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Application for Approval to Operate a Tourist Park
Fraser Coast Regional Council Local Law No. 1 (Administration) 2011

IMPORTANT INFORMATION
Privacy Notice: In using this form, you are providing personal information such as name and contact details**.** This information will be used only for the purpose for which the completion of this form is intended and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

FEES & CHARGES INFORMATION
The following fees apply to a new Application for an Approval to Operate a Tourist Park: **Application Fee**- this fee applies to the lodgement and assessment of the Application and one inspection* prior to opening/operating (Final Inspection); and **Annual Approval 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. *(Please note: a new application for an initial Approval to Operate a Tourist Park must be accompanied by the Application Fee AND the Annual Approval and Inspection Fee).* **Please note: any additional follow-up inspections to verify compliance may incur an additional inspection fee.* Fees also apply for applications for an administrative amendment to an approval, the transfer of an existing approval, and alterations to an existing approved facility. 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.

DEFINITIONS
AMENDMENT: is for an administrative amendment to an approval only and may include the addition or removal of any additional approval holders or a change in the business trading name. A new certificate will be issued upon approval of an amendment application that reflects the required changes. ALTERATION: is for a minor or major alteration to an existing approved premises and may include additions or alterations to existing infrastructure or services such as a change in the number of camp sites, changes to amenities etc. Council's Environmental Health Section will determine whether the proposed alterations are minor or major in nature. Council approval of an alteration application is required prior to works being undertaken.

Section 1: APPLICATION TYPE	
New Application for Approval to Operate a Tourist Park (Complete all sections)	☐ Yes **OR** ☐ No
Amendment of Approval Details (Complete sections 1, 2, 3, 11 and 14 only)	☐ Yes **OR** ☐ No
Transfer of an Existing Approval (Complete sections 1, 2, 3, 4, 12 and 14 only) **Existing Approval No:** _____	☐ Yes **OR** ☐ No
Alterations to an Existing Approved Facility (Complete sections 1, 2, 3, 14, and all other relevant sections applicable to the alterations and provide supporting documentation) **Existing Approval No:** _____	☐ Yes **OR** ☐ No
Proposed First Day of Trade: Council will endeavour to accommodate your proposed first day of trade, however this will be dependent on the completeness of the application when lodged and competing priorities within the Environmental Health Section.	

Section 2: APPLICANT DETAILS	
• The applicant is to be the OWNER of the business. • Complete ***EITHER*** *the Individual Applicant/s Section or the Registered Entity Section* ***only***. • *If a Company, insert Company Name and ACN.*	
COMPLETE FOR INDIVIDUAL APPLICANT/S ONLY	
APPLICANT ONE	
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Other: _____
Surname:	
Given Name/s:	
APPLICANT TWO	
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Other: _____
Surname:	
Given Name/s:	

OR

COMPLETE FOR REGISTERED ENTITY/COMPANY ONLY	
Company Name:	
Director/s Name/s:	
ACN:	

Section 3: CONTACT & BUSINESS DETAILS	
Business name relates to the Trading Name of the business and will appear on the Approval certificate.	
Business Trading Name:	
ABN:	
Business Trading Address:	
Postal Address: *if different to above*	
Business Phone:	
Business Email:	
Accounts Email: *if different to above*	
On-site Contact Person (Manager):	
Mobile:	
After Hours Phone:	
Email:	

Section 4: PROPERTY DETAILS & PROPOSED ADMINISTRATION AND MANAGEMENT OF THE TOURIST PARK					
Lot Number:		**RP Number:**		**Land Area (m²):**	
Provide a brief description of the proposed administration and management of the tourist park (e.g. on-site resident manager contactable after hours).					
Declaration:	*To be completed* ***ONLY*** *if 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 Tourist Park under *Fraser Coast Regional Council Local Law No. 1 (Administration) 2011* at this property. Signature: _____					

Section 5: DETAILS OF ACCOMMODATION FACILITIES			
Maximum number of persons to be accommodated on-site:			
Total number of sites (all inclusive):			
Number of holiday sites:		**Number of permanently occupied sites (incl. rental terms of six-months or longer):**	
Number of cabins:		**Number of camping sites (tent sites, including for use by camper trailers and roof top tents):**	
Number of self-contained recreational vehicle sites (caravan sites, motorhome sites etc.):			
Are any sites designated for use by self-contained recreational vehicles only?	☐ Yes ☐ No If yes, how many sites: _____		
Maximum number of self-contained recreational vehicles permitted on-site at any given time:			
Maximum duration of stay for holiday sites:	_____ consecutive nights		

Section 6: DETAILS OF FACILITIES				
Amenity:	**Quantity:**			
Toilets:	Male:	Female:	Unisex:	Accessible:
Showers:	Male:	Female:	Unisex:	Accessible:
Hand Basins:	Male:	Female:	Unisex:	Accessible:
Length of Urinals (m):				
Description of hot water system provided:				
Minimum distance between amenities and closest site:				
Do any sites have ensuites, including cabins?	☐ Yes ☐ No If yes, how many sites: _____			
Provide details of any other communal facilities provided on-site for use by guests (i.e. kiosk, camp kitchen, laundry facilities etc.):				

Section 7: DETAILS OF INFRASTRUCTURE		
Source of Electricity:	☐ Network (Mains)	☐ Other (please specify):
Provide details of any lighting to be provided for roads, thoroughfares, and communal areas:		
Provide details of any fire-fighting equipment:		
Source of water supply for potable purposes (cooking, drinking, personal hygiene): *(select all that apply)* **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 Supply Management Plan.*	☐ Council's Reticulated Water Supply ☐ Alternate Water Supply to Council's Reticulated Supply (e.g. rainwater tank, bore water etc.)	
For alternate water supplies to Council's reticulated supply, provide details: (e.g. bore water with 40,000 Litre holding tank, rainwater tanks etc.)		
For alternate water supplies to Council's reticulated supply, provide details of current treatment methods: (e.g. filtration infrastructure, disinfection infrastructure/methods etc.)		

