

APPLICATION FOR A CARAVAN PARK OPERATION APPROVAL

Local Law No. 1 (Administration) 2011, Schedule 14

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Fees and charges are available on Council website at www.banana.qld.gov.au or by contacting our Customer Service on (07) 4992 9500.

Conditions may be imposed on the approval as considered appropriate by Council.

Persons operating a caravan park will require approval under Councils (Caravan Park operators) Local Law No.1, Schedule 14.

| | |
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| <input type="checkbox"/> New – 0 on-site vans or cabins | Application fee + Annual Licence Fee |
| <input type="checkbox"/> New – 1-10 on-site vans or cabins | Application fee + Annual Licence Fee |
| <input type="checkbox"/> New – 11+ on-site vans or cabins | Application fee + Annual Licence Fee |
| <input type="checkbox"/> Amendment | Application fee only |

LICENCEE / APPLICANT DETAILS

If applicant is a corporation, insert corporation name and ACN.

If applicant is an individual/s insert details here

To be completed for all applications.

To change the approval holder details a new application will be required

APPLICANT 1

Corporation name: _____ ACN: _____

Name: _____ Position: _____

OR

Mr Mrs Ms Miss Other (specify)

Family name _____

Given names _____

APPLICANT 2

Mr Mrs Ms Miss Other (specify)

Family name _____

Given names _____

Postal address for delivery of correspondence associated with this licence

Postal address _____

Locality / Suburb _____ State _____ Postcode _____

Phone Number _____ Mobile Number _____

Fax Number _____ Email _____

CARAVAN PARK DETAILS

Real property description – refer to Rates Notice

Company/Business name _____

Property address _____

Locality / Suburb _____ State _____ Postcode _____

Phone Number: _____ Mobile Number: _____

Fax Number: _____ Email _____

Lot no. _____ Reg. plan no. _____

Total number of sites _____ Number of on-site vans/cabins _____

Maximum number of people who can be accommodated in the caravan park _____

Common facilities located on these premises (laundry, pool, etc) _____

| | | | |
|---|---|---------------------|---------------|
| RESIDENT MANAGER The applicant is required to provide the name and contact details of the proposed resident manager of the caravan park. The proposed resident manager must submit a written agreement accepting the responsibility of resident manager of the caravan park | Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify) _____ | | |
| | Family name | | |
| | Given names | | |
| | Postal address | | |
| | | | |
| | Locality/town | State | Postcode |
| | Phone Number | Mobile Number | |
| | Fax Number | Email | |
| | <i>I hereby accept the responsibilities of a resident manager of the caravan park.</i> | | |
| | Signature | | Date / / |
| PROPERTY OWNER DETAILS If the applicant is not the owner of the land on which the caravan park is situated then written consent of the owner must be provided | Contact person | | |
| | Postal address | | |
| | | | |
| | Locality / Suburb | State | Postcode |
| | Phone Number | Mobile Number | |
| | Fax Number | Email | |
| | <i>I consent to the making of this application over land of which I am the owner.</i> | | |
| Signature | | Date / / | |
| WATER SUPPLY | <input type="checkbox"/> Town Water | | |
| | <input type="checkbox"/> Other: (Please Specify) | | |
| WASTE WATER TREATMENT | <input type="checkbox"/> Council Sewer System | | |
| | <input type="checkbox"/> Other: (Please Specify) | | |
| NUMBER OF ABLUTION FACILITIES & AMENITIES PROVIDED ON SITE | Ablutions | Male | Female |
| | Water closets | | |
| | Urinals | | |
| | Showers | | |
| | Hand basins | | |
| | Amenities | Number | |
| | Washing machines | | |
| | Dryers | | |
| | Clothes lines (number and length) | | |
| | Twin wash tubs | | |
| CURRENT APPROVAL DETAILS The establishment of a new business may require a number of other approvals from various Council Departments, prior the approval of this permit | <i>Please insert your approval number for each approval type issued by Local Government.</i> | | |
| | Approval Type | Approval No. | |
| | Building approval | | |
| | Plumbing and drainage approval | | |
| | Development approval | | |
| | Trade waste approval | | |
| | Other – please specify | | |

