

Office: .....
Date: ...../...../.....
Time: .....
Name: .....

## Caravan Parks/Camping Grounds - Licence to Operate - Form

Local Government Act 2009, Local Law no. 1 – (Administration) 2011  
Subordinate Local Law no. 1.6 – (Operation of Camping Grounds) 2011  
Subordinate Local Law no. 1.8 – (Operation of Caravan Parks) 2011

Gladstone Regional Council is collecting your personal information in accordance with Council's Local Law no. 1 – (Administration) 2011, Subordinate Local Law no. 1.6 – (Operation of Camping Grounds) 2011 to process your application for a Caravan Park Licence OR Subordinate Local Law no. 1.8 – (Operation of Caravan Parks) 2011 to process your application for a Caravan Park Licence. The information collected will be entered into Gladstone Regional Council's names and address database and may be used for any necessary Council business. The information will only be accessed by authorised Council employees. This information will not be given to any other person or agency unless you have given us permission or we are required by law.

**NOTE:** Your application will not be accepted or processed without the form being completed, applicable fee paid and all required documentation attached. Additionally, please note that an application is not required to be submitted if your premise does comply with the minimum standards outlined in Subordinate Local Law no. 1.8 - (Operation of Caravan Parks) 2011. If your premise falls under Subordinate Local Law no. 1.6 – (Operation of Camping Grounds) 2011 and/or does not comply with Subordinate Local Law no. 1.8 – (Operation of Caravan Parks) 2011 you are required to submit an application.

### Tick ONE box that applies to you

- New Licence (Must complete sections, A, B, C, D, and F)
- Transfer of licence (Must complete sections A, B, C, D, G and H) Existing Licence Number: \_\_\_\_\_
- Amendment of licence (Must complete sections, A, B, C, D, E and F) Existing Licence Number: \_\_\_\_\_

## SECTION A - APPLICANT DETAILS - THIS SECTION MUST BE COMPLETED

If applicant is a company, insert company name and ACN / ABN

### APPLICANT 1

Company/Business Name: \_\_\_\_\_ ACN / ABN \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

### OR

Mr / Mrs / Ms / Miss \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name/s: \_\_\_\_\_

Ph Home: ( ) \_\_\_\_\_ Work : ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

### APPLICANT 2

Mr / Mrs / Ms / Miss \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name/s: \_\_\_\_\_

Ph Home: ( ) \_\_\_\_\_ Work : ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

I understand that should this application be approved, I may be issued with licence conditions in accordance Gladstone Regional Council Subordinate Local Law no. 1.6 – (Operation of Camping Grounds) 2011 schedule 1 section 6 or Subordinate Local Law 1.8 – (Operation of Caravan Parks) 2011 schedule 1 section 6. I agree to abide by these conditions. I/We hereby declare the information provided on this form is true and correct.

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION B - RESIDENT MANAGER DETAILS The resident manager details and signed agreement must be completed.

Mr / Mrs / Ms / Miss \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name/s: \_\_\_\_\_

Ph. Home: ( ) \_\_\_\_\_ Work : ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

I agree to accept responsibility as the resident manager for the caravan park listed on this form below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C - OWNERS CONSENT** - This is the name and address of the owner/s of the premises.

Mr / Mrs / Ms / Miss	Surname:	Given Name/s:
Ph. Home: (    )	Work : (    )	Mobile:
Email:		
Postal Address:		
I, the owner of the property described in this application, hereby consent to the mentioned applicant making this application.		
Signature: _____		Date: _____

**SECTION D – CAMPING GROUNDS/CARAVAN PARK DETAILS** (Please provide information on what parts of your premises will not meet the minimum standards)

