



CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903 Fax: (07) 4061 4258

Email: enquiries@cassowarycoast.qld.gov.au

Approved Form 8.5 Operation of a Camping Ground, Caravan Park or Shared Facilities Accommodation

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

Cassowary Coast Regional Council Local Law No. 8 (Camping Grounds, Caravan Parks and Shared Facilities Accommodation) 2022

Your Application will not be properly made unless the Approved Form 1.7: Application to Council (What I Want) is attached

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant.

Council Reference:

(Permit application number)

Relevant Development

Application No's.: *(if applicable)*

DA ____ / ____

Information regarding the camping ground, caravan park or shared facilities accommodation

Type of application:

Camping ground Caravan park Shared facilities accommodation

Is the Applicant the owner of the Premises?:

Yes No

If no, the owner must complete the following section.

Owner Details

Name of owner:

Postal address:

Owner's signature:

Date:

Owner's consent must be signed as follows: If sole land owner, by that person; or if joint land owners, by one of the owners; or if body corporate, by affixing the seal; or in any case, by an authorised agent or representative of the owner, attaching a copy of the authorisation

Is there a current development approval for the activity?

Yes No

If yes, attach evidence that the relevant approval has been granted and the Decision Notice with all conditions and approved plans.

Provide a site plan identifying all buildings and other structures and the location of all facilities to be provided. Include facility boundaries, car parking areas, individual sites & numbers, ablution facilities, waste disposal, water bores/tanks (if applicable), roadways/paths and lighting.

What is the maximum number of people to be accommodated?

Identify where the people will be accommodated by reference to rooms or caravan or camping sites on the site plan.

Attached

Specify the facilities to be provided

Show the location of all facilities on the site plan.

Attached

Provide a water quality plan if not utilising town water.

Attached

Identify on the site plan appropriate waste facilities.

Attached

Provide a fire safety report from Queensland Fire and Rescue Services.	<input type="checkbox"/> Attached
Identify the site office on the site plan.	<input type="checkbox"/> Attached
If waste cassettes are to be disposed of identify the discharge point on the site plan.	<input type="checkbox"/> Attached

Details of Sites & Ablution Facilities:

Shared Facility Accommodation:

No. single bedrooms:		No. double bedrooms:		No. other bedrooms:	
				<small>(eg dorm)</small>	
No. bathrooms:		No. Toilets:		No. kitchens:	
					No. dining rooms:

Caravans & RV Sites:

Number of powered sites:		Number of unpowered sites:	
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Cabins:

Total number of cabins:		Number of Occupants per cabin			
Number with ensuites:		Cabin 1		Cabin 2	
		Cabin 3		Cabin 4	
		Cabin 5		Cabin 6	
		Cabin 7		Cabin 8	
		Cabin 9		Cabin 10	
		Cabin 11		Cabin 12	
		Cabin 13		Cabin 14	
		Cabin 15		Cabin 16	

Tent Sites:

Number sites with power:		Number sites unpowered:	
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Ablutions:

	Female:	Male:	Disabled:
Number of toilets:			
Number of showers:			
Number of hand basins:			

Laundry:

Number wash tubs:			
Number washing machines:			

Kitchen:

Detail of kitchen facilities: <small>(eg – oven, microwave, fridge)</small>	
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Checklist:

Please check that you have attached copies of the relevant information to this form.

- Approved Form 1.7: Application to Council (What I Want)
- Detailed site plan
- Current fire safety report from QFES
- If operator is not the owner, provide written consent from the property owner
- Pest control report or pest management plan
- If not on reticulated water supply, please attach copy of water management plan and water test results

New premises additional requirements:

- Copy of the current floor plan of the premises with details of bed locations
- Copies of detailed drawings of the premises and facilities scale (1:100)
- Copy of letter of approval to operate rental accommodation in writing from the property owner.

Please note:

Please note a caravan park or camping ground is for tourists and travellers for short term holiday accommodation for up to 3 months. Non-residential work force accommodation or permanent living (other than the manager/ caretaker) is not permitted without prior planning approval.