| | | |
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| CHECKLIST | An application for a caravan park operations permit must include: | |
| | <input type="checkbox"/> | A site plan drawn to scale not smaller than one to one hundred (1:100) showing: <ul style="list-style-type: none"> ▪ Land comprising the camping ground and its location within the area; and ▪ Boundaries of the camping ground; and ▪ Division of the camping ground into camping sites, including the location and number of potential camp sites; and ▪ Sites for the parking of any caravans; and ▪ Location of the roads and buildings situated thereon. |
| | <input type="checkbox"/> | Details of water reticulation system including the: <ul style="list-style-type: none"> ▪ Position of all water points; and ▪ Position of all sanitary, ablution and laundry buildings. |
| | <input type="checkbox"/> | Details of the sewerage system including the: <ul style="list-style-type: none"> ▪ Position of all effluent and sullage water drainage lines and final disposal area/s; and ▪ Nature and position of fire fighting facilities; and ▪ Position of all refuse containers; and ▪ Position of all fire places. |
| | <input type="checkbox"/> | If not on a reticulated water supply, provide details of water supply system and quality testing results confirming potability. |
| | <input type="checkbox"/> | If the applicant is not the owner of the land on which the camping ground is situated – the written consent of the owner to the application. |
| DECLARATION | <i>I declare the information provided in this application to be true and correct.</i> | |
| | APPLICANT ONE | Signature _____ Date / / |
| APPLICANT TWO | <i>I declare the information provided in this application to be true and correct.</i> | |
| | APPLICANT TWO | Signature _____ Date / / |
| Please note: This application form must be completed and signed and lodged with Council along with the prescribed fee | | |
| OFFICE USE ONLY | Date Received: | Application Checked: YES NO |
| | Fee (\$): | Taken By: |
| | Receipt No: | Other: |
| | Subject: FID2742 | |
| Banana Shire Council is collecting your personal information to process your application. The information will not be disclosed to any other person or agency external to council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the <i>Information Privacy Act 2009</i> | | |

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CARAVAN PARK OPERATIONS REQUIREMENTS

Banana Shire Council Local Law No. 1 (Administration) 2011

INFORMATION TO REMAIN WITH APPLICANT

RESIDENT MANAGER

The operator must ensure that -

- (1) The caravan park is managed and supervised by an individual (the "**resident manager**") who is resident on or near the caravan park; and
- (2) The resident manager or a representative of the resident manager is present or available at all reasonable times to ensure the proper operation of the caravan park.

- (1) The resident manager nominated in the operator's application for a permit is the first resident manager of the caravan park.
- (2) The operator may change the resident manager by giving the Local Government -
 - (a) Written notice of the name and address of the new nominee; and
 - (b) A written agreement under which the new manager agrees to accept the responsibilities of resident manager of the caravan park; and
 - (c) Other information and materials required under local law policies.
- (3) If the operator is an individual, the operator may be the manager of the caravan park.

- (1) If the Local Government is not satisfied that a person nominated to be resident manager of a caravan park is a suitable person to be the resident manager, the Local Government may, by written notice given to the operator, require the operator to nominate a resident manager acceptable to the Local Government within a time stated in the notice.
- (2) The operator must comply with a notice under section 14. (1) of this local law.

The operator of a caravan park must ensure that a register is kept containing –

- (1) The name and address of each person who hires complementary accommodation or a site on the caravan park; and
- (2) An identifying number for the accommodation or site; and
- (3) If a caravan is brought onto the site - the registered number of the caravan and (if applicable) the vehicle towing it; and
- (4) The dates when the hiring of the accommodation or site begins and ends; and
- (5) The number of persons occupying the site.

The operator or the resident manager must, at the request of an authorised person, produce the register for inspection.

The operator must not hire out a part of the caravan park for separate occupation unless it is a site approved for separate occupation by the Local Government.

- (1) The operator must not permit occupation of a site by more persons than the limit fixed for the relevant site under the conditions of the permit.
- (2) The operator must 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.

The operator must not permit a person to bring onto a site a caravan or other type of accommodation that is not fit for human habitation.

SUMMARY OF RESPONSIBILITIES

WHO IS THE RESIDENT MANAGER

POWER OF LOCAL GOVERNMENT TO REQUIRE CHANGE OF MANAGER

THE REGISTER

PRODUCTION OF REGISTER

HIRING OF SITES

LIMIT ON NUMBERS

FITNESS FOR HUMAN HABITATION

| RESIDENT CONDUCT | |
|--|---|
| FIRES | <p>(1) A person must not light or maintain a fire, in the open, in a caravan park unless -</p> <ul style="list-style-type: none">(a) The fire is in a fireplace or incinerator approved by the Local Government;or(b) An authorised person approves. |
| DUTY TO MAINTAIN ACCOMMODATION IN PROPER CONDITION | <p>(1) A resident must keep accommodation occupied in a caravan park in a sanitary, clean and tidy condition.</p> <p>(2) If a resident brings a caravan or another type of accommodation onto a site, the resident must -</p> <ul style="list-style-type: none">(a) Keep the accommodation in good repair; and(b) Comply with requirements of the operator or an authorised person for securing the accommodation. |
| WASTE DISPOSAL | <p>(1) 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.</p> <p>(2) A resident must not dispose of refuse on a caravan park unless the refuse is placed in containers provided for the purpose.</p> |
| NOTE: Authorised Officer is an officer approved by the Banana Shire Council to administer Local Law No. 1 (Administration) – 2011 | |