

# ENVIRONMENTAL HEALTH SERVICES

## Application for Approval of a Caravan Park or Camping Ground

*Bundaberg Regional Council Local Laws*

*Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011*

*Subordinate Local Law 1.8 (Operation of a Caravan Park) 2011*

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. Council is required to collect this information under *Local Law No. 1 (Administration)* and *Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011* and *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011*. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information.

This application is required for anyone operating a Caravan Park or Camping Ground OR Caravan and Camping Grounds

**Applications that are incomplete will not be accepted.**

### PART A Application Type

- Application for New Caravan Park
- Application for New Camping Ground
- Application for transfer/amendment to Caravan Park Approval  
Approval Number
- Application for transfer/amendment to Camping Ground Approval  
Approval Number

### PART B Applicant Details

#### 1 Applicant

Individual's full name

Title	Surname/Family Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Or

Organisation's full name

#### 2 Business/Trading Name

#### 3 ABN (Australian Business Number)

#### 4 Residential Address

Shop No.	Street No.	Street	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 5 Postal Address

**6 Business details**

Business phone number  Business fax number  Business mobile No.   
 Email

**7 Preferred Contact Person's Details (Manager's details)**

Name   
 Business phone number  Business fax number  Business mobile No.

8 Is the manager's residence provided?  Yes  No

9 Is there a kiosk or office provided?  Yes  No

10 Is there a pool provided to patrons?  Yes  No

**PART C Property Address**

**11 Property Address** Use official address of premises location)

Unit No.  Street No.  Street  Suburb  Postcode

**12 Real Property Description**

Lot  Plan  Lot  Plan

**13 Development approval**

Is a valid Development Permit for the activity in place?

Yes Reference Number

Not applicable. *The proposed use is exempt or self-assessable development and does not require a Development Permit.*

No *You need to determine the suitability of the site for your use. See Application Guideline 6. Penalties exist for unlawful uses under the Integrated Planning Act 1997.*

**14 Building Approval**

Is a valid Building Permit for the activity in place?

Yes Reference Number

*If a Private Building Certifier is used, a copy of the plans must be lodged with Council.*

Not applicable. *Pre-existing use.*

**15 Plumbing and Drainage Approval**

Is a valid Plumbing and Drainage Approval for the activity in place?

Yes Reference Number

Not applicable. *Pre-existing use*

**16 Trade Waste Approval**

Is a valid Trade Waste Approval for the activity in place?

Yes                      Reference Number

No                      A Trade Waste Approval is required. Please contact Councils Trade Waste Dept. on 1300 883 699 to obtain an application.

N/A                      Septic

**17 Details of Water Supply**

Source of water supply to the property:

Town Water

Tank Water

Other                      Please specify

**PART D                      Application Specific Details**

**18 Site Details**

Maximum number of persons accommodated	
Total number of sites	
Total number of caravan sites	
Total number of cabins/relocatable homes (with amenities and without – please specify)	
Total number of camping sites	

**19 What is the distance between the amenities and the closest caravan site?**

**20 Amenities**

	Male	Female	Unisex
<b>No. of Toilets</b>			
<b>Urinals (meters)</b>			
<b>No. of Showers</b>			
<b>No. of Hand wash basins</b>			

**21 Other Amenities**

Please indicate if any of the below amenities are to be supplied:

<input type="checkbox"/> Baby Baths	<input style="width: 95%; height: 20px;" type="text" value="Number"/>
<input type="checkbox"/> Laundry tubs	<input style="width: 95%; height: 20px;" type="text" value="Number"/>
<input type="checkbox"/> Washing Machines	<input style="width: 95%; height: 20px;" type="text" value="Number"/>
<input type="checkbox"/> Clothes dryers	<input style="width: 95%; height: 20px;" type="text" value="Number"/>
<input type="checkbox"/> Clothes lines	<input style="width: 95%; height: 20px;" type="text" value="Number"/>
<input type="checkbox"/> Ironing Boards	<input style="width: 95%; height: 20px;" type="text" value="Number"/>
<input type="checkbox"/> Sullage Points	<input style="width: 95%; height: 20px;" type="text" value="Number"/>
<input type="checkbox"/> Dump Points	<input style="width: 95%; height: 20px;" type="text" value="Number"/>

