

## Caravan Park or Camping Ground Approval Application

Subordinate Local Law 1.8 (Operation of a Caravan Park) 2015 and  
Subordinate Local Law 1.6 (Operation of a Camping Ground) 2015

**Collection Notice:** Council requires the personal information requested on this form for the purpose of assessing your application and administering licenses and approvals in the region. The information will not be disclosed to any other party unless required by law.

**Application is for:**

- Caravan Park**                      **OR**                       **Camping Ground**  
 New application                       Amendment                       Transfer                       Renewal

OFFICE USE ONLY

Applicable fee \$

Provide the existing caravan park/ camping ground approval number and expiry date

Existing approval number                      Expiry

**Applicant/s details (for a company or registered organisation)**

Company name:

ACN/ ARBN/ IA:

Title     Mr     Mrs     Ms     Miss     Other (specify)

Family name:

Given names:

Position:

I declare that I have the authority to sign on behalf of the company or registered organisation and that the information provided in this application to be true and correct.

Signature:                      Date:                      /                      /

**Applicant/s details (for individual/s)**

Title     Mr     Mrs     Ms     Miss     Other                       Mr     Mrs     Ms     Miss     Other

Family name:                      Family name:

Given names:                      Given names:

Position:                      Position:

I declare that the information provided in this application to be true and correct.

Signature:                      Signature:

Date:                      /                      /                      Date:                      /                      /

**Applicant contact details**

Business                       Private

Contact person:

Postal address:

Locality/ Suburb:                      State:                      Postcode:

Phone:                      Mobile:

Fax:                      Email:

**OFFICE USE ONLY**

Receipt number:                      Date:

Assessment number:                      Lot/Plan:

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### Ownership of the relevant land

Is the applicant the owner of the land?  Yes  No (complete owner details below)

Owner name:	
I hereby consent to the applicant as described on page 1 of this application form to apply for approval to operate a caravan park at the above mentioned property.	
Signature :	Date:        /        /

### Business details (only business names registered with the Office of Fair Trading can be used)

Business name:	ABN:	
Street address:		
Locality/ Suburb:	State:	Postcode:
Postal address (if different):		
Locality/ Suburb:	State:	Postcode:
Phone:	Mobile:	
Fax:	Email:	
Property Lot/Plan:		

### Resident manager details (caravan park applications only)

Resident manager name:	
Resident manager address:	
I hereby agree to accept the responsibilities of the resident manager of the caravan park and agree to abide by all conditions imposed on any approval issued.	
Signature:	Date:        /        /

### Land use details

Does the property have a relevant land use approval?  Yes (please provide details)  No  
Please insert your approval number for each approval type issued by local government (if applicable)

Approval type	Approval number/s
Development approval	
Building approval	
Plumbing and drainage approval	
Other (specify)	

### Operation of the activity

Are the grounds or sites able to be booked by the general public?  Yes  No  
 Are camper vans and/or caravans allowed at the site?  Yes  No  
 Does the site contain permanent caravans and/or cabins?  Yes  No  
 If the site contains permanent caravans and/or cabins, are these rented out on a long term basis to permanent residents?  Yes  No

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### Site details

Total number of camping sites:
Total number of caravan/ camper van sites:
Total number of cabins with ensuites:
Total number of cabins without ensuites:

Available sanitary, laundry and ablution facilities	Male	Female	Unisex
Water closets or pan cabinets and pans			
Urinal (length in meters)		N/A	
Hand basin			
Showers			
Baby baths			
Water closet or pan cabinets and pans constructed in accordance with AS1428 <i>Design for Access and Mobility- General Requirements for Access</i>			
Washing machines			
Twin wash tubs			
Clothes line (length in meters)			

Waste facilities (rubbish)	
Waste service provider	
Frequency of service	
Number of waste containers	
Size/capacity of waste containers	

### Amendments (if applicable)

Provide details of proposed amendments and plans (if required)

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### Attachments for new applications

Item	Yes	No	N/A
<p>1. A plan of the proposed caravan park/ camping ground which is drawn to scale showing –</p> <ul style="list-style-type: none"> <li>a. The location of the place at which the caravan park / camping ground is to be operated; and</li> <li>b. The boundaries of the caravan park/ camping ground; and</li> <li>c. The division of the caravan park/ camping ground into sites, including the location and number of potential sites, with each site clearly defined and bearing a distinguishing mark or number; and</li> <li>d. The location of each road and building situated within the caravan park/ camping ground; and</li> <li>e. Details of the water supply system, including the position of all water points; and</li> <li>f. The position of all waste containers; and</li> <li>g. Details of the sewerage system including the position of each sanitary convenience, ablution and laundry building; and</li> <li>h. Details of the on-site sewerage facilities and the waste water disposal system; and</li> <li>i. The position of all fire places; and</li> <li>j. The nature and position of – <ul style="list-style-type: none"> <li>i. All fire safety installations; and</li> <li>ii. All electrical installations; and</li> <li>iii. All food preparation areas; and</li> <li>iv. All recreational facilities; and</li> <li>v. All car parking facilities.</li> </ul> </li> </ul>			
2. Details of the facilities for water quality, reticulation and drainage facilities to be provided for users of the caravan park/ camping ground.			
<p>3. Details of the maximum number of persons who can be accommodated at -</p> <ul style="list-style-type: none"> <li>a. The caravan park/ camping ground; and</li> <li>b. Each site within the caravan park/ camping ground.</li> </ul>			
4. Details of the rules which will govern the caravan park/ camping ground, including rules which prohibit or restrict the keeping of dogs at the caravan park/ camping ground.			
5. A current certificate of compliance issued under the <i>Fire and Emergency Services Act 1990</i> .			
6. A current certificate of testing and compliance issued under the <i>Electricity Safety Act 2002</i> .			