Prescribed Fees 2023-2024:

Shared facility accommodation – initial application & permit fee	\$ 397.00
Shared facility accommodation – annual permit renewal fee	\$ 300.00
Operation of a caravan park or camping ground – initial application & permit fee	\$ 292.00
Additional Charge (capped at \$300) – per on-site cabin	\$ 5.60
Additional Charge (capped at \$300) – per site (caravan/tent)	\$ 3.40
Operation of a caravan park or camping ground – annual permit renewal fee	\$ 173.50

Payment options

As of 1 July 2022, Cassowary Coast Regional Council will **no longer accept payments by cash or cheque** at Customer Service Centres, and other Council run facilities.

- Please tick if you would like an invoice to be emailed so you can pay by BPay
- Please tick if you would like to pay by credit card and an officer will call you to take payment
- Payment in person at Customer Service Centres by EFT & credit card only – between 8:30am to 4:30pm Monday, Tuesday, Thursday & Friday; and 9:30am to 4:30pm on Wednesdays (excluding public holidays)

Customer Acknowledgement / Declaration:

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME..... SIGNATURE..... DATE.....

Information Privacy Statement:

Your personal information has been collected for the purpose of assessing your Application for a Permit. 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.

OFFICE USE ONLY:

Application Creation: PLUS → PrescrbAct → OPSFA (shared facility accommodation)

Application Creation: PLUS → PrescrbAct → OPCP (operation of a caravan park/camp grounds)

Application Number:		Date:	___/___/___
Receipt No.:		Admin Initials:	

Criteria for assessment of application

General Criteria under Local Law No. 1 (Administration) 2022

Council must assess your application against the general criteria:

1. that you currently hold any separate approval relating to the activity that is required under another law, including proof of any conditions, plans or limitations that attach to the approval;
2. that the management of the activity will protect public health, safety and amenity and prevent environmental harm;
3. identify best practice management for the proposed activity;
4. if the activity is to be conducted on trust land, say why the activity is consistent with the purpose of the trust;
5. how the activity will benefit the good rule and governance of the Cassowary Coast;
6. how the activity will not be detrimental to the good rule and governance of the Cassowary Coast;
7. whether you have been convicted of a breach of a local law within the last three years; and
8. whether an approval for the same or similar activity was given under the repealed local laws.

Additional criteria under *Local Law No. 8 (Camping Grounds, Caravan Parks and Shared Facilities Accommodation) 2022*

Council must assess your application against the additional criteria that apply to this activity specifically:

9. whether the application is consistent with the provisions of Council's planning scheme, any development approval issued for the site or any existing lawful use rights;
10. whether an emergency management plan has been put in place for a caravan park or camping ground;
and
11. whether the development will be operated to a proper standard of hygiene, safety and comfort.



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Approved Form 1.7 Application to Council (*What I Want*)

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

For most applications to Council, you must complete Approved Form 1.7: Application to Council (*What I Want*) and an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.

Type of application

- | | | |
|--|------------------------------------|----------------------------------|
| <input type="checkbox"/> Prescribed Activity | <input type="checkbox"/> Amendment | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> Non-Prescribed Activity | <input type="checkbox"/> Transfer | |

Applicant details

Note: the applicant is the person responsible for making the application. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant. The applicant may be, for example, the driver of extraordinary traffic on a local government road.

Applicant's name:	Title	First name	Surname
Applicant's phone:			
Applicant's email:			
For companies: Business name			
ABN:			
Director name/s:			
Name of Agent / Contractor (if not the applicant)			
Contact number/s:			
Email address:			
Residential address:			
Postal address:			

