
Camping Ground/Caravan Park Information Sheet

Operational Requirements

Management of Caravan Park

The operator must ensure that -

- (a) the caravan park is managed and supervised by an individual (the “**resident manager**”) who is resident on or near the caravan park; and
- (b) the resident manager or a representative of the resident manager is present or available at all reasonable times to ensure the proper operation of the caravan park.

Who is the resident manager?

- (1) The resident manager nominated in the operator’s application for a permit is the first resident manager of the caravan park.
- (2) The operator may change the resident manager by giving the local government
 - (a) written notice of the name and address of the new nominee; and
 - (b) a written agreement under which the new manager agrees to accept the responsibilities of resident manager of the caravan park; and
 - (c) other information and materials required under local law policies.
- (3) If the operator is an individual, the operator may be the manager of the caravan park.

Power of local government to require change of manager

If the local government is not satisfied that a person nominated to be resident manager of a caravan park is a suitable person to be the resident manager, the local government may, by written notice given to the operator, require the operator to nominate a resident manager acceptable to the local government within a time stated in the notice.

Maintenance

Obligation to maintain buildings and facilities

The operator must maintain all buildings, structures and facilities provided by the operator on the caravan park/camping ground in good and serviceable condition.

Obligation to keep park clean and tidy

The operator must keep the caravan park/camping ground (including all sites on the caravan park/camping ground) clean and tidy.

Obligation to maintain layout of facilities etc.

- (1) The operator must not, unless the local government agrees in writing, change the sites in a caravan park/camping ground by –
 - (a) adding to the existing sites; or
 - (b) changing the position or boundaries of a site.
- (2) The operator must not change structures or facilities in a caravan park/camping ground by –
 - (a) adding new structures or facilities; or

- (b) removing existing structures or facilities; or
 - (c) changing the position of structures or facilities in the caravan park.
- (3) This does not apply if the proposed change constitutes development under the *Integrated Planning Act 1997*.

The register

The operator of a caravan park/camping ground must ensure that a register is kept containing –

- (a) the name and address of each person who hires complementary accommodation or a site on the caravan park/camping ground; and
- (b) an identifying number for the accommodation or site; and
- (c) if a caravan is brought onto the site – the registered number of the caravan; and
- (d) the dates when the hiring of the accommodation or site begins and ends; and
- (e) if vehicle is brought onto the site – the registered number of the vehicle.

Separate Occupation

The operator must not hire out a part of the caravan park for separate occupation unless it is a site approved for separate occupation by the local government.

Limit on numbers

- (1) The operator must not permit occupation of a site by more persons than the limit fixed for the relevant site under the conditions of the permit.
- (2) The operator must not permit occupation of a caravan or other type of temporary or permanent accommodation on the caravan park by more persons than the number for which the caravan or other accommodation was designed.

Fitness for human habitation

The operator must not permit a person to bring onto a site a caravan or other type of accommodation that is not fit for human habitation.

Conduct on Camping Grounds

Fires

A person must not light or maintain a fire, in the open, on a caravan park/camping ground unless –

- (a) the fire is in a fireplace or incinerator approved by the local government; or
- (b) an authorised person approves.

Campers to keep camping ground in a clean and sanitary condition

- (1) A person who camps on a camping ground must maintain the camping site, and any tent or other accommodation on the camping site, in a clean and sanitary condition.
- (2) A person must not deposit waste on a camping ground unless the waste is deposited in a receptacle, or a waste disposal system, provided for the purpose.
- (3) A person must not use facilities on a camping ground in a way that makes them unclean or insanitary.

Duty to maintain accommodation in proper condition

- (1) A resident must keep accommodation occupied in a caravan park in a sanitary, clean and tidy condition.
- (2) If a resident brings a caravan or another type of accommodation onto a site, the resident must –
 - (a) keep the accommodation in good repair; and

- (b) comply with requirements of the operator or an authorised person for securing the accommodation.

Waste disposal

- (1) A resident must not dispose of liquid wastes on a caravan park unless the wastes are disposed of at drainage points provided for the purpose.
- (2) A resident must not dispose of refuse on a caravan park unless the refuse is placed in containers provided for the purpose.

Conditions of permit

- (1) A permit may be granted on conditions the local government considers appropriate.
- (2) The conditions of a permit may, for example –
 - (a) limit the number of persons the permit holder may cause to be accommodated on a site;
 - (b) require the operator to maintain buffer zones between accommodation sites and roads, external boundaries, or facilities on the caravan park;
 - (c) require the operator –
 - (i) to provide and maintain an adequate supply of water to the caravan park/camping ground, including water suitable for drinking, cooking and personal hygiene; and
 - (ii) to ensure that, if water obtained from a particular water outlet in the caravan park/camping ground may be unsuitable for drinking, a sign is prominently displayed at the outlet stating “**Unsuitable for Drinking**”; and
 - (iii) to provide and maintain, in accordance with requirements specified in local law policies or the permit, adequate toilets and bathing or showering facilities for persons of both sexes (including disabled persons) using the caravan park/camping ground; and
 - (iv) to provide, in accordance with requirements specified in local law policies or the permit, facilities for disposal of wastes; and
 - (v) to provide and maintain specified laundry and recreational facilities; and
 - (vi) to provide sewerage, drainage, refuse collection, electricity supply, telephone and postal services, and other specified services, for the benefit of residents generally or a particular class of residents;
 - (vii) if a limit is fixed in local law policies or the permit on the number of persons who may occupy a camping site require the operator –
 - (i) to ensure that the limit is displayed on a notice erected in a prominent position on the camping ground; and
 - (ii) to take appropriate action to ensure that the limit is not contravened
 - (iii) require lighting of the caravan park to specified standards during specified hours;
 - (iv) if the operator supplies bedding – require the operator –
 - (i) to keep it in a clean and sanitary condition; and
 - (ii) if bed linen is provided – to change and replace it with clean bed linen whenever there is a change of occupation of the relevant accommodation or site.
- (3) However, the conditions of the permit must be consistent with the conditions of any statutory authorisation or approval for the establishment of the caravan park/camping ground.
- (4) The local government may, by local law policy, prescribe conditions that must be imposed in a permit or that will ordinarily be imposed in a permit.