

Fraser Coast Regional Council Local Law No. 1 (Administration) 2011

APPLICATION FOR APPROVAL TO OPERATE A CARAVAN PARK OR SELF-CONTAINED RECREATIONAL VEHICLE GROUND

PURPOSE OF FORM: This form will be used to process your application for an approval to operate a Caravan Park or a Self-contained Recreational Vehicle Ground.

Application Type:

- New Application for an Approval to operate a Caravan Park (including provisions for camping and self-contained vehicles) (complete all Sections)
- New Application for an Approval to operate a Self-contained Recreational Vehicle Ground **only** (as defined under the *Fraser Coast Planning Scheme*, current version in force at the time) (complete all relevant sections)
- Amendment of Licence Details (complete Sections 1, 2, 3, 13 and 16 only)
- Transfer of an Existing Approval (complete Sections 1, 2, 3, 5, 14 and 16 only)
Existing Approval No.: _____

For applicable fees and charges, please refer to page 5 of this Application Form.

| | | |
|--|--|--------------|
| <p>The applicant is to be the OWNER of the business.</p> <p>Complete <u>EITHER</u> the Individual Applicant/s Section or the Registered Entity Section <u>only</u>.</p> <p>If a Company, insert Company Name and ACN.</p> <p>Business name relates to the Trading Name of the business and will appear on the Approval certificate.</p> | Section 1 – Applicant’s Details | |
| | Complete for Individual Applicant/s only: | |
| | Title: | Title: |
| | Surname: | Surname: |
| | Given Names: | Given Names: |
| | OR Complete for Registered Entity/Company only: | |
| | Company Name: | |
| | Director’s Name: | |
| | ACN: | |
| | Section 2 – Contact Details of Manager | |
| Name: | | |
| Address: | | |
| After Hours Phone Number: | Mobile: | |
| Email: | | |
| Section 3 – Business Details | | |
| Business Name: | ACN: | |
| Business Address: | | |
| Postal Address (if different to above): | | |
| Business Ph: | Business Fax: | |
| Business Mobile: | Business Email: | |
| Section 4 – Property Details | | |
| Lot Number: | RP Number: | Parish: |

Provide a brief description of the proposed administration and management of the facility (e.g. on-site resident manager contactable after hours)

Signed declaration **MUST** be completed where the applicant is not the owner of the property for which the application relates.

Section 5 – Details of the Proposed Administration and Management of the Facility

(Complete the below declaration only where the applicant is not the owner of the property for which the application relates).

I, _____, as the legal owner of the abovementioned property, consent to this application being made by the applicant (or an authorised representative) for an approval to operate a Caravan Park or Self-contained Recreational Vehicle Ground under *Fraser Coast Regional Council Local Law No. 1 (Administration) 2011* at this property.

Signature: _____

Section 6 – Details of Accommodation Facilities

Maximum number of persons to be accommodated on-site:

Total number of sites:

| | |
|--------------------------------|---|
| Total number of holiday sites: | Total number of permanently occupied sites: |
|--------------------------------|---|

Maximum duration of stay for holiday sites:
(Note: For Self-contained Recreational Vehicle Grounds, guests may only stay for a maximum duration of seven (7) consecutive days).

Number of sites capable of accommodating caravans or other similar vehicles:

Number of sites to be used for tents only:

Number of on-site cabins:

Section 7 – Details of Shared Amenities

| Amenities | Quantity | | | |
|--|----------|---------|---------|-------------|
| | Male: | Female: | Unisex: | Accessible: |
| Toilets | | | | |
| Showers | | | | |
| Hand Basins | | | | |
| Length of Urinals | metres | | | |
| Minimum distance between amenities and closest site: | metres | | | |

Section 8 – Details of any Ensuite Facilities

Total number of sites with ensuites (all sites including cabins):

| | |
|------------------------------|--|
| No. of Cabins with Ensuites: | No. of Caravan/Tent sites with Ensuites: |
|------------------------------|--|

Section 9 – Electricity Supply

| | |
|------------------------------|---|
| Source of Electricity Supply | <input type="checkbox"/> Network <input type="checkbox"/> Other If other, provide details of the source of electricity to be provided. |
|------------------------------|---|

Provide details of any lighting to be provided for roads, thoroughfares, and communal areas.

