

Authorising provisions - Sunshine Coast Regional Council Local Law No. 1 (Administration) 2001, Subordinate Local Law No. 1 (Administration) 2011 Schedule 10 Operation of accommodation parks.

Accommodation parks includes caravan parks, camping grounds and relocatable home parks.

If you have any specific enquiries regarding how to complete this form please contact Council's Healthy Places Unit. Contact number listed at bottom of page 1.

Application type	Complete parts	Licence no
<input type="checkbox"/> New licence	All except 4 & 7	Customer contact – load new application
<input type="checkbox"/> Amendment to existing licence	All except 1, 4, 6	Applicant – note licence no
<input type="checkbox"/> New licensee for existing business	1, 2, 3, 4, 5, 8, 9, 10	Applicant – note licence no

1. Applicant (Licensee) details

A. Name of applicant(s), corporation, business or incorporated association

- Family trusts are not a legal entity for an accommodation park licence.
- Names of directors or management committee members are to be added in Part 1 B below

Company Name				ACN / ABN
Name 1	Title	Surname	Given names	
Name 2	Title	Surname	Given names	

Please attach an additional sheet if there are more than two applicants.

Postal address (for licence correspondence)		
Suburb	State	Postcode
Preferred contact person		
Business phone	Alternate phone	Mobile
Email address		Fax

B. Name/s of directors or management committee members

Registered office address for company

Name 1 – residential address	
Name 2 – residential address	

Privacy

Council will use any personal information provided by you for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551
Maroochydore office 10 First Avenue Maroochydore Qld 4558
Nambour office Corner Currie and Bury Streets Nambour Qld 4560

2. Business details

Trading name	Opening/settlement date
Previous trading name (new licensee for existing business)	

3. Premises details

Lot no	Plan no	Primary Prop no		
Shop no	Street no	Street		
Suburb		Postcode		
Water supply:	<input type="checkbox"/> Town	<input type="checkbox"/> Rain water	<input type="checkbox"/> Bore water	<input type="checkbox"/> Other: _____

4. Previous licensee details

I/We being the current holder(s) of the licence, the particulars of which are set out below hereby consent to the transfer of that licence to the persons described in Part 1 of this application form.

Licence No: CP	Date Licence Current To
Business Name on Licence	Settlement Date
Name/s	
Phone Number/s	Mobile
Signature	Date

5. Owner's consent – if applicant is not the owner of the property

I/We, being owners of the property described in Part 3 of this application form, hereby consent to the applicant making application for a licence to operate an accommodation park.

Name(s)	
Address	
Phone Number(s)	Mobile
Signature	Date

6. Details of accommodation park

<input type="checkbox"/> Caravan Park	<input type="checkbox"/> Camping grounds	<input type="checkbox"/> Relocatable home park
No. of sites:	No. of sites:	No. of sites:

Provide the following: (plans and relevant information must be submitted)	Applicant	Customer Contact
the location and real property description of the premises;	<input type="checkbox"/>	<input type="checkbox"/>
the boundary of the premises;	<input type="checkbox"/>	<input type="checkbox"/>
the location and number type of sanitary conveniences;	<input type="checkbox"/>	<input type="checkbox"/>
the location and number of laundries;	<input type="checkbox"/>	<input type="checkbox"/>
the water supply system;	<input type="checkbox"/>	<input type="checkbox"/>
a drainage plan;	<input type="checkbox"/>	<input type="checkbox"/>
the location and number of sites within the operation of the accommodation park;	<input type="checkbox"/>	<input type="checkbox"/>
all ancillary facilities;	<input type="checkbox"/>	<input type="checkbox"/>
sewerage and waste water disposal system; and	<input type="checkbox"/>	<input type="checkbox"/>
an evacuation plan	<input type="checkbox"/>	<input type="checkbox"/>
a register of residents and guests	<input type="checkbox"/>	<input type="checkbox"/>

7. Amendment of licence

Provide details of changes being made. Provide plans, diagrams or any relevant materials that will assist council officers in assessing your application. _____

8. Fees – the term of licence will be until 31st July 2015 (unless cancelled or suspended)

Category - please tick	Plan assessment fee	Licence fee	Site fee	Total
<input type="checkbox"/> New application – up to and including 40 sites	\$270.00	\$110.00	\$12.60 per site	
<input type="checkbox"/> New application – exceeding 40 sites	\$270.00	\$110.00	\$504.00 + \$3.98 x per site in excess of 40	
<input type="checkbox"/> Amendment of licence	\$279.00	N/A	N/A	\$279.00
<input type="checkbox"/> Transfer of licence	N/A	\$110.00	N/A	\$110.00

9. Checklist

	Applicant	Customer Contact
2 copies of plans attached	<input type="checkbox"/>	<input type="checkbox"/>
Relevant parts completed, signed and correct fee enclosed (evidence of charity if relevant)	<input type="checkbox"/>	<input type="checkbox"/>

10. Declaration of applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.

I/We hereby make application for an accommodation park licence under the Sunshine Coast Regional Council *Local Law No. 1 (Administration) 2001, Subordinate Local Law No. 1 (Administration) 2011 Schedule 10 Operation of accommodation parks* as set out in this form.

	Name	Signature	Position, eg director, manager	Date
Name 1				
Name 2				

OFFICE USE ONLY

Application Type <input type="checkbox"/> New Caravan Park <input type="checkbox"/> Amendment of licence <input type="checkbox"/> Transfer of licence		Charge Type HLCvanPApp + HLCvanProc + HLCvanOp HLCvanAmen HLCPTrns			<input type="checkbox"/> Checklist completed (part 9)
Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).			
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.			
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
	Card number		Expiry date	Amount \$
	Name on card		Signature of cardholder	
	Phone	Is a receipt required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No