

APPLICATION FOR CARAVAN PARK AND CAMPING GROUNDS LICENCE

Privacy Statement

Maranoa Regional Council is collecting your personal information in accordance with the *Local Government Act 2009* in order to assess your request. The information will only be used by authorised officers for the purpose of assessing your request. Your information will not be given to any other person or agency unless you have given us permission or we are required or allowed to by law.

TYPE OF APPLICATION			
New Caravan Licence			
Transfer Caravan Licence			
Amendment of Licence		Existing Licence Number LLP/	
APPLICANT'S DETAILS			
Name of Applicant/s			
Company Name			
Postal address			
Email			
Mobile		Phone	
RESIDENT MANAGER DETAILS/DECLARATION			
Name/s			
Postal address			
Email			
Mobile		Phone	
I Agree to accept responsibility as the resident manager for the Caravan Park listed in this application.			
Signature		Date	
LANDOWNER CONSENT (If the Applicant is not the landowner, consent is required)			
Name/s			
Postal address			
Email			
Mobile		Phone	
Owner must consent to application			
Signature		Date	
PROPERTY DETAILS			
Property Address			
Town		Postcode	
Property Description	Lot	Plan	
Hours of Operation:			
What is the intended Commencement date to start trade?			
Has Planning Permission been granted: Yes/No (if yes please provide ref no.):			
Has Building Approval been granted: Yes/No (if yes please provide ref no.):			

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Has Plumbing and Drainage Approval been granted: (if yes please provide ref no.):

Has Trade Waste Approval been granted: (if yes please provide ref no.):

CARAVAN PARK DETAILS

Number of Sites	Powered		Unpowered	
	Camping permanent		Ensuted	
	Onsite Caravan/cabin			
Number of Male	Toilets		Showers	
	Urinals		Wash/Hand basins	
Number of Female	Toilets		Showers	
	Wash/Hand basins			
Facilities	Pool or Spa	Food Preparation facility		Waste removal services
	Installation of Gas	Dedicated camping area		Sites connected to sewer
	Washing Machines	Sites connected to sewer		

TRANSFER OR AMENDMENT OF LICENCE

Amendment	Current Licence number	
	Please provide details of your requested amendment	
	Note: depending on the nature of your requested amendment/s, further information or application/s may be required. If this is the case, you will be contacted and advised of these requirements.	
Transfer	Transfer for a commercial licence (must be completed by both existing and new licensee)	
	I the existing owner make this application and give consent to the transfer of the existing licence.	
	Existing licence number	
	Existing owner/s name	
	Existing licensee signature	

PUBLIC LIABILITY INSURANCE

Public liability insurance is required for your activity. This insurance must be maintained throughout the time of your activity and must have a minimum cover of \$20 million. The insurance company must be licensed to operate in Australia. A current Public Liability Certificate or a cover note must be included with this application for it to be assessed.

Plans

A plan of the proposed caravan park which must be drawn to scale showing

- (a) the location and real property description of the place at which the caravan park is to be operated; and
- (b) the boundaries of the caravan park; and
- (c) the division of the 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
- (d) the location of each road and building situated within the caravan park; and
- (e) details of the water supply system, including the position of all water points; and the position of all waste containers; and
- (f) details of the sewerage system including the position of each sanitary convenience, ablution and laundry building; and
- (g) details of the on-site sewerage facilities and the waste water disposal system; and
- (h) the position of all fire places; and
- (i) the nature and position of-
 - o all fire safety installations; and
 - o all electrical installations; and
 - o all food preparation areas; and
 - o all recreational facilities; and
 - o all car parking facilities.
- (j) Details of the facilities for sanitation, washing and laundry to be provided for users of the caravan park.
- (k) Details of water quality, reticulation and drainage facilities to be provided for users of the caravan park.
- (l) Details of the maximum number of persons who can be accommodated at-
 - o the caravan park; and
 - o each site within the caravan park.
- (m) Details of the rules which will govern the use of the caravan park, including rules which prohibit or restrict the keeping of dogs at the caravan park.
- (n) If the caravan park is operating when the application is submitted to the local government - a current certificate of compliance issued under the *Fire and Rescue Service Act 1990*.
- (o) If the caravan park is operating when the application is submitted to the local government - a current certificate of testing and compliance issued under the *Electricity Safety Act 2002*.

Applicant name			
Applicant signature		Date	
Applicant name			
Applicant signature		Date	

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DECLARATION (must be completed)

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge. Note: providing false information may render you liable to legal action.

Applicant name			
Applicant signature		Date	
Applicant name			
Applicant signature		Date	

OFFICE USE ONLY

Date Received:	TRIM Application: TRIM Permit:
Receipt Number:	Authority Register Number: