

# Mount Isa City Council

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Local Government Act  
2009  
Local Law No. 1  
Schedule 2

## Caravan Park & Camping Ground Permit Application

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

### Application Type

Caravan Park Annual Permit

Temporary Permit (No attachments required)

Camping Grounds Annual Permit

Caravan Park & Camping Ground Annual Permit

If applicant is a  
company, insert  
company name and  
ABN

### Applicant details

Company name  ABN

Title  Mr  Mrs  Ms  Miss Other (specify)

Family name

Given names

Position

Postal Address

Email Address

Phone Number           Fax No

Mobile Number

I declare the information provided in this application to be true and correct.

Signature  Date  /  /

### Resident Manager/s Details

Full name

Postal address

Locality / Suburb  State  Postcode

Email Address

Phone Number           Fax Number

Mobile Number

Is an office provided on site?  Yes  No

Is a manager/s residence provided on site?  Yes  No

Is a Kiosk provided on site?  Yes  No

### Caravan Park/Camping Grounds Details (Business name must be registered with ASIC)

Business Name

Street Address

Postal Address (If different to street address)

Email Address

Phone Number           Fax Number

Mobile Number

Real Property Description (can be found on rates notice)

Lot No  Plan No  Parish

### Sites

Total Number of Sites  Number of powered Caravan Sites

Number of Cabins/Units/Dongas  Camping Ground Sites

## Amenities

No. of Toilets

Male

Female

No of Laundry Tubs

No. of Showers

Male

Female

No of Washing Machines

No. of Hand Basins

Male

Female

No of Dryers/Clotheslines

Disabled Facilities (AS1428)

Male

Female

## Water Supply

Town Water

OR

Chlorinated

OR

Non-Chlorinated

Other – Please Specify \_\_\_\_\_

## Food

Does the premise sell food that requires you to obtain a food business licence under the *Food Act 2006*?

Yes (*Please provide copy of licence with application*)

No

## Attachments (Not required for a Temporary Permit)

The application must include the following attachments:

1. A site plan drawn to scale including

- Boundaries of caravan park/camping grounds
- Division of park into sites, including the location and number of potential sites, with each site clearly defined and bearing a distinguishing mark or number
- Location of each road and building situated within the park/grounds
- Layout of park/grounds lighting
- Layout of parking bays
- Details of the water supply system including position of all water points
- Position of all waste containers
- Details of the sewerage system including the position of wash sanitary convenience, ablution and laundry building
- Details of the on-site sewerage facilities and the waste water disposal system (if applicable)
- Position of all fire places
- Nature and position of all fire safety installations
- 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 must be attached to the application

3. 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 park/grounds.

4. A current certificate of compliance issued under the *Fire and Rescue Act 1990*

5. A current certificate of testing and compliance issued under the *Electrical Safety Act 2002*

6. A copy of the park/grounds evacuation plan

Before the application is granted, the applicant must provide evidence of any necessary statutory permit, authorization 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.

**Temporary Permit Applications do not require attachments to be submitted.**

## PRIVACY STATEMENT

Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

# application



## Sundry Debtors Application / Update of Information

This form is to be used when a Sundry Debtor first applies to have a Sundry Debtors account with Council and when updating Sundry Debtor details. Please complete the details below and return to the Revenue Department within seven (7) days of receiving this application.

Debtor Code (Office Use Only)		Report Group Code (Office Use Only)	
Entity Full Name (as per ABN)			
Trading Full Name			
Business Address			
Postal Address			
Accounts Payable Officer Name			
Accounts Payable Email			
ABN / ACN Number			
Phone		Mobile	
Fax		Email	
Council's preferred method of correspondence is via Email. Please provide an email address for invoices to be sent to:			
<b>Details of any Current Accounts or Properties held with Council</b>			
Do you currently hold any other debtors account/s with Council? If YES, please list all accounts held		YES / NO	
Do you own any properties within the Mount Isa City Council Region? If Yes, please supply details of property (Property Address / Assessment Number)		YES / NO	
<b>Service Type</b>			
<input type="checkbox"/> Waste Management	<input type="checkbox"/> Water & Sewerage	<input type="checkbox"/> Batch Plant – Concrete	
<input type="checkbox"/> Town Planning / Building	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Other (Please specify) _____	
What will be the average volume and/or value of goods and services per month? _____			
<b><u>FOR Waste Management Accounts ONLY</u></b> – Please indicate ALL Registrations of Vehicles AUTHORISED to Use this Account: *			

Company Authority Position & Name:		
Company Authority Signature:		Date:
<p><i>This section must be completed by a legal representative: the individual, the Company Owner/s, Director/s, Chief Executive Officer and/or Manager. By signing this Debtor Form you the applicant acknowledge having read and understood the terms and conditions governing the Debtor arrangements between the applicant and Mount Isa City Council, as set out on this form.</i></p>		

Please turn over page to review and sign Mount Isa City Council's Terms and Conditions. Your debtor application will not be processed unless the Debtors Application/Update Debtors Information Form & Terms and Conditions are fully completed and signed.