**22 Hours of Operation**

Day	Time
Monday	
Wednesday	
Friday	
Sunday	

Day	Time
Tuesday	
Thursday	
Saturday	
Public Holidays	

**PART E Amendments to Existing Approval**

**23 Amendment(s) to current Approval** Give details of proposed amendments. Attach plans if necessary.

**PART F Checklist**

**24 Completion Checklist** Required with this Application

- Completed and signed application with prescribed fee
- 2 copies of plans, preferably not larger than A3. Please include the following:
  - Site layout plan 1:200 scale showing:
    - Boundaries of the site and divisions of each site
    - Locations of roads, buildings and structures
    - Positions of all water points
    - Positions of refuse containers
    - Positions of sanitary, ablution and laundry facilities
    - Position of all effluent and sullage water drainage lines and final disposal area/s
    - Details of all facilities and amenities
    - Locations of all firefighting equipment
- Completed written consent between the property owner and the applicant
- Copy of the site residential manager's delegations and responsibilities
- Copy of current *Fire and Rescue Service Act 1990* compliance certificate
- Copy of current *Electricity Safety Act 2002* testing and compliance certificate

**PART G Declaration & Signature**

**25 For Transfer of Approvals Only - Approval Holder's consent**

I/we, being the holders of the current Approval for a Caravan Park or Camping Ground, hereby consent to the transfer of the Approval to the Applicant(s).

Owner One (1) Name  
  
 Signature and date

Owner Two (2) Name  
  
 Signature and date

**26 Owner's consent - To be completed where the applicant is NOT the owner of the property**

I/we, being the owners of the property described in this application, hereby consent to the abovementioned applicant making this application.

Owner One (1) Name  
  
 Signature and date

Owner Two (2) Name  
  
 Signature and date

**27 Applicant suitability statement, declaration and signature**

Have any of the applicants ever been found guilty of an offence against a local law or corresponding law in any state or territory in Australia? *If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

- No
- Yes → Please provide details in an attachment

Have any of the applicants previously held a camping ground or caravan park approval that was suspended, cancelled or refused? *If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

- No
- Yes → Please provide details in an attachment

I/we declare that the information provided in this application is true and correct and consent to making enquiries and exchange information with authorities of any local, State/Territory or Commonwealth departments in regards to any matters relevant to this application.

I am aware that it is an offence to knowingly provide false or misleading information.

Full Name of Signatory  
  
 Position of Signatory e.g. Owner, Manager  
  
 Signature and date

## APPLICATION LODGEMENT:

Applications may be lodged as follows:

- By Email: [ceo@bundaberg.qld.gov.au](mailto:ceo@bundaberg.qld.gov.au) – scanned copy with signatures only
- By Post: Mail to Bundaberg Regional Council, PO Box 3130, Bundaberg QLD 4670
- By Fax: 07 4150 5410 – with signatures only
- In person: At your local Customer Service Centre between 8:15 am and 4:45 pm Monday to Friday
- Bundaberg Administration Centre, 190 Bourbong Street, Bundaberg
  - Bargara Service Centre, 160 Hughes Road, Bargara
  - Childers Service Centre, 45 Churchill Street, Childers
  - Gin Gin Service Centre, 4 Dear Street, Gin Gin

BUNDABERG REGIONAL COUNCIL USE ONLY			
HEALTH & REGULATORY SERVICES			
Entered by H&R Admin			
Licence Number	24.	Total Amount Payable	
Receipt Type	221	GL	10331.3201.1452
CUSTOMER SERVICE			
Receipt Number		Date Paid	