

Application Form

OPERATION OF CAMPING GROUNDS

Application for: **New application** **Transfer/Amendment**
 Complete all sections Complete sections 1, 2, 3 and 4 only

Section 1 – Applicant’s details *(Please print)*

Applicant Name (Person/s or Company):

Contact name: _____ ABN: _____

Telephone: _____ Mobile: _____

Facsimile: _____ Email: _____

Postal Address: _____

Position (if a Company): _____

Section 2 – Property details *(Please print)*

Address of Premises: _____

Postcode: _____

Lot number: _____ RP number: _____ Parish: _____

Section 3 – Approval details *(Please print)*

Approval Number *(if applicable)*: _____

Section 4 – 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: / /

Lodgement: This application must be accompanied by the fee fixed by the Fraser Coast Regional Council current Fees & Charges Schedule. Please forward your application to the address on the bottom of this form.

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 as required under *Local Law No. 1 (Administration) 2011*. 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*.

Section 5 - Fee Schedule

New application **Please see current Fees & Charges**
 Application for Transfer of Approval **Schedule for relevant fees**

OFFICE USE	Fee Paid	Date	Receipt Number	Application Number
CSO:	\$			

Section 6 – Park details *(Please print and tick)*

Name of Park: _____

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

Number of caravan sites: _____ Number of tent sites: _____ Other: _____

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 No

Is there a kiosk or office provided? Yes No If yes, please specify: _____

Section 7 – Details of Water Supply and Drainage *(Please print and tick)*

Source of water supply: Town/Reticulated Tank Other

Details of drainage: _____

Section 8 – Amenities *(Please print and tick)*

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 camping site:

Amenities 1: _____ metres Amenities 2: _____ metres

Section 9 - Attachments

Please provide:

Attached

- | | |
|---|---|
| 1. A plan of the camping ground showing the boundaries of the camping ground and the division of the camping ground into camping sites. | <input type="checkbox"/> Y / <input type="checkbox"/> N |
| 2. If the applicant is not the owner of the land on which the camping ground is situated, the written consent of the owners to the application. | <input type="checkbox"/> Y / <input type="checkbox"/> N |
| 3. Details of waste management systems. | <input type="checkbox"/> Y / <input type="checkbox"/> N |
| 4. Details of a cleaning and maintenance schedule that specifies the frequency with which camping ground facilities are to be cleaned and maintained. | <input type="checkbox"/> Y / <input type="checkbox"/> N |
| 5. Other supporting information, if applicable. <i>(please specify)</i> : | <input type="checkbox"/> Y / <input type="checkbox"/> N |

Conditions of approval
Operation of Camping Grounds
Schedule 10 of Subordinate Local Law No.1 (Administration) 2011

Conditions that will ordinarily be imposed on approvals:

General

- (a) keep a register of campers and vehicles containing:
 - (i) the names and addresses of each person who hires a site on the camping ground; 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 site begins and ends; and
- (b) maintain any buildings, facilities, fixtures, fittings, equipment and furniture provided by the approval holder on the camping ground in good working order, in a good state of repair and in a clean, tidy and hygienic condition; and
- (c) ensure that all cleaning and maintenance is undertaken; and

Waste

- (d) provide sufficient waste containers to accommodate the collection and storage of all waste generated as part of the operation of the camping ground and such containers must be:
 - (i) fitted with close fitting lids; and
 - (ii) regularly serviced and maintained in a clean, tidy and hygienic condition; and
 - (iii) designed and constructed to prevent access to pests and other animals; and
 - (iv) designed and constructed to be easily and effectively cleaned and disinfected; and
 - (v) kept closed when not in use; and
- (e) ensure that all waste generated as part of the operation of the camping ground is kept so as not to attract pests and removed and disposed of in a sanitary manner; and
- (f) ensure that all containers are cleaned or washed where waste water will not flow into a storm water drain or off the subject property. A drainage plan must be submitted where a wash down area is being provided. Alternatively, a mobile cleaning contractor may be engaged but only where such contractor has the capacity to remove the water to an approved disposal location; and

Non-potable water supply

- (g) ensure that any water supply outlet for non-potable water is clearly be labelled with the words, "Unsuitable for Drinking"; and

Pest control

- (h) ensure that the camping ground:
 - (i) is kept free of pests; and
 - (ii) is kept free of conditions that offer harbourage for pests; and
 - (iii) does not attract fly breeding.
- (i) ensure that campers comply with the conditions of their camping permit; and
- (j) clearly display site numbers for each site in accordance with the approved plan of the camping ground; and
- (k) ensure that persons do not camp or sleep in a place within the camping ground that is not a site nominated in the approved plan of the camping ground; and

Water supply

- (l) maintain an adequate supply of water to all toilet, bathroom, laundry and drinking water facilities that form part of the camping ground; and
- (m) maintain an adequate supply of hot water to all bathroom and laundry facilities that form part of the operation of the camping ground; and
- (n) ensure that the water supply for drinking and ablutionary purposes is potable water; and
- (o) notify the local government of any modification to the water supply system (for example, installation of a tank for the supply of water).