

Application Form
OPERATION OF CARAVAN PARKS**To:** Chief Executive Officer, Fraser Coast Regional Council*(Please print in BLOCK letters and tick boxes where applicable)***Section 1 – Applicant/s' details**

Company Name (if applicable): _____ ABN: _____

Title: _____ Title: _____

Surname: _____ Surname: _____

Given Names: _____ Given Names: _____

Position: _____ Position: _____

Section 2 – Contact details

Telephone: _____ Mobile: _____

Email: _____ Facsimile: _____

Postal address: _____

Postcode: _____

Section 3 – Park details

Name of Park: _____

Address of Park: _____

Postcode: _____

Lot number: _____ RP number: _____ Parish: _____

Total number of sites: _____ Number of cabins: _____ Number of caravan sites: _____

The proposed maximum number of occupants: _____

Projected average and maximum duration of stay of occupants: _____

Manager's name: _____

Is the manager's residence provided? Yes NoIs there a kiosk or office provided? Yes No If yes, please specify: _____**Section 4 – Details of Water Supply and Drainage**Source of water supply: Town/Reticulated Tank Other _____

Details of drainage: _____

Section 5 – Amenities

Amenities	Number			Amenities	Number
Toilets *	M	F	U	Laundry tubs	
Showers *	M	F	U	Washing machines	
Baby baths				Clothes dryers	
Hand basins				Ironing boards	
Length of urinals				Clothes lines	

* Please specify the number of male, female and unisex toilets and showers.

What is the distance between the amenities and the closest caravan site:

Amenities 1: _____ metres

Amenities 2: _____ metres

Section 6 - Attachments

Please provide:

Attached

1. If the applicant is not the owner of the land on which the caravan park is located, the written consent of the owners to the application.

Y / N

2. A site plan drawn at a scale of 1:200 showing:

Y / N

- the immediate area of the proposed caravan park
- the location within the local government area
- the sites for the parking of caravans
- the locations of the roads, buildings and structures situated on the caravan park
- the position of all water points
- the position of all refuse containers
- the position of all sanitary, ablution and laundry buildings
- the position of all effluent and sullage water drainage lines and final disposal area or areas
- the nature and position of fire fighting facility

3. Other supporting information, if applicable. (*please specify*):

Y / N

Section 7 – Additional criteria for approvals

The additional criteria for the granting of an approval are that—

1. the proposed resident manager is a suitable person to be manager of a caravan park; and
2. the caravan park can be operated in a way which will not cause a nuisance, inconvenience or annoyance to the occupiers of adjoining land; and
3. all facilities in the caravan park are of an acceptable standard or can be brought to an acceptable standard for use by residents

Section 8 - Declaration

I, _____, declare that the information I have provided in this application is true and correct and consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Signature of Applicant/s: _____ Date: ____ / ____ / 20__

Section 9 - Lodgement

On completion of this application, please forward it, the required supporting documentation detailed in Section 6 and your application fee to Council at the address on the front of this form.

Section 10 - Fee Schedule 2011/2012

Permit application for new parks	\$694.00 (excluding GST)
Permit renewal - cabins/on-site vans – per person	\$ 10.00 (excluding GST)

OFFICE USE ONLY

Date: / /	Application no:	Receipt no:	Amount paid: \$
Compliance Officer:		Site inspected (date): / /	
Health Number:		Approved: <input type="checkbox"/> Y <input type="checkbox"/> N	
Comments:			
Letter sent: / /	Exception entered: <input type="checkbox"/> Y <input type="checkbox"/> N		Application updated: <input type="checkbox"/> Y <input type="checkbox"/> N

Privacy Notice: In using this form, you are providing personal information such as name and contact details. This information will be used for the purpose of processing your application. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Conditions of approval Operation of Caravan Parks *Schedule 13 of Subordinate Local Law No.1 (Administration) 2011*

Conditions that will ordinarily be imposed on approvals

- (1) The conditions that will ordinarily be imposed on an approval are that the approval holder must—
- (a) ensure that—
 - (i) the caravan park is managed and supervised by an individual (the resident manager) who is resident on or near the caravan park; or
 - (ii) if there is temporarily no nominated resident manager of a caravan park—the approval holder takes reasonable steps to ensure that an individual who is a suitable person to act as resident manager is present at the caravan park at all reasonable times to ensure proper operation of the park; and
 - (b) ensure that the person responsible for management of the caravan park can be contacted at all times in case of an emergency; and
 - (c) ensure that the resident manager and private owners of rented caravans have access to a copy of the Residential Tenancies and Rooming Accommodation Act 2008, the Manufactured Homes (Residential Parks) Act 2003, and sections 592-595 of the Police Powers and Responsibilities Act 2000; and
 - (d) comply with limits in the approval on the number of persons permitted to be accommodated on a site; and
 - (e) maintain buffer zones between accommodation sites and roads, external boundaries, or facilities on the caravan park; and
 - (f) provide and maintain an adequate supply of water to the caravan park, including potable water for cooking and personal hygiene; and
 - (g) ensure that potable water is at all times protected from contamination; and
 - (h) ensure that, if water obtained from a particular water outlet in park may be unsuitable for drinking, a sign is prominently displayed at the outlet stating "Unsuitable for Drinking"; and
 - (i) maintain toilets and bathing or showering facilities for persons of both sexes (including disabled persons) using the caravan park and in accordance with the requirements in Table 1, provided that—
 - (i) a cabin which is fitted with a sanitary convenience shall be deemed not to be a site for the purpose of Table 1; and
 - (ii) an approval holder may provide sanitary conveniences in addition to those required by Table 1; and

