

# [Name of village] Village Rules

The *Retirement Villages Act 2012* (ACT) enables village rules to be made in relation to the use, enjoyment, control and management of a retirement village.

These rules have been made to maintain a peaceful, comfortable and enjoyable Village environment for all residents, staff, visitors and guests.

The rules apply to everyone who comes into the Village. We are responsible for ensuring our employees and anyone else We invite into the Village comply with the rules. You are responsible for ensuring You, Your visitors and guests follow the rules.

Please talk to Village management if You are concerned about any aspect of the rules or seek to request a variation based on compassionate grounds.

## Name of village

These are the village rules for [Name of village] Village.

## 1 Definitions

---

In the following rules:

- (a) **Common Areas** mean any part of the Village other than residential premises. Residential premises include the driveway, patios and verandahs.
- (b) **Your Garden** means the part of the Common Area that is within the boundaries of Your external walls, privacy screens and driveway up to the letterbox, including patios and verandahs, that You, We and other Residents would regard as a private-use space.
- (c) **We, Our** and **Us** mean the operator of the Village, and include employees, agents or representatives of the operator.
- (d) **You** and **Your** apply to any Resident of the Village.
- (e) **Vehicle** means a car, caravan, trailer, boat, removalist van or other motorised vehicle.
- (f) **Pets** include service dogs.

## 2 Visitors and guests

---

- (a) We encourage Residents to keep links with relatives, friends and other people from outside the Village. Visitors or short-stay guests are welcome at any time, and there is no need for You to get Our consent or let Us know they are coming. A visitor or short-stay guest is somebody who visits during the day or stays overnight with You for up to 2 weeks.
- (b) You must ask Us beforehand and get Our consent if You want to have a guest live with You on a temporary basis. A guest is somebody, other than a spouse or de facto, who intends to stay for more than 2 weeks. We will not unreasonably refuse such a request.
- (c) You may apply in advance to have mature-age (i.e. over 55) renters or long-term house-sitters look after Your premises whilst You are away for longer than 1 week. You have the responsibility of explaining the Village Rules to the renter or house sitter and introducing them to Us. If approved, We would advise the Village of the arrangement.\*

*\*For further explanation see 'Guidelines to the use of [Name of private resident facility].*

- (d) You must take all reasonable steps to see that Your visitors and guests (including tradespeople) comply with the Village Rules. Any visitor or guest who seriously or repeatedly breaks the rules may be asked to leave the Village immediately.

### **3 Noise**

---

- (a) As with any other residential complex, a level of noise within the Village is to be expected. However, You must not make any noise likely to unreasonably interfere with the quiet enjoyment of others within the Village. This rule applies whether You are inside Your premises or on Common Areas.
- (b) When listening to music or a radio, or playing computer games, or watching television, You should not have the volume turned high enough to be heard from outside Your premises. Residents with hearing problems are encouraged to use headphones or other aids.

### **4 Parking**

---

- (a) Where Your premises accommodate multiple vehicles, You and Your visitors must park Your vehicles in Your own garage, driveway or carport in order to keep the streetscape as clear as possible, i.e. You and Your visitors should not park in the street if You have a driveway and it is unused.
- (b) You cannot park or drive Your vehicle (maintenance vehicles excluded) on grassed areas or any part of the Village unless the area is specifically allocated to You or all other Residents by Us.
- (c) Vehicles should not park opposite driveways or other parked vehicles unless in a designated parking bay.
- (d) In the interests of safety, drivers within the Village must obey speed limits and other traffic signs at all times. The Village speed limit is 20 kph. All streets are shared pedestrian zones.
- (e) Visitor and street parking spots are reserved for visitors, maintenance, trades and services, health professionals and emergency vehicles. They are not to be used by Residents or their guests for long-term or permanent parking.
- (f) We support and encourage Residents who wish to travel by caravan or mobile home and understand Residents will occasionally relocate. You must have Our approval for the loading or un-loading of large Vehicles or caravans that may restrict street access. You must endeavour to minimise the loading/unloading time to reduce the impact on pedestrian and vehicular safety. Safety cones and/or signs are to be placed by You in front and behind the vehicle to forewarn traffic. Caravans must remain attached to the towing vehicle and the driver must be onsite.
- (g) Caravans and mobile homes cannot be permanently parked within the Village unless the caravan or mobile home is parked within a garage.
- (h) Onsite caravans and mobile homes should not be used as accommodation.