Will water that is not suitable to be used for potable purposes be provided on-site for other uses (e.g. flushing toilets, watering gardens etc.)? *Note: If non-potable water is provided on-site for other purposes, signage must be displayed at all outlets and where contact may occur advising guests that the water is 'Not Suitable for Drinking' and/or untreated water is being used for irrigation etc.)*	☐ No ☐ Yes (please specify):
Waste Treatment System:	☐ Council Reticulated Sewer Network: ☐ On-site Waste Treatment System.
Sullage Points provided for greywater disposal:	☐ Yes ☐ No
Will a Dump Point be provided on-site? (If yes, provide details of the location, capacity, and servicing and maintenance arrangements)	☐ No ☐ Yes (please specify):
Provide details of on-site general waste storage facilities, and service and maintenance arrangements: (include details of location/s of receptacles and storage areas, quantity of waste receptacles and capacity, service frequency, cleaning arrangements etc.)	

Section 8: LAUNDRY FACILITIES				
Number of washing machines:		**Number of Clothes Dryers:**		
Number of laundry sinks:		**Clothes Lines (in meters) and/or number of clothes hoists:**	**Line (m)**	**Hoists**
Number of irons:		**Number of ironing boards:**		

Section 9: DETAILS OF OTHER ON-SITE FACILITIES	
Is there an on-site Office?	☐ No ☐ Yes If yes, please specify office trading hours:
Is there a Kiosk?	☐ No ☐ Yes If yes, please specify the items to be sold at the kiosk:
	Where any food products are provided, will these products be pre-packaged or prepared on-site? ☐ Pre-packaged only ☐ Prepared on-site ☐ N/A

Is there a camp kitchen or are there other communal facilities provided?	☐ No ☐ Yes If yes, please provide details:		
	Distance from nearest site (m):	Distance from nearest amenities (m):	Distance from nearest waste storage area (m):
Are recreational facilities provided on-site? (i.e. games rooms, media rooms, tennis courts etc., excluding swimming pool facilities)	☐ No ☐ Yes If yes, please provide details:		
Is there a swimming pool/spa pool available on-site for use by guests?	☐ No. ☐ Yes If yes, please also complete and submit an Operation of a Public Swimming Pool Approval Application Form with Council to obtain an approval to operate these facilities.		
Other:	Provide details:		

Section 10: DETAILS OF SERVICES	
Will guests be provided with linen?	☐ Yes ☐ No If yes, provided details of laundering arrangements (e.g. on-site, off-site, through a laundering service):
Provide details of pest control measures to be implemented for any fixed structures, including inspection and treatment schedules:	
Provide details for bed bug management: ***(applicable where cabins, permanent caravans or other accommodation facilities are provided, and/or linen is supplied):***	
Provide details of cleaning schedules:	

Section 11: AMENDMENT DETAILS ***(Provide details of changes required to your existing approval)***			
Approval Holder:		**Approval Number:**	
Change of Default Postal Address:			
Inclusion of Additional Approval Holders:			
Removal of Additional Approval Holders:			
Change of Approval Holder from Individual to Company Entity: (note: the individual approval holder must be a director of the company entity)			

Change of Business Trading Name:	
Request to Amend Conditions of Approval: (refer to existing approval conditions subject of the request and provide grounds for the request for amendment)	
Other (provide details):	

Section 12: AUTHORISATION TO TRANSFER AN EXISTING APPROVAL
(Must be completed by the current Approval Holder to authorise the Transfer of the Approval to another person or entity).

I, _____, as the current holder of the existing approval quoted above, issued to me under *Fraser Coast Regional Council Local Law No. 1 (Administration) 2011* (the Local Law) to Operate a Tourist Park at the abovementioned property, authorise the transfer of this approval to the applicant under the Local Law.

Signature:	
Date:	

Section 13: ATTACHMENTS

☐ A detailed and annotated Site Plan that is drawn to a scale so as to be clearly legible, showing:
- (a) the immediate area of the proposed tourist park; and
- (b) the location within the local government area; and
- (c) the sites for the parking of caravans or other similar recreational vehicles, the erection of tents, cabins, and/or complementary accommodation*; and
- (d) the location of the roads, buildings and structures situated in the tourist park; and
- (e) the position of all potable water supply points; and
- (f) the position of all refuse containers; and
- (g) the position of all sanitary, ablution and laundry buildings; and
- (h) for tourist parks located in a sewered area, the position of all effluent and sullage water drainage lines, dump points, and final disposal area or areas; and
- (i) for tourist parks located in a non-sewered area, the position of on-site wastewater treatment systems, dump points, and grey water disposal facilities/areas; and
- (j) the nature and position of all fire-fighting facilities; and

☐ A copy of the Guest Register Proforma; and

☐ A copy of latest Pest Control Treatment Report from a Licensed Pest Management Technician, where applicable; and

☐ A Water Supply Management Plan (applicable only where an alternate water supply to Council's reticulated water supply is to be used for potable purposes)

☐ Other supporting documentation, if applicable.

**Complementary accommodation means accommodation in an on-site caravan, a cabin or a tent or other structure that can be readily assembled and disassembled, and, for a Tourist Park, may include a converted railway carriage.*

Section 14: 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 regard to any matters relevant to this application.

Signature of Applicant:	
Date:	