### OFFICE USE ONLY

Officer	Signature	Date	Approved
Senior Revenue Officer Approval:			YES / NO
Department Officer:			
Revenue Officer Processing Application:			

### PRIVACY STATEMENT

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Version 1.0 Dated 07 February 2019 - [8.Sundry Debtor Application - Update of Information Version 2.0 Dated 19 February 2019.docx](#)

# Sundry Debtors Application / Update of Information Terms & Conditions

From here within, the “applicant” refers to individuals, the company and/or business that have applied to hold a Sundry Debtors account with Mount Isa City Council. “Council” refers to the Mount Isa City Council as a whole, including all sections and subsidiaries of the entity.

Prior to issuing any credit, the applicant is required to complete the attached Sundry Debtors Application / Update of Information application and return it to the Council’s Revenue Department for processing. The completion and return of this form is the sole responsibility of the applicant. A sundry debtor’s account will not be created until this application form is returned, completed and approved by Council following credit checks. Please be advised that until your account has been approved by Council, all goods and services must be paid for prior to supply.

**Council reserve the right to refuse to issue a line of credit to individuals, the company and/or businesses that have other sundry debtor/s accounts and properties with Council that are currently in arrears. All current accounts, including any rating accounts, need to be paid in full before Council will consider issuing a new line of credit.**

By signing this application form you agree to abide by Council’s payment policy, which is strictly net (30) days from the invoice issue date. Council reserves the right to suspend or cancel the supply of goods and services to any account which does not comply with this policy.

In accordance with the Sundry Debt Recovery Policy (available for viewing on [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au) )

- 30 Days after invoice is issued – Reminder Letter & Statement Issued
  - Advising:
    - Charges are overdue.
    - Legal action maybe initiated unless the debt is paid in full or an approved payment commitment is entered into within fourteen (14) days.
    - Letter is also to advise that credit with Council is suspended and that all goods/services must be paid for upfront until the account arrears are cleared.
  
- 14 days after issue of Reminder Letter – Notice of Proposed Legal Action & Statement Issued
  - Advising:
    - Sundry Debtor that legal action may be initiated unless the debt is paid in full or an approved payment commitment is entered into within fourteen (14) days.
  
- 14 days after issue of Notice of Proposed Legal Action – Recovery Action
  - Advising:
    - Council or Council’s appointed Legal Representative or Debt Recovery Agent will issue a letter of final demand to advise that if payment in full or an agreed payment arrangement is not entered into within fourteen (14) days, legal recovery action may commence.

All requests for a supply of goods and services by Council must be accompanied with a Purchase Order or a Letter of Authority from the customer, except where a purchase order covering a whole month period has been submitted. If a purchase order is covering a whole month period, this must be stated on the purchase order. This will ensure that the service provided has been appropriately authorised by the debtor. Purchase Orders and Letters of Authority must be on company letterhead and contain the following:

- ABN/ACN
- Name & Postal Address
- Contact Details
- Dates authorisation is effective
- Council’s Goods & Service/s the customer is permitted to use / obtain
- Quoted price (if applicable)
- Signature of an authorised representative of the company (Chief Executive Officer, Director, Manager or Owner)

**DECLARATION**

*By signing this Sundry Debtor Application Terms & Condition Section;*

*I, (Company Authority Name) \_\_\_\_\_ being the applicant, acknowledge that I have read and understand the Sundry Debtors Application Terms & Conditions that govern the Sundry Debtors arrangement between myself (the applicant) and the Mount Isa City Council, as set out in this form. I further acknowledge that should I fail to adhere to the above terms and conditions, that my Sundry Debtors account will be suspended and / or cancelled with no further allowance for credit.*

<b>Company Authority Position &amp; Name:</b>			
<b>Company Authority Signature:</b>		<b>Date:</b>	

# Camping Ground / Caravan Park

## Example Site Plan

When applying for a Camping Ground / Caravan Park Permit you will be required to submit a site plan with your application. The site plan must be drawn to scale and be in bird's eye view (looking down on the premises).

Your site plan must show;

- Boundaries of caravan park / camping grounds
- Division of park into sites, including the location and number of potential sites, with each site clearly defined and bearing a distinguishing mark or number
- Location of each road and building situated within the park/grounds
- Layout of park/grounds lighting
- Layout of parking bays
- Details of the water supply system including position of all water points
- Position of all waste containers
- Details of the sewerage system including the position of each sanitary convenience, ablution and laundry building
- Details of the on-site sewerage facilities and the waste water disposal system (if applicable)
- Position of all fire places
- Nature and position of all fire safety installations
- Nature and position of all electrical installations

### Caravan Park Design Example



For more information visit [www.lgtoolbox.qld.gov.au](http://www.lgtoolbox.qld.gov.au), select Mount Isa City Council and click Environmental Health.