two contact details for (e.g. mobile number and email).
4. All applications are forwarded to our local NZMCA areas for assessment as to suitability; this may take up to 2 weeks for applications to be completed.
5. Your application will be declined if you fail to meet requirements 2 & 3. Your application would likewise be declined if our local NZMCA area finds the site unsuitable (requirement no. 4).
6. Bear in mind that if your listing is made within the printing cycle of the printed Travel Directory (a new edition is printed every two years), details will remain in the book until the next edition so be mindful of information that may get dated or change (e.g. instead of putting specific names for staff, use titles instead like 'manager').

### Managing Your Listing:

1. Once approved, your listing appears on the online Travel Directory and the NZMCA Mobile Travel App. If your listing is within the printing cycle of a new edition of the printed Travel Directory, you will be notified if you need to make updates prior to printing.
2. **ALWAYS** contact us if anything changes with your listing. We are not responsible for any change in information that

has not been made known to us. You can make changes to your listing anytime. If you have applicable rates, they will only be visible on the NZMCA website and the NZMCA Mobile Travel App.

3. If your site is under the POP, CAP and Club & Associations categories, it would only be visible to members who log into the member's part of the website. Consequently, comments made by members on the website and on the app will only be visible to members who are logged in. Sites are also visible in the Journey Planner section of the Motorhome Friendly Towns (MHF) website ([mhftowns.com](http://mhftowns.com)); likewise, member-only sites are only visible when members log into the NZMCA member-only part of the MHF website.
4. If you are a POP but wish to start charging for overnight parking, **NOTIFY** us by email ([traveldirectory@nzmca.org.nz](mailto:traveldirectory@nzmca.org.nz)) or by phone (09 298 5466 Ext 715) so we can change your category to CAP (Charges Apply). Make sure you're aware of New Zealand Camping Ground Regulations as outlined under '*Important legalities you need to know*' on this information sheet.
5. A photo is indeed worth a thousand words; if you're an NZMCA member and can access your listing on the online Travel Directory, you can upload a photo from there. Alternatively, you can email photos to [traveldirectory@nzmca.org.nz](mailto:traveldirectory@nzmca.org.nz). Make sure the photos are of a reasonable resolution and should specifically show the parking site.

### Communication:

1. Any amendments or updates or photos for your listing, send an email to [traveldirectory@nzmca.org.nz](mailto:traveldirectory@nzmca.org.nz).
2. You will on occasion, receive communication from us (primarily by email) to inform you of important updates relevant to your listing and also serving as a reminder to you to send us site updates where necessary.

## DISCLAIMERS/ PLEASE READ CAREFULLY

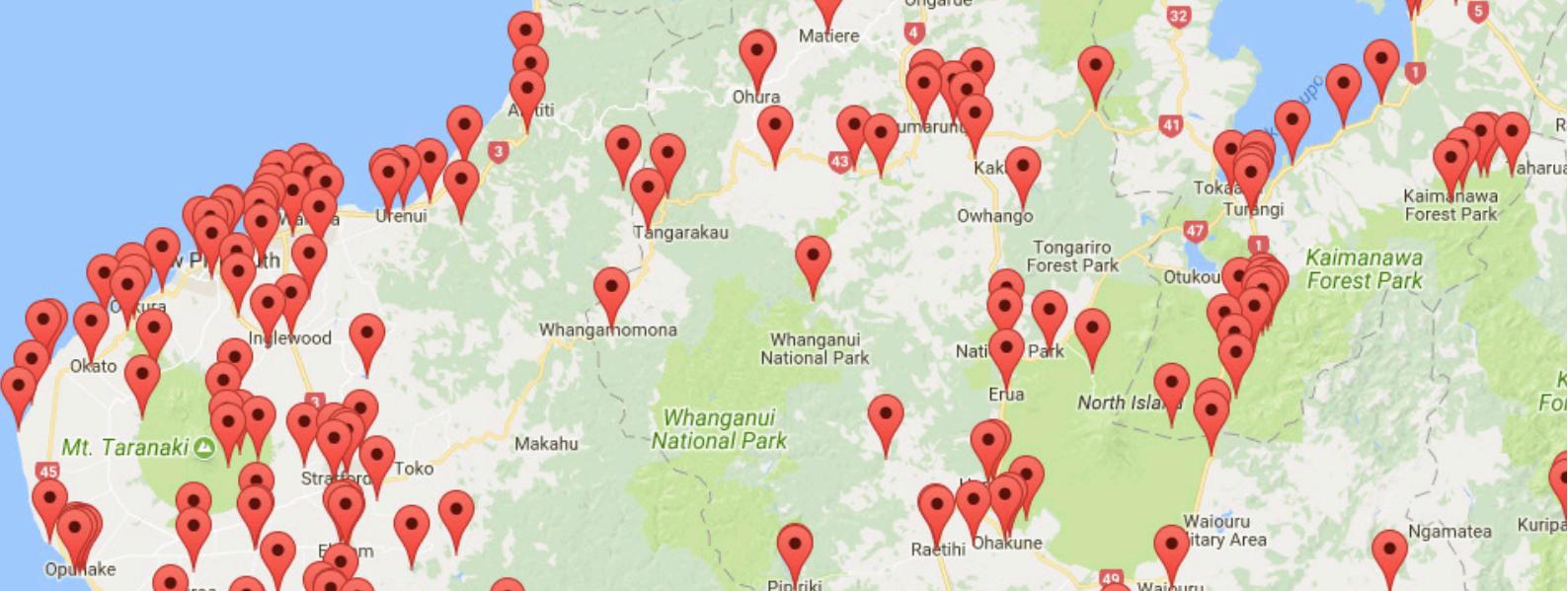
When processing your application the NZMCA has assumed you have read and understood all the information attached to this application form. The NZMCA will not accept any liability to any property owner, member or persons in the motor caravan for any accident, injury, loss, or damage to persons or property occupying or using any part of a site, however caused. Please note that should a site contravene any New Zealand REGULATION OR LAW, e.g. Camping Ground Regulations (1985), the Resource Management Act (1991) (including district and regional plans), and the Building Act 2004, the NZMCA. the NZMCA will not be responsible for any legal implications. It is the responsibility of the property owner, and not the NZMCA, to ensure their site complies with all applicable rules and regulations. All fees and donations are governed by the individual site owners, and not the NZMCA.

