



## Arriving at a Caravan Park - Unhitching and External Set Up

- Park your caravan on your allocated site, positioning it so it is as level as possible.
- Check the level left to right. If it needs adjusting, put the levelling ramp behind the wheel on the side of the caravan that is lower, and reverse slowly up it, until the caravan is level (or as near as possible).
- Put chocks around the wheels to secure the caravan in place. You can lightly hammer them in place for extra stability.
- Get the jockey wheel out, and put it in place, aligning to one of the notches so it is securely attached, tighten the handle as tight as possible. If the ground is soft, use a square of solid 5 layer plywood to put the jockey wheel on, for stability.
- Put the caravan park/hand brake on.
- Wind the jockey wheel up until it makes contact with the ground/wood.
- Release the catch that secures the hitch onto the car.
- Wind the jockey wheel up further, until the hitch is clear of the car tow ball.
- Disconnect all the electrical wires connected to the car.
- Disconnect the Trail Safe.
- Unscrew and disconnect the safety chains.
- Drive the car out of the way.
- Level the caravan front to back, wind the jockey wheel up if the front needs to come up, and wind the jockey wheel down if the front needs to come down.
- Wind down the caravan stabilisers.
- Connect the electricity with the lead to the site power box.
- Connect the fresh water hose to the caravan and site tap (the tap may need a connector).
- Connect the sullage (drain) pipe to caravan and other end in the site drain.
- Turn the gas bottle on.
- Ensure fridge is using the 240v power.
- Turn the internal caravan power on, using the control panel.
- Have a beer!!!

## Leaving a Caravan Park - Hitching and External Pack Up

- Turn the power off inside (see pack away checklist).
  - Disconnect electricity lead and put away neatly.
  - Turn water off at tap. Open water tank switch briefly to remove excess water and pressure from pipe. Unplug pipe from caravan and tap (remember to remove the connector too!!)
  - Disconnect sullage pipe from caravan end first. Lift the pipe so all the dirty water clears the pipe, and put away (highly recommend a wheelie bin as this gets very smelly!)
  - Put the stabilisers away.
  - Put the front window shield down and lock (if you have opened during your stay).
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- Reverse car in line with the hitch, and stop just before reaching the caravan.
  - Wind the jockey wheel up if needed, so that the hitch is clear of the car tow ball.
  - Reverse the car further so that the tow ball is directly underneath the hitch.
  - Slowly wind down the jockey wheel onto the tow ball.
  - Once the hitch is fully loaded onto the tow ball, clip the hitch in place, using the clasp on the hitch, so the hitch is locked onto the tow ball.
  - Unwind and remove the jockey wheel and remember to rescrew the handle, so there is nothing loose.
  - Turn gas off.
  - Put the chains on, crossing them over to create a supportive cradle. Use the chain link that keeps the chains a good distance off the ground, but with a little bit of slack for turning corners etc.
  - Attach the Trail Safe.
  - Attach all the electrical wires (12 pin, ESC, Anderson Plug, reversing camera etc).
  - Check the ESC/Trail Safe lights to ensure they are operational/no issues.
  - Release the hand brake.
  - Remove chocks and levelling ramp and put away.
  - Check indicators, hazards, headlights and brakes.
  - Check fridge is connected to battery.
  - Check power is off.
  - Put step up and lock door.
  - Last check around caravan.
  - Set off, ready for the next adventure!!
  - Note - you may want to check your brake controller once you set off to ensure it's set at the right level, especially if you haven't been towing for a while, or if you are changing terrain.