## **5 Pets**

---

- (a) We recognise the important role Pets play in the lives of many older people. You may keep fish or a small caged bird (for example, a budgerigar or canary) in Your premises at any time, without the need to let us know or get Our consent.
- (b) If You want to keep a dog as a Pet You must obtain Our prior consent. We will consider each case on its merits, and We will not unreasonably refuse such a request. Known dangerous breeds of dogs, will not be allowed.
- (c) We do not permit cats as Pets within the Village.
- (d) When on Common Areas Your dog must be on a leash and under Your control at all times. Every effort should be made to prevent Your Pet fouling Common Areas, and You must thoroughly clean up and dispose of any droppings.
- (e) Pets are not allowed in any building (other than their owner's premises) or any enclosed Common Area in the Village. This rule does not prohibit the use of a guide dog or a hearing dog in any building or Common Areas.
- (f) Dogs kept as Pets within the Village must be de-sexed and vaccinated.
- (g) If We permit You to keep a dog We may withdraw Our permission only if Your Pet creates unreasonable noise or nuisance, attacks or threatens people or other animals within the Village, causes damage to Village property, or if the rules set out above are broken.
- (h) For the safety of other Residents, no other animals are to be kept as Pets or brought onto Common Areas at any time.

## **6 Gardening and landscaping**

---

- (a) The state of the grounds is important to the overall appearance of the Village for Residents and visitors. It is Our responsibility to maintain all the lawns and gardens on Common Areas in a presentable condition.
- (b) However, if You want to assist, such as by watering or weeding the Common Area near Your premises, You are welcome to do so. You must not prune or remove plants, take cuttings or pick flowers from the Common Area gardens without Our consent.
- (c) You must not use any part of Common Areas as Your own garden without Our consent. If We give consent it is Your responsibility to keep the area in a presentable condition, until You tell Us You are no longer able or willing to garden.
- (d) Care should be taken when adding new plants to Your Gardens. You must not knowingly plant any trees, flowers, shrubs or vines that grow rapidly or commonly cause allergic reactions. Trees, shrubs or vines with the potential to grow in excess of 2 metres in height must not be planted without Our consent.

*Refer to Village Plant Policy.*

## **7 Garbage disposal**

---

- (a) For health and safety reasons You must ensure that Your garbage is securely wrapped before placing it in a bin.
- (b) You must not litter or leave rubbish on Village property, other than in the bins provided.

- (c) Under no circumstances is the burning of garden waste by Residents permitted within the Village.

## **8 Common Area restrictions**

---

- (a) The Common Areas are provided for the use and enjoyment of all Residents. Signs posted on Common Areas, about such matters as hours of use and speed limits, form part of these rules and must be obeyed.
- (b) You must not obstruct or permit the obstruction of walkways, entrances, stairways, corridors, fire escapes, lights, windows or other parts of the Common Areas. (For example, pot plants, hoses, brooms, rakes and other items may present a hazard if left on Common Areas.)
- (c) When on Common Areas You, and Your visitors and guests, must be adequately clothed.
- (d) You must not use language, harass or behave in a manner likely to cause offence or embarrassment to another person.
- (e) We respect the right of Our community to operate in a smoke-free environment therefore smoking is not permitted in or around any building (other than Your premises) or enclosed parts of Common Areas, in line with the [insert ACT Government legislation].
- (f) It is Our job to maintain and clean the Common Areas. However, this does not prevent You from sweeping or vacuuming the pathway or corridor immediately outside Your premises.

## **9 External appearance of residential premises**

---

- (a) We respect Your right to privacy and autonomy over Your possessions and domestic affairs.
- (b) However, You must not hang any washing, towels, bedding, clothing or other article on any part of Your premises in such a way as to be visible from the outside. Such items must be hung on Your washing line provided.
- (c) In the interests of safety, You must not place any object such as a pot plant, on any ledge, sill or elevated surface on the exterior of Your residential premises in a position from which it may fall or in any way injure Residents or staff.
- (d) You must not structurally modify or extend onto any part of Your premises or the Common Area gardens without Our permission.

## **10 Village security**

---

- (a) It is Our job to ensure that the Village generally is reasonably secure.
- (b) In particular, We are required to provide and maintain locks or other security devices to ensure Your premises are reasonably secure.
- (c) Chains and bolts must not be fitted to external doors of Your premises because they could prevent emergency help.
- (d) If You change the locks on doors for any reason You must immediately provide Us with a copy of a key. We will keep the key in a secure place and will only use the key in an emergency.

- (e) You must not interfere with the self-closing mechanisms of exterior doors that are designed to maintain security.
- (f) To help prevent theft You must ensure that all windows, doors and other openings to Your premises are closed and securely fastened when Your premises are not occupied.

## **11 Important notes about these rules**

---

- (a) Subject to the requirements under any legislation or approvals that We are required to meet, any of these rules may be changed or deleted or a new rule added if at least 75% of voting Residents vote in favour of the proposal at a duly convened meeting for a Special Resolution.
- (b) These rules, as amended, prevail over any inconsistent term of a Village contract.
- (c) It is Our job to enforce the Village Rules fairly and equitably.
- (d) You can apply to the Tribunal to make us enforce the rules or if You think a rule is unjust, unconscionable, harsh or oppressive.
- (e) If You do not comply with these rules We may apply to the Tribunal for an order that You comply or, in serious or persistent cases, an order to terminate Your residence contract.

**These rules were adopted/last amended on [Insert Date]**