

Operation of a Camping Ground / Caravan Park / Shared Facilities Accommodation – Permit Application

Local Law No. 6 (Camping Grounds, Caravan Parks and Shared Facilities Accommodation) 2016
 Local Law No. 1 (Administration) 2016

2024/2025

Council regulates activities which relate to public health and safety that occur in the operation of camping grounds, caravan parks and shared facilities accommodation.

This application form is to be used to apply for a permit to operate a Camping Ground, Caravan Park, Shared Facilities Accommodation, or a combination of all.

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Council must receive a properly made application at least 30 days prior to the proposed date of the event. Applications which are incomplete will not be accepted.

1. Who is applying for the permit?

Individual(s) - Complete question 2	<input type="checkbox"/>
Corporation or organisation – Complete question 3	<input type="checkbox"/>

2. Individual(s)

Individual 1

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Phone number:				
Email address:				

Individual 2

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Phone number:				
Email address:				

3. Corporation or organisation

Name: <i>E.g., ABC Company Pty Ltd or ABC Inc</i>	
ACN:	
Postal address:	
Registered address of corporation or organisation:	
Phone number:	
Email address:	

Nominated contact person:

If the applicant is a corporation or organisation, a contact person must be nominated for the permit and must be duly authorised to act on behalf of the corporation.

Full name of contact person:	
Position held within corporation or organisation:	
Phone number of contact person:	
Email address of contact person:	

4. Business trading name

If the trading name is different to that which is provided at either question 2 or question 3, please provide the following information:

Business trading name:	
ABN:	

5. Landowner/s Consent (if the applicant is not the registered landowner of the property)

If the applicant for a permit is not the registered landowner of the property for which the application is made, written consent from the registered landowner/s must be provided with this application.

I/we _____, as the registered landowner/s of the property, give consent to this application being made by the applicant (the details of which are contained herein)

Signature _____ Date _____

Signature _____ Date _____

6. Location Details

What is the property street address?		
Lot and Real Property Description: <i>E.g. Lot 1 on RP123456</i>	Lot No:	Registered Plan No:

7. Details of Camping Ground / Caravan Park / Shared Facilities Accommodation

Please describe the type of accommodation? <i>Please tick one or more as applicable and provide further description.</i>	<input type="checkbox"/> Camping Grounds
	<input type="checkbox"/> Caravan Park
	<input type="checkbox"/> Shared Facilities Accommodation
	Please describe:

<p>Is there a current Development Approval or Building Approval for the premises?</p>	<p>Yes <input type="checkbox"/></p> <p>Development Approval No: _____</p> <p>Building Approval No: _____</p> <p><i>If yes, please attach copies of the documents with your application.</i></p>
<p>Is there a detailed Site Management Plan for the premises?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If yes, please attach a copy of the Site Management Plan with your application (drawn in accordance with the below Site Management Plan requirements).</i></p> <p>No <input type="checkbox"/></p>
<p>Is the premises supplied with town water?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><i>If no, you will be required to implement a Water Supply Management Plan and provide a recent Water Analysis Certificate with your application.</i></p>
<p>How do you intend to deal with waste at the premises?</p>	<p><i>Please provide a detailed description of on-site waste storage facilities and service arrangements. Please attach further documents if necessary.</i></p>
<p>Is there access for emergency services vehicles?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If yes, please describe below and include details in the Site Management Plan.</i></p> <p>No <input type="checkbox"/></p>
<p>Is there a swimming pool or spa at the premises?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If yes, please provide a current Pool Safety Certificate and recent Water Analysis Certificate for the swimming pool and/or spa.</i></p>

	No <input type="checkbox"/>
Is there an on-site manager available during operating hours?	Yes <input type="checkbox"/> <i>Please provide name and contact details of the person/s if different to the Applicant:</i>
	No <input type="checkbox"/>

8. Shared Facilities Accommodation only

State how you have ensured that no cooking or facilities for cooking are allowed in any bedroom? <i>E.g., placement of power points up high in bedrooms and additional microwave/cooking facilities in communal kitchen.</i>	
If the accommodation has bunk beds, what is the distance (in centimetres) between the surface of: The lower bed and the base of the upper bed? The upper bed and the ceiling?	_____ cm _____ cm
Does the on-site manager reside at the premises at all times?	Yes <input type="checkbox"/> <i>Please ensure on-site manager residence is included on the Site Management Plan.</i>
	No <input type="checkbox"/>

9. Site and Amenity Details

Shared Facility Accommodation	
No. Single rooms:	
No. Double rooms:	