New Permit - provide a brief description of the activity you want permitted

Property where the activity is to take place (if applicable)			
Property ID Number: <i>To be completed by Council if not known</i>	<i>Note: This number is important and should be used on all correspondence relating to this matter</i>		
Property address:			
Property description: (lot and plan)	Lot No.	Plan No.	
Name of owner of property if not the applicant: <i>(e.g. company)</i>			
Street/Park Name:			
Is the property privately owned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If no, please provide property owner name & phone:		
Is the property a dwelling unit or multi-residential?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the property in the Environmental Management and Conservation Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other Approved Forms to be attached for Prescribed Activities			
<input type="checkbox"/> Approved Form 1.7 Application for renewal	<input type="checkbox"/> Approved Form 1.12 Transfer of permit	<input type="checkbox"/> Approved Form 1.13 Request to amend conditions	<input type="checkbox"/> Approved Form 1.23 Request for enforceable undertaking
<input type="checkbox"/> Approved Form 2.15 Keeping of animals	<input type="checkbox"/> Approved Form 2.17 Breeding of animals	<input type="checkbox"/> Approved Form 2.39 Request to reclaim an impounded animal	<input type="checkbox"/> Approved Form 2.40 Surrender of animal to Council
<input type="checkbox"/> Approved Form 4.8 General activity – Busking, Fundraising, Public Education & Information Displays	<input type="checkbox"/> Approved Form 4.8 General activity – Commercial Filming or Photography	<input type="checkbox"/> Approved Form 4.8 General activity – Extension of Liquor Licenced Area (Resorts)	<input type="checkbox"/> Approved Form 4.8 General activity – Footpath Dining
<input type="checkbox"/> Approved Form 4.8 General activity – Markets	<input type="checkbox"/> Approved Form 4.8 General activity – Mobile Road Side Vending and Stationery Vending	<input type="checkbox"/> Approved Form 4.8 General activity – Temporary Entertainment Event	<input type="checkbox"/> Approved Form 4.8 General activity – Weddings
<input type="checkbox"/> Approved Form 4.8 General activity – Other general activities	<input type="checkbox"/> Approved Form 4.13 Driving or leading animals	<input type="checkbox"/> Approved Form 4.18 Depositing of goods and materials	<input type="checkbox"/> Approved Form 4.23 Alteration or Improvement to Local Government Controlled Areas or Roads
<input type="checkbox"/> Approved Form 4.28 Mooring	<input type="checkbox"/> Approved Form 5.4 Temporary Home	<input type="checkbox"/> Approved Form 6.10 Use of a Bathing Reserve or Foreshore	<input type="checkbox"/> Approved Form 6.23 Exclusive Use of a Life Saving Club Area
<input type="checkbox"/> Approved Form 7.4 Disturbance of Human Remains Outside of a Cemetery	<input type="checkbox"/> Approved Form 7.10 Burial or Placement Outside of a Cemetery	<input type="checkbox"/> Approved Form 7.15 Disturbance of Human Remains in a Cemetery	<input type="checkbox"/> Approved Form 7.20 Burial or Disposal of Human Remains in a Cemetery
<input type="checkbox"/> Approved Form 7.25 Erection of a Memorial, Vault, Columbarium or Full Grave Slab	<input type="checkbox"/> Approved Form 8.5 Operation of a Camping Ground, Caravan Park or Shared Facilities Accommodation	<input type="checkbox"/> Approved Form 9.10 Parking	<input type="checkbox"/> Approved Form 10.5 Advertising Device
<input type="checkbox"/> Approved Form 11.4 Cane Railway Operation	<input type="checkbox"/> Approved Form 12.20 Hire of a Metered Standpipe	<input type="checkbox"/> Approved Form 12.23 Installation of a Subsidiary Meter	

Other Approved Forms to be attached for Non-Prescribed Activities

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Checklist:

For most applications to Council, you must complete Approved Form 1.7: Application to Council (What I Want) **and** an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.

I have attached the additional Approved Form required for my application.

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME..... SIGNATURE..... DATE.....

Payment options

In person	As of 1 July 2022, Cassowary Coast Regional Council will no longer accept payments by cash or cheque at Customer Service Centres, and other Council run facilities. You can pay via EFTPOS at the Customer Service Centres between 8:30am to 4:30pm Monday, Tuesday, Thursday & Friday; and 9:30am to 4:30pm on Wednesdays (excluding public holidays).
Over the phone	<input type="checkbox"/> Please tick if you would like to pay by credit card and an officer will call you to take payment after your application form is received.
By BPay	<input type="checkbox"/> Please tick if you would like an invoice to be emailed so you can pay by BPay.

OFFICE USE

Application Number:	
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General Application to accompany all applications to Council for permits to undertake prescribed activities and non-prescribed activities. This Approved Form 1.7 Application to Council (What I Want) is approved by the Chief Executive Officer for the local laws.

The Council may, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials to be included in the application. Council may require an application to include site plans, management plans, relevant consents, evidence of public liability insurance etc. Please not an application to Council may require approvals under another Act, for example in relation to development, building, liquor carriage of goods and business licensing etc. Should the applicant not provide information, documents or materials to be included in the application, the application may lapse. See Section 7 Cassowary Coast Regional Council Local Law No 1 (Administration) 2022.

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