| | |
|--|---|
| Section 10 – Details of Water and Waste Facilities | |
| Water Facilities | |
| Source of water supply* (select all options that apply) <i>*Note: An adequate supply of potable water must be provided for cooking, drinking and personal hygiene purposes. Alternate water supplies to Council's reticulated water supply may be approved subject to the submission and approval of a Water Management Plan.</i> | <input type="checkbox"/> Reticulated (town) water supply <input type="checkbox"/> Non-reticulated water supply (e.g. rainwater, bore water) |
| If non-reticulated water supply is to be used on-site for potable purposes, please specify source of water supply to be used and any current treatment methods (filtration and disinfection) | |
| Will non-reticulated water be used on-site for other purposes? (e.g. flushing of toilets, watering gardens etc.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please provide details of the intended use and any signage to be erected to advise guests that the water is not suitable for drinking. | |
| Waste Facilities | |
| Waste treatment system | <input type="checkbox"/> Reticulated sewerage system <input type="checkbox"/> On-site waste treatment system <input type="checkbox"/> N/A |
| Sullage points provided for greywater disposal? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will a dump point be provided on-site? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide details of the location, capacity, and servicing and maintenance arrangements. | |
| Provide details of on-site general waste storage facilities and service and maintenance arrangements (include details regarding location/s of receptacles and storage areas, quantity of waste receptacles and their capacity (Litres), service frequency, cleaning arrangements etc.) | |
| Section 11 – Details of Laundry Facilities | |
| Equipment | Quantity |
| Washing Machines | |
| Clothes Dryers | |
| Laundry Sinks | |
| Clothes Lines (in meters) or Clothes Hoists | _____ metres of line and/or _____ hoists |
| Irons | |
| Ironing Boards | |
| Will guests be provided with linen? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide details of how linen is to be laundered (e.g. internally, external laundering service engaged) | |

| Section 12 – Details of other on-site Facilities | | | | |
|--|--|--|--|-----------------------------|
| <p>Please complete this Section only if making amendments to your existing Operation of a Caravan Park or Self-contained Recreational Vehicle Ground Approval</p> | On-site Office | <input type="checkbox"/> Yes <input type="checkbox"/> No Details (including trading hours): | | |
| | Kiosk | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details of the types of food products to be provided: Will food be purchased pre-packaged or prepared on-site? <input type="checkbox"/> Pre-packaged <input type="checkbox"/> Prepared on-site Please note, a Food Business Licence may be required under the <i>Food Act 2006</i> . Where it is determined that a Food Business Licence is required, a separate application will need to be submitted with Council for this. | | |
| | | Camp Kitchens or other Cooking Facilities | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: | |
| | Distance (in metres) of any Cooking Facilities from: | Nearest site: | Nearest amenity: | Nearest waste storage area: |
| | Recreational Facilities | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: | | |
| | Public Swimming Pool/Spa | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please submit a separate application for the Operation of a Public Swimming Approval with Council. | | |
| | Other: | Details: | | |
| | Section 13 - Amendment Details <i>(Provide details of changes required to your existing approval)</i> | | | |
| | Approval Holder: | | Approval Number: | |
| Change of default postal address: | | | | |
| Change of location: <i>(Applicable for relocation of business from one approved premises to another approved premises only)</i> | | | | |
| Removal of additional approval holders: | | | | |
| Other: <i>(Provide details)</i> | | | | |
| Section 14 – Authorisation to Transfer an Existing Approval <i>(Must be completed by the current Approval Holder to authorise the Transfer of the Approval to another person or entity)</i> | | | | |
| I, _____, as the current holder of the existing approval quoted above issued to me under the Local Law to operate a Caravan Park or Self-contained Recreational Vehicle Ground at the abovementioned property, authorise the transfer of this approval to the applicant under <i>Fraser Coast Regional Council Local Law No. 1 (Administration) 2011</i> . | | | | |
| Signature: _____ | | | | |
| Please complete this Section only if making an application to transfer an existing Operation of a Caravan Park or Self-contained Recreational Vehicle Ground Approval | | | | |

Section 15 - Attachments -

Please provide the following attachments with this application:

- A Site Plan drawn at a scale of 1:200 showing:
 - (a) the immediate area of the proposed caravan park; and
 - (b) the location within the local government area; and
 - (c) the sites for the parking of caravans or similar vehicles; and
 - (d) the sites for erecting tents;
 - (e) the location of the roads, buildings and structures situated on the caravan park; and
 - (f) the position of all water points; and
 - (g) the position of all refuse containers and bulk waste storage areas; and
 - (h) the position of all sanitary, ablution and laundry buildings; and
 - (i) the position of all effluent and sullage water drainage lines and final disposal area or areas; and
 - (j) the nature and position of all fire fighting facilities; and
- A copy of the Guest Register Proforma; and
- Copy of latest Pest Control Treatment Report from a Licensed Pest Management Technician; and
- Water Management Plan (applicable where a non-reticulated water supply is to be used for potable purposes)
- Other supporting documentation, if applicable.

Section 16 - Declaration -

I _____ declare that the information provided by me in this application is true and correct and I 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: _____ **Date:** _____

Applicable Fees and Charges:

The following fees apply to an Application for a new Food Business Licence:

- **Application Fee-** this fee applies to the lodgement and assessment of the Application and one inspection* prior to opening (Final Inspection); and
- **Annual Licence and Inspection Fee-** this fee applies to the issuing of a licence/approval for the stated term and all routine inspections* to be undertaken during the period for which the licence/approval is valid. (An Application for a new Food Business Licence must be accompanied by the Application Fee AND the Annual Licence and Inspection Fee).

**Please note: any additional follow-up inspections undertaken to verify compliance may incur an additional inspection fee.*

Please refer to the Fees and Charges Schedule in place at the time of making this Application for fee amounts. The Fees and Charges Schedule for the current financial year can be accessed on Council’s website.

| OFFICE USE ONLY | | | |
|------------------------|----------------|-----------------|----------------------------|
| Date: CSO Initials: | Amount Paid \$ | Receipt Number: | Application Number: CA- |