No. Other rooms (e.g. dormitory):				
Total maximum number of people accommodated:				
Caravan and RV Sites				
No. Powered sites:				
No. Unpowered sites:				
Cabins				
Total No:				
No. Cabins with ensuite:				
Total maximum number of people accommodated:				
Tent Sites				
No. Powered sites:				
No. Unpowered sites:				
Ablutions	Female	Male	Disabled	Unisex
No. Toilets:				
No. Showers:				
No. Hand Basins:				
No. Urinals:	N/A			
Laundry Facilities				
No. Washing Machines:				
No. Washing Tubs:				
No. Clothes Dryers:				
Length of Washing Lines:	_____ cms			
Kitchen Facilities				

No. Hand Wash Basins: (with hot and cold water)	
No. Refrigerators:	
Details of Cooking Facilities: (e.g. number of microwaves, stove, ovens, BBQ, description of vermin proof storage etc)	
Communal Facilities	
No. Carparking Spaces:	
No. Disabled Parking Spaces:	
No. Swimming Pools:	
No: Spas:	
No covered Dining Rooms (include maximum number of guests that can be seated in each dining room):	
Other Communal Facilities:	

10. Supporting Documentation

Please provide copies of each of the following documentation with your application. Please be advised that if any of the following are not included with your application, your application will be considered incomplete, and Council will not be able to commence assessing your application.

Site Management Plan	<input type="checkbox"/>
Current Development Approval and/or Building Approval	<input type="checkbox"/>
For a private water supply only Water Supply Management Plan and Water Analysis Certificate	<input type="checkbox"/>
Landowner's consent – If applicable	<input type="checkbox"/>
Pest Management Plan	<input type="checkbox"/>

Fire Safety Management Plan	<input type="checkbox"/>
Fire Safety Report – Shared Facilities Accommodation only	<input type="checkbox"/>
Pool Safety Certificate and Water Analysis Certificate	<input type="checkbox"/>
For a Council owned premises only A certificate of currency for Public Liability Insurance for the event held by the event organiser or responsible person for the event in the amount of \$20 million with Cairns Regional Council noted as an interested party.	<input type="checkbox"/>

11. Applicant Declaration

If the application is made by a corporation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

<p>I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Cairns Regional Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.</p>	
<p>I indemnify the Cairns Regional Council, including its employees, representatives or agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the assessment of this application.</p>	
<p>I agree that if a permit is issued following assessment of this application form that I will:</p> <p>(a) keep in effect during the term of any permit issued, a certificate of currency for public liability insurance which notes the Cairns Regional Council as an interested party and which is for a value of not less than \$20 million and held in the name of the permit holder; and</p> <p>(b) indemnify the Cairns Regional Council, including its employees, representatives and agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the activity and/or the use of Council controlled area or road in any way.</p>	
<p><input type="checkbox"/> I have read and understood the above declaration and confirm that the information provided in this application and any supporting documents are true and correct.</p>	
<p>Name of applicant <i>Either individual or corporation</i></p>	
<p>Name of signatory <i>If applicant is a corporation</i></p>	
<p>Position of signatory <i>If applicant is a corporation. E.g., Director, Secretary.</i></p>	
<p>Signature</p>	
<p>Date</p>	

Fees

Application fees

Once Council receives a complete application form, information will be sent to you outlining payment options of the below application fee. Please note that assessment of your application form will not commence until the application fee is paid.

Application fee	\$760
Bond Deposit (Council owned premises only)	To be determined upon assessment of application

How to submit your application

Submit your completed application form and supporting documentation by one of the following methods:



By mailing

You can mail your completed application to the following address:
Cairns Regional Council
PO Box 359
CAIRNS QLD 4870



In person

You can submit your completed application in person at Council's Spence Street Customer Service centre.



By email

You can submit your completed application by emailing it to regadmin@cairns.qld.gov.au

OFFICE USE ONLY Receipt Type T 727			
Fee:	Receipt #	Date:	Officer Name:

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

SITE MANAGEMENT PLAN

A site management plan is required to be submitted for all applications and must include the following details:

- the overall boundaries of the premises and buffer zones from all external roads and adjoining properties;
- the location of all caravan, RV and/or camping (tent) sites (with correlating numbering or identification);
- the location of all cabins (with correlating numbering or identification);
- vehicle access to all sites and carparking facilities;
- the particulars of each room identifying the maximum number of persons to be accommodated in each bedroom and the number of beds/bunk beds;
- the location of the site office and/or resident on-site manager;
- location and details of communal facilities, including:
 - cooking facilities;
 - dining room facilities; and
 - laundry facilities;
- the location and details of sanitary/ablution facilities;
 - number of toilets;
 - number of showers;
 - number of hand wash basins; and
 - number of urinals;
- location of communal recreational facilities – this includes, but is not limited to, playgrounds, swimming pools, spa, gymnasium, tennis court etc;
- the location of any permanent infrastructure – this includes but not limited to large trees, overhead lighting, rubbish bins and any other permanent items;
- the location of water tap access points and waste water disposal points;
- the location of waste disposal dump points (including sewerage disposal); and
- the location of fire hydrants/firefighting equipment and emergency assembly areas.