

Mount Isa City Council

23 West Street, Mount Isa

PO Box 815,

Mount Isa QLD 4825

Telephone 07 4747 3200

Facsimile 07 4747 3209

Email city@mountisa.qld.gov.au

Website www.mountisa.qld.gov.au



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

☐ New Permit

☐ Temporary Permit

☐ Amendment to Permit

☐ Transfer of Permit

If applicant is a
company, insert
company name and
ABN

Applicant details

Company name	ABN
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Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other (specify)

Family name

Given names

Position

Postal Address

Email Address

Phone Number

Fax Number

Mobile Number

Nominated Manager Details

Full name

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

Permit Specific Details

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

No of Urinals

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

Facilities *Tick all the facilities provided*

☐

Pool or spa

☐

Stormwater management

☐

Installation of gas

☐

Food preparation area

☐

Sites connected to sewer

☐

Dedicated camping area

☐

Sealed Roadways

☐

Waste removal services

☐

Electricity to each site

Building approval

Has building approval been obtained for all structures (including annexes)?

☐

Yes

☐

No

Note: Where your proposal involves new or altered structures, etc. you may require Building Approval, Plumbing Approval, etc. It is your responsibility to ensure you obtain all relevant approvals. Approval under the *Local Law No. 1 Schedule 2* does NOT constitute approval of other aspects of your operation.

Amendment/s to current permit *Give details of proposed amendments*

Transfer of Permit

The current operator MUST sign this section. **Note:** If existing premises has been modified without Council approval the permit cannot be transferred.

Current Permit Holders Name (Individual or Organisation)

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Current Permit Holders Name (Individual)

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Name of Signatory (If applicant is an Organisation)

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Position (Proprietor, Director, Manager)

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Signature and date

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Attachments

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/ground 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 washing sanitary convenience, ablution and laundry building
 - Details of the on-site sewerage facilities and the wastewater disposal system (if applicable)
 - Position of all fireplaces
 - 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 in 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/ground's 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.

Applicant suitability statement, declaration and signature

Have you ever had a licence refused, suspended or canceled, or been found guilty of an offence under the *Local Law No. 1 Schedule 2*, or corresponding law in Queensland or other States and Territories?

☐ No

☐ Yes (Give details in an attachment)

I understand that the information provided in and with this application may be disclosed publicly under the *Right to Information Act 2009* and the *Evidence Act 1977*.

I am aware that under *Local Law No. 1 Schedule 2*, it is an offence to knowingly provide information that is false or misleading.

Name (Individual or Organisation)

Name (Individual)

Name of Signatory (if applicant is an Organisation)

Position (Proprietor, Director, Manager)

Signature and date

/ /

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.

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/ground 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 fireplaces
- 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, select Mount Isa City Council and click Environmental Health.