

Operation of Caravan Parks Permit Application

Local Law No. 1 (Administration) 2011 & Subordinate Local Law 1.8 (Operation of Caravan Parks) 2011
Please use blue or black pen and complete all details in full.

* indicates a mandatory field / section

Applicant Details

Note: The Applicant must be a Company or Proprietor. A Business Name cannot hold a Permit.

Company Name ABN

Company Director Name(s)

* Registered Address

* Suburb State Postcode

Contact Name for company

OR (Not both)

* Title * Surname * Given Names

Title Surname Given Names

Home Phone Work Phone * Mobile

Fax * Email Address

Definitions

Operation of a Caravan Park (LL1 Schedule 2 Part 2) means to operate, on a commercial basis, a place for parking and residing in caravans, including a place that provides also for complimentary accommodation.

Caravan (LL1 Schedule 1) see *Residential Tenancies Act 1994*, Section 3A.

Complimentary Accommodation (LL1 Schedule 1) means:

- Accommodation in an on-site caravan, a cabin or a tent or other structure that can be readily assembled and disassembled; or
- Other accommodation prescribed under a subordinate local law for this paragraph as appropriate to caravan parks.

Caravan Park Details

Note: Property description can be found on the Rates notice for the property.

* Business Trading Name ABN

* Address of Premises

* Suburb State Postcode

Property description (Lot & RP)

* Postal Address

* Suburb State Postcode

Home Phone Work Phone * Mobile

Fax * Email Address

Preferred Method of Contact Phone Email Post

*** Details of Caravan Park Facilities**

Total number of sites provided	Number of amenity blocks
Number of powered sites	Number of wash basins
Number of unpowered sites	Number of showers/baths
Number of complimentary accommodation sites	Number of washing machines
Total maximum number of persons accommodated	Number of clothes dryers
Number of toilets	Number of laundry tubs
Number of urinals & length in metres	Number of external waste bins
Length of clothes line in metres	Number of swimming pools/spas

Information to be provided with the Application - LL1.s8(2) states the application must be accompanied by:

- Documents and materials required under subordinate local law for this paragraph;
- Proof that the applicant currently holds any separate approval relating to the prescribed activity that is required under another law; and
- The prescribed fee.

LL1.s9 Local Government's discretion in granting approvals - Council can only grant an approval if section 9 is satisfied, including, but not limited to:

- s9(1)(a) If the prescribed activity requires an approval under an Act, a law of the Commonwealth, or the local government's planning scheme – the separate approval has been granted;
- s9(1)(b) The proposed operation and management of the prescribed activity is adequate to protect public health, safety and amenity and prevent environmental harm; and
- s9(1)(d) The proposed operation and management of the prescribed activity would be consistent with any additional criteria prescribed for the activity under the subordinate local law for this paragraph.

Information to be provided

Please tick where applicable.

	Section	Applicant- Information Attached
Provide proof that the applicant holds any separate approval relating to the prescribed activity that is required under another law, including:		
Development Approval (ie. planning) pursuant to the <i>Sustainable Planning Act 2009</i> .	LL1s8(2)	
Building Approval – a Certificate of Classification is required prior to allowing a person to occupy a building in accordance with the <i>Building Act 1975</i> , and the <i>Building Regulation 2006</i> . For further advice, contact Council’s Building section or a Private Building Certifier.	LL1s8(2)	
Building Approval for a swimming pool and fencing pursuant to the <i>Building Act 1975</i> if there is an existing or proposed swimming pool on-site.	LL1s8(2)	
Plumbing & Drainage, pursuant to the <i>Plumbing & Drainage Act 2002</i> . Where compliance assessable plumbing or drainage works have been carried out, a ‘Plumbing Compliance Certificate’ is required from Lockyer Valley Regional Council. Where notifiable plumbing or drainage works have been carried out a ‘Form 4 – Notifiable Work’ is to be submitted to the Plumbing Industry Council by the responsible plumber/drainer.	LL1s8(2)	
Trade Waste – if you intend to, or already discharge trade waste to sewer system, contact Queensland Urban Utilities.	LL1s8(2)	
If you have a waste water treatment plant that requires an approval from the Department of Environment & Science.	LL1s8(2)	
Liquor Licensing – if you intend to serve alcohol on the premises, it requires approval from Queensland Government Liquor Licensing Division.	LL1s8(2)	
Food Licence pursuant to the <i>Food Act 2006</i> . - if a food licence is required.	LL1s8(2)	
Other – please specify:	LL1s8(2)	
If you are not the owner of the caravan park land, provide written consent of the owner (see Page 7).	SLL1.8s3(1)	
Name and address of the proposed resident manager of the caravan park and the proposed residential manager’s written consent accepting the responsibilities of resident manager of the caravan park (see Page 8).	SLL1.8s3(1)	
A plan of the proposed caravan park drawn to scale (recommended scale 1:100) showing the following details:	SLL1.8s3(3)	
Location, real property description of the land;	SLL1.6 Sch1s3(2)(a)	
The boundaries of the caravan park;	SLL1.6 Sch1s3(2)(b)	