(DATE: \_\_\_\_\_)

PROPERTY OWNER / AUTHORISED REPRESENTATIVE SIGNATURE

The property owner (s)/authorised representative confirms that all information provided is correct and should this information change, agrees to update the NZMCA National Office immediately. To withdraw a property from the scheme it shall be sufficient for the property owner (s) or the NZMCA National Office to give such notice in writing and return any Park Over Property signs to the NZMCA National Office.

New Zealand Motor Caravan Association Inc, PO Box 72 147, Papakura 2244, 4 Graham Rd, Takanini 2112  
Phone: 09 298 5466, Fax: 09 298 5646, email all site concerns & queries to [traveldirectory@nzmca.org.nz](mailto:traveldirectory@nzmca.org.nz).  
[www.nzmca.org.nz](http://www.nzmca.org.nz)



## The categories you can list your site under

### Registered camping ground with a dump station (CDS):

A camping ground registered with the local council that provides FREE use of a dump station for camp residents or at a charge to casual users. There is a charge associated with staying overnight at the campground.

### Registered camping ground without a dump station (CWO):

A camping ground registered with the local council that does not have a dump station, however offers NZMCA members a discount off normal rates and/or is dog friendly. There is a charge associated with staying overnight at the camping ground.

### Park Over Properties (POP):

Private properties that provide FREE overnight parking (no request for donations, or set fees). Visitors will be required to pay if using facilities, e.g. power, fresh water, toilets, and showers.

### Charges Apply (CAP):

All properties that provide low cost overnight parking, i.e. request donations, or set fees (it is expected fees be in proportion to what is provided and reasonably less than local camping ground fees).

### Club or Association (Clubs):

Includes all Sports Clubs, RSA's, Workingmen's Clubs etc. There may be some conditions of use and/or a small charge for members who park overnight.

### Other categories in the Travel Directory include:

**NZMCA Parks** (association owned or leased sites)

**Dept of Conservation campsites (DOC)**

**Auckland Regional Parks (ARP)**

**Freedom Camping sites (FP)**

**Dump Stations (DS)**

## Important legalities you need to know

Please note that should a site contravene any New Zealand regulation e.g. Camping Ground Regulations (1985), the NZMCA will not be responsible for any legal implications. All fees and donations are governed by the individual site owners, and not NZMCA.

**District plans:** You may require a resource consent before members are permitted to park overnight on your property. This requirement is dependent on the rules within your local

council's district plan. If you are unsure we suggest discussing your plans with a council planner. It is your responsibility as the property owner, and not the NZMCA, to comply with any district plan requirements.

**New Zealand Camping Ground Regulations (1985):** If you request a donation or charge a fee for two (2) or more motor caravans parking overnight (i.e. camping) on site, you are required to register your site with the local council as a camping-ground under the Camping-grounds Regulations (1985). These regulations set out the minimum requirements necessary to satisfy public health. You can apply for exemptions where the cost of the work in complying with the physical requirements is out of proportion to the gain in public health.

The NZMCA applies for registration and exemptions when it establishes an NZMCA Park. In our experience local councils are open to granting such applications when overnight parking is restricted to certified self-contained vehicles, and there is access to fresh water. *If you only accept payment for one (1) van per night, or only charge for the use of facilities (e.g. power, water etc. – but not parking), then these regulations do not affect you.*

**The NZMCA wishes to make it clear that if a property owner elects to charge for more than one (1) van at any one time, NZMCA will not be responsible for any legal implications.**

**The Camping Ground Regulations (1985) define camping grounds as follows:**

*"Camping-ground" means any area of land used, or designed or intended to be used, for rent, hire, donation, or otherwise for reward, for the purposes of placing or erecting on the land temporary living places for occupation, by 2 or more families or parties (whether consisting of 1 or more persons) living independently of each other, whether or not such families or parties enjoy the use in common of entrances, water supplies, cookhouses, sanitary fixtures, or other premises and equipment; ..."*

*"Temporary living place" means a cabin, caravan, vehicle, tent, or other building or structure intended for human habitation for periods not exceeding 50 days in any continuous term of occupancy.*

*This system will be in place until the Camping Ground Regulations (1985) are amended or revoked.*

## Health and Safety

The NZMCA does its best to identify potential hazards at a site, but does not accept any liability to any property owner, member or persons in the motor caravan for any accident, injury, loss, or damage to persons or property occupying or using any part of a site, however caused.