

Gladstone Regional Council

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GLADSTONE
REGIONAL COUNCIL

Local Government Act
2009

Local Law 1 –
Administration 2011
Subordinate Local Law
1.8 – (Operation of
Caravan Parks) 2011

Caravan Park Licence Application

The Gladstone Regional Council is collecting your personal information in accordance with Council's Local Law 1 - Administration to process your Caravan Park Licence Application. The information will only be accessed by authorised council employees. Some of this information may be given to other Government Departments in case of an emergency. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Applicable Fees

New Application Fee: \$ _____ Annual Licence Fee: \$ _____

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

Applicant/s details

Company name _____ ACN / ARBN _____

Title Mr Mrs Ms Miss Other (specify)

Family name _____

Given names _____

Position _____

Title Mr Mrs Ms Miss Other (specify)

Family name _____

Given names _____

Position _____

Postal address _____

Locality / Suburb _____ State Postcode

Contact ph. Mobile

Contact fax Email _____

I/we agree to abide by the conditions of the licence set by Council.

Signature _____ Date / /

Signature _____ Date / /

The resident manager
details must be completed
and signed agreement
given.

Resident Manager Details

Name: _____

Postal address _____

Locality / Suburb _____ State Postcode

Contact ph. Mobile

Contact fax Email _____

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

Signature _____ Date / /

<p>Business name must be registered with the Office of Fair Trading.</p> <p>Real property description – refer to Rates Notice.</p> <p>Number of sites located in park.</p> <p>Details on amenities provided.</p>	Park Details																					
	Business name		ABN																			
	Street address																					
	Locality / Suburb		State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																			
	Lot no.	Reg. plan no.	Parish																			
	Hours of operation From _____ to _____																					
	Contact ph. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Mobile <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																				
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	Maximum Numbers																					
	Total Number Persons:		No. Persons per site:																			
Total No. Sites:		No. Caravan Sites: No. Tent Sites: No. Cabins:																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Amenities</th> <th style="width: 35%;">Male</th> <th style="width: 35%;">Female</th> </tr> </thead> <tbody> <tr> <td>No. Toilets</td> <td></td> <td></td> </tr> <tr> <td>No. Showers</td> <td></td> <td></td> </tr> <tr> <td>No. Hand Basins</td> <td></td> <td></td> </tr> </tbody> </table>		Amenities	Male	Female	No. Toilets			No. Showers			No. Hand Basins			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Amenities</th> </tr> </thead> <tbody> <tr> <td style="width: 70%;">No. Laundry Tubs</td> <td></td> </tr> <tr> <td>No. Washing Machines</td> <td></td> </tr> <tr> <td>No. Dryers / Clotheslines</td> <td></td> </tr> </tbody> </table>	Amenities		No. Laundry Tubs		No. Washing Machines		No. Dryers / Clotheslines	
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<p>Water Supply</p> <p><input type="checkbox"/> Town Water <input type="checkbox"/> Chlorinated <input type="checkbox"/> Non-chlorinated</p> <p><input type="checkbox"/> Other: Please specify _____</p>																						
<p>Food</p> <p>Does the premises sell food as required by a food business licence under the <i>Food Act 2006</i>?</p> <p><input type="checkbox"/> Yes - Please provide copy of licence with application</p> <p><input type="checkbox"/> No</p>																						
<p>This is the name and address of the owner/s or the premises.</p>	Owner/s consent																					
	Name:																					
	Postal address																					
	Locality / Suburb		State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																			
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	I / We being the owners of the property described in this application hereby consent to the mentioned applicant making this application																					
	Signature	Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																			

Please attach.

Lodgement

The application must include the following:

1. A Site Plan drawn to scale not smaller than one to one hundred (1:100).
The site plan must show:
 - the boundaries of the caravan park; and
 - 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
 - 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.
2. If the applicant is not the owner of the land on which the caravan park is situated - the written consent of the owner to the application.
3. The name and address of the resident manager of the caravan park and the written agreement of the resident manager accepting responsibilities of resident manager of the park.
4. 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.
5. A current certificate of compliance issued under the *Fire and Rescue Service Act 1990*.
6. A current certificate of testing and compliance issued under the *Electricity Safety Act 2002*.

Before the application is granted, the applicant must provide evidence of any necessary statutory permit, authorisation or approval:

- For the development and use of the relevant land as a caravan park; and
- For the occupation or use of buildings and structures on the land in connection with the operation of a caravan park.

Please note: This application and fee MUST be lodged with your Council.

Office use only

Fee	Date / /
Scheduled category	File no.
Receipt no.	Access no.
Licence no.	