Information to be provided

Please tick where applicable.

	Section	Applicant- Information Attached
The division of the caravan park into sites, including the location and number of potential sites, with each site clearly defined and bearing a distinguishing mark or number;	SLL1.8s3(3)(c)	
The location of each road and building situation within the caravan park;	SLL1.8s3(3)(d)	
Details of the water supply system, including the position of all water points;	SLL1.8s3(3)(e)	
The position of all waste containers;	SLL1.8s3(3)(f)	
Details of the sewerage system including the position of each sanitary convenience, ablution and laundry building;	SLL1.8s3(3)(g)	
Details of the on-site sewerage facilities and the waste water disposal system;	SLL1.8s36(3)(h)	
The position of all fire places;	SLL1.8s3(3)(i)	
The nature and position of: <ul style="list-style-type: none"> • all fire safety installations; • all electrical installations; • all food preparation areas; • all recreational facilities; and • all car parking facilities. 	SLL1.8s3(3)(j)	
Details of the facilities for sanitation, washing and laundry for users of the caravan park.	SLL1.8s3(4)	
Details of water quality, reticulation and drainage facilities to be provided for users of the caravan park.	SLL1.8s3(5)	
Details of the maximum number of persons who can be accommodated: <ul style="list-style-type: none"> • at the caravan park; and • on each individual site. 	SLL1.8s3(6)	
Details of the rules which will govern the use of the caravan park, including rules which prohibit or restrict the keeping of dogs at the caravan park.	SLL1.8s3(7)	
A current certificate of compliance issued under the <i>Fire and Emergency Services Act 1990</i> (if applicable).	SLL1.8s3(8)	
A current certificate of testing and compliance issued under the <i>Electrical Safety Act 2012</i> .	SLL1.8s3(9)	

Additional Criteria for granting of an approval

Please tick where applicable.

	Section	Applicant- Information Attached
Provide details if the operation of the caravan park is not lawfully conducted on the premises.	SLL1.8s4(1)	
Does the operation of the caravan park cause: <ul style="list-style-type: none"> • Environmental Harm pursuant to the <i>Environmental Protection Act 1994</i>; • Environmental Nuisance pursuant to the <i>Environmental Protection Act 1994</i>; or • Inconvenience or annoyance to the occupiers of any adjoining land. 	SLL1.8s4(2)	
The facilities at the caravan park are of an acceptable standard for use by residents of the camping ground.	SLL1.8s4(3)(a)	
If facilities of the caravan park are currently not of an acceptable standard but are able to be brought up to an acceptable standard for use by residents of the caravan park, provide details of facilities that are currently not at an acceptable standard.	SLL1.8s4(3)(b)	

Additional Information

	Section	Applicant- Information Attached
Council can only grant an approval if section 9 is satisfied, including, but not limited to: Is the proposed operation and management of the prescribed activity adequate to protect public health, safety and amenity and prevent environmental harm? If No, attach details.	LL1s9(b)	

Design Approval

SLL1.8 Sch1, s3 requires that an application for a new premises or alteration to an existing premises (eg. construction, fit-out), must be accompanied by the following information:

Site plan 1:100 scale

Proof of relevant approvals

All relevant information provided as outlined in this application as per the Local Laws.

Plans must be approved prior to operation of business.

Applications must be submitted with all relevant information as per the local laws and application fees.

Permit must be approved prior to operation of business.

It is recommended that a **'Pre-Lodgement Meeting'** is arranged prior to or simultaneously with the lodgement of the application, plans and fees. Please contact an Environmental Health Officer on 1300 005 872 to arrange.