Trading Name:		ABN		
<b>Location</b>				
Street				
Locality / Suburb	State	Postcode		
<b>Real property description – refer to Rates Notice.</b>				
Lot no.	Reg. plan no.	Parish		
Business Phone:		Business Fax		
Business Mobile:		Business Email:		
Hours of operation	From                      To			
<b>Maximum Numbers – Answer what is applicable</b>				
Maximum number of persons for Camping Grounds		Maximum number of persons per site		
Total number of Caravan Sites		Total number of Camping Sites		
Total number of Cabins		Total number of Sites		
<b>Details on amenities provided.</b>				
<b>Amenities</b>	<b>Male</b>	<b>Female</b>	<b>Amenities</b>	
No. Toilets			No. Laundry Tubs	
No. Showers			No. Washing Machines	
No. Hand Basins			No. Dryers / Clotheslines	
<b>Water Supply -</b>				
<input type="checkbox"/> Town water		<input type="checkbox"/> Other, provide details ( Please also attach a plan of the water supply system)		
<b>Sewerage -</b>				
<input type="checkbox"/> Town Sewer		<input type="checkbox"/> Other, provide details ( Please also attach a plan of the sewerage system)		
<b>Food - NOTE: if you are selling food you may require a food licence</b>				
Are you intending to sell or manufacture foods on the premises?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**SECTION E - AMENDMENT DETAILS** Attach Photographs Plans/Specifications to support application

<b>Amendment (Alteration) Details:</b>

## SECTION F - LODGEMENT OF NEW OR AMENDED LICENCE

**NOTE: Application will not be processed if checklist is not complete**

Please complete the following checklist;

- Attached Site Plan drawn to scale not smaller than one to one hundred (1:100).  
The site plan must show:
  - the boundaries of the camping grounds or caravan park; and
  - the division of the camping grounds or caravan park into sites, including the location and number of potential sites, with each site clearly defined and bearing a distinguishing mark or number; and
  - the location of each road and building situated within the caravan park; and
  - details of the water supply system, including the position of all water points; and
  - the position of all waste containers; and
  - details of the sewerage system including the position of each sanitary convenience, ablution and laundry building; and
  - details of the on-site sewerage facilities and the waste water disposal system (if applicable); and
  - the position of all fire places; and
  - the nature and position of all fire safety installations; and
  - the nature and position of all electrical installations.
- Obtained written consent of the owner, if the applicant is not the owner of the land on which the camping grounds or caravan park is situated.
- Provided the name, address and written consent of the resident manager of the camping grounds or caravan park.
- Attached a copy of the rules which will govern the use of the camping grounds or caravan park, including rules which prohibit or restrict the keeping of dogs at the camping grounds or caravan park.
- Attached a current certificate of compliance issued under the *Fire and Rescue Service Act 1990*.
- Attached a current certificate of testing and compliance issued under the *Electricity Safety Act 2002*.
- Before the application is approved, the applicant must provide evidence of any necessary statutory permit, authorisation or approval:
  - For the development and use of the relevant land as a camping ground or caravan park (planning approval); and
  - For the occupation or use of buildings and structures on the land in connection with the operation of a camping ground or caravan park (building and plumbing approval).

## SECTION G - LODGEMENT OF TRANSFER

Please complete the following checklist;

- Obtained written consent of the owner, if the applicant is not the owner of the land on which the camping ground or caravan park is situated.
- Provided name, address and written consent of the resident manager of the camping ground or caravan park.
- Obtained current camping ground or Caravan Park owners written consent of transferring business (section H).

## PAYMENT OPTIONS

- IN PERSON:** You may pay in person at any of Council's Administration Centres. Cashier hours may vary at each office. General cashier hours are from 8.30am to 4.45pm Monday to Friday.
- CREDIT CARD:** To Pay via Credit Card – please tick this box and Customer Solutions will call for payment over the phone – prior to processing the application.
- ONLINE:** You can submit an application online. This form will no longer be required.
- POST:** Cheque/Money Order payable to: Gladstone Regional Council, PO BOX 29, GLADSTONE DC QLD 4680

**SECTION H - CURRENT LICENSEE (TRANSFEREE) DETAILS**

Company/Business Name:		ACN / ABN
Position:		
Mr / Mrs / Ms / Miss	Surname:	Given Name/s:
Ph Home: ( )	Work : ( )	Mobile:
Email:		
Postal Address:		
By signing this form, you are agreeing that you are no longer responsible for the ownership / operation of the Camping Ground or Caravan Park listed on this form.		
I agree to relinquish all rights and responsibilities in relation to this business activity to the applicant listed on this form.		
<b>Signature:</b> _____		<b>Date:</b> _____

**OFFICE USE - New Applicant RC570 or Amendment/Transfer Receipt to Existing Licence Number**

<b>Customer Service</b>	Officer Name:	Receipt Number:	Date:
	Officer Name:	<input type="checkbox"/> Attachments Provided	Date Entered:
<b>RS Admin</b>	Scheduled category	Licence no.	