Table 1

<i>No. of sites</i>	<i>No. of water closets or pan cabinets and pans for females</i>	<i>No. of water closets or pan cabinets and pans for males</i>	<i>Length of urinals for males</i>
Up to 40	1 for every 7 sites or part thereof	1 for every 10 sites or part thereof	0.6 metres for every 20 sites or part thereof
Over 40	6 plus an additional 1 for every 15 sites or part thereof in excess of 40 sites	4 plus an additional 1 for every 15 sites or part thereof in excess of 40 sites	0.6 metres for every 20 sites or part thereof

- (j) cause all sanitary conveniences to be constructed so as to ensure privacy; and
- (k) provide for the exclusive use of the occupants thereof separate ablutionary facilities for each sex in the ratio of one shower or bath and one hand basin to every 15 sites or part thereof, provided that a cabin which is fitted with ablutionary facilities shall be deemed not to be a site; and
- (l) cause such shower or bath to be installed in a separate compartment or cubicle which is constructed so as to ensure privacy; and
- (m) cause hot and cold water to be reticulated to every shower, bath and hand basin; and
- (n) provide for the exclusive use of the occupants thereof laundry facilities in the ratio of one set of twin wash tubs and one clothes washing machine and one clothes hoist or an equivalent length of clothes line for every 20 sites or part thereof, provided that a cabin which is fitted with a set of twin wash tubs and a clothes washing machine shall be deemed not to be a site for the purpose of calculating the number of those items required to be provided; and
- (o) provide sewerage or a drainage system in conformity with the requirements of the local government for the carrying off and disposal of all wastes from every water closet fixture, urinal, ablutionary facility, laundry facility and site; and

- (p) provide, at a distance not more than 10 metres (or 20 metres where a camp kitchen is provided) from any site, a waste water disposal point which is—
 - (i) provided with a water stand pipe; and
 - (ii) provided with an impervious paved area measuring not less than 1 metre x 1 metre and graded to a central drainage inlet which is connected to sewerage or a drainage system; and
- (q) maintain laundry facilities; and
- (r) provide and maintain recreational facilities; and
- (s) provide, in accordance with the requirements specified the approval, facilities for disposal of wastes; and
- (t) maintain sewerage, drainage, refuse collection, electricity supply, telephone and postal services for the benefit of residents generally or a particular class of residents; and
- (u) provide lighting of the caravan park to specified standards during specified hours; and
- (v) ensure, where bedding is provided, that—
 - (i) the bedding is kept in a clean and sanitary condition free of vermin; and
 - (ii) if bed linen is provided—the bed linen is changed and replaced with clean bed linen whenever there is a change of occupation; and
- (w) ensure that a register is kept containing—
 - (i) the names and addresses of each person who hires complementary accommodation or a site on the caravan park; and
 - (ii) an identifying number for the accommodation or site; and
 - (iii) if a caravan is brought onto the site—the registration number of the caravan and (if applicable) the vehicle towing it; and
 - (iv) the dates when the hiring of the accommodation or site begins and ends; and
- (x) produce the register for inspection at the request of an authorised person; and
- (y) not hire out a part of the caravan park for separate occupation unless it is a site approved by the local government for separate occupation; and
- (z) not permit occupation of a site by more persons than the limit for the relevant site specified in the approval; and
- (aa) not permit occupation of a caravan or other type of temporary or permanent accommodation on the caravan park by more persons than the number for which the caravan or other accommodation was designed; and
- (bb) not permit a person to bring onto a site a caravan or other type of accommodation that is not fit for human habitation (for example, a caravan that is not weatherproof); and
- (cc) maintain all buildings, structures and facilities on the caravan park in good and serviceable condition; and
- (dd) keep the caravan park (including all sites on the caravan park) clean and tidy; and
- (ee) maintain all buildings, playground areas and equipment used for recreation purposes in a safe and proper condition; and
- (ff) not, unless the local government agrees in writing, change the sites in a caravan park by—
 - (i) adding to the existing sites; or
 - (ii) changing the position or boundaries of a site; and
- (gg) not change structures or facilities in a caravan park, unless authorised by a development approval, by—
 - (i) adding new structures or facilities; or
 - (ii) removing existing structures or facilities; or
 - (iii) changing the position of structures or facilities in the caravan park; and
- (hh) impose and enforce the following conditions of use on each resident or other person who uses the caravan park—
 - (i) a resident must keep accommodation occupied in a caravan park in a sanitary, clean and tidy condition; and
 - (ii) if a resident brings a caravan or another type of accommodation onto a site, the resident must—
 - (A) keep the accommodation in good repair; and
 - (B) comply with requirements of the approval holder or an authorised person for securing the accommodation; and

- (iii) a resident must not dispose of liquid wastes on a caravan park unless the wastes are disposed of at drainage points provided for the purpose; and
- (iv) a resident must not dispose of refuse on a caravan park unless the refuse is placed in containers provided for the purpose; and
- (v) a person must not use facilities on a caravan park in a way that makes them unclean or insanitary; and
- (vi) a person who occupies a site on a caravan park must not allow onto the site more persons than the limit fixed under approval and as advised by the resident manager; and
- (vii) a person who occupies a caravan or other type of temporary or permanent accommodation must not permit occupation by more persons than the number for which the caravan or other accommodation was designed.

(2) In this section—

bedding includes mattresses, pillows, bed linen, blankets and bed coverings.

cabin means an unregistered movable dwelling that is provided for hire, complying with the requirements of the *Building Act 1975* for the appropriate class of residential building.

resident means a person who resides on a caravan park site, on a temporary or permanent basis.

site means a part of a caravan park for parking a caravan or for complementary accommodation.

Term of approval

The term of an approval commences on the date the approval is granted and expires on the next 30th day of June, unless otherwise specified in the approval.

Term of renewal of approval

The term of a renewal of the approval shall be the term stated in the renewal.