*** Potable water**
Please tick where applicable.

	Section	Applicant- Information Attached
<p>What is the source of water?</p> <p><input type="checkbox"/> Reticulated water supply (ie. provided by Queensland Urban Utilities)</p> <p>R <input type="checkbox"/> Rainwater tank (from rainwater only)</p> <p><input type="checkbox"/> Bore or Spring</p> <p><input type="checkbox"/> Rainwater tank (sourced from rainwater only)</p> <p><input type="checkbox"/> Other (please attach further information).</p>	LL1.s8(3)	
<p>Is potable water provided to all water points on site in accordance with Australian Drinking Water Guidelines?</p>	LL1.s8(3)	
<p>Provide details of the water supply system including:</p> <ul style="list-style-type: none"> • The source of water of each of the water outlet points; • Reticulation and draining facilities, including on-site drinking water treatment; and • All of the water outlet points. 	LL1.s8(3)	
<p>Non-reticulated water will require evidence that the water is potable in accordance with the Australian Drinking Water Guidelines. Water testing is required to be undertaken with a Certificate of Water Analysis from a NATA accredited lab for:</p> <ul style="list-style-type: none"> • Microbiological; and • Standard Water Analysis (chemical parameters) for bore water if applicable. 	LL1.s8(3)	
<p>The Certificate of Water Analysis from a NATA accredited laboratory will be required prior to any approval being given.</p>		
<p>If there are any water outlet points that are unsuitable for drinking, provide details of water outlets that are unsuitable for drinking and details of signage.</p>	LL1.s8(3)	

Amendments

Complete only if applying for a Permit amendment. Please provide details of proposed amendments and attach extra pages if required.

Application Type

Please tick where applicable.

New permit applications require a Permit fee and Design Approval fee with submitted plans lodged prior to construction and operation. Refer to Council's website for the current Fees and Charges.

Design Approval – New or Alterations	Design assessment of new premises or alterations to existing premises
Permit Application	Per approved site
Change of ownership of existing licence	Transfer of current permit to new operator, retaining the same expiry date (Note: Nil design approval fee is applicable if <u>no</u> alterations to premises).

Pro-rata permit fee will apply for applications made within 3 months (1 July) and 6 months (1 April) from 30 September (25% - 50% discount respectively).

Registered charitable organisations, churches, non-profit organisations may receive a 50% discount from the prescribed fees upon production of appropriate verification.

* Owner/s Consent

SLL1.8 s3(1) If there are additional owners please attach details on an extra page.

Name(s)

Street Address

Locality / Suburb

State

Postcode

Contact Phone

Mobile

Contact Fax

Email Address

LL1(8)(7) states a person must not provide information in or in connection with an application that is, to the person's knowledge, false or misleading in a material particular. Maximum penalty 20 penalty units.

I/We

(Individual or Corporation)

being the owner of the property described in this application hereby consent to the afore mentioned applicant making application for a licence to operate the prescribed activity on this property.

Signature

Signature

Position

Position

(ie. Director if applicable)

(ie. Director if applicable)

Date

Date

Privacy Statement

These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by law, Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.

*** Resident Manager Details**

SLL1.8s3(2). Include site/unit number of on-site office/residence.

Name(s)

Street Address

Locality / Suburb

State

Postcode

Contact Phone

Mobile

Contact Fax

Email Address

I/We

(Individual or Corporation)

being the nominated Resident Manager of the property described in this application hereby accept the responsibilities of resident manager of the caravan park described in this application.

Signature

Signature

Position

Position

(ie. Director if applicable)

(ie. Director if applicable)

Date

Date

Please tick here if you are interested in participating in the Mosquito monitoring program on an annual basis

*** Signature of Applicant/s**

I/We

certify that the information supplied is correct to the best of my knowledge, or that I could reasonably obtain.

Signature

Signature

(Individual or Corporation)

(Individual or Corporation)

Position

Date

Position

Date

Applications must be submitted with all of the relevant information as per the local laws and application fees. The term of the permit will be until 30 September unless otherwise specified by applicant or Council (or unless cancelled or suspended).

Should approval be given to this application, such approval will not extend to approving any other statutory or Local Government requirements relating to this premises.

Office Use Only

Date Paid:

Receipt Number:

Receipt to: 10-6414-1001-41521

Return to: Environmental Health