



CASSOWARY COAST REGIONAL COUNCIL
CARAVAN PARK FORM
PO Box 887, 70 Rankin Street
INNISFAIL QLD 4860
Phone: 1300 763 903
Email: enquiries@cassowarycoast.qld.gov.au

APPLICATION FOR A PRESCRIBED ACTIVITY
APPLICATION FOR A NEW OR AMENDMENT OF EXISTING APPROVAL
Operation of a Caravan Park and/or Camping Ground

LOCAL GOVERNMENT ACT 2009

LOCAL LAW NO. 1 (ADMINISTRATION) 2011

SUBORDINATE LOCAL LAW NO. 1 (ADMINISTRATION) 2011 - SCHEDULE 12 and 14

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.

Application Type (tick as appropriate)

- New Application Amendment
Caravan Park Camping Ground

Section 1 Applicant Details (please print)

Applicant Name:	Email:
Phone:	Mobile:
Postal Address:	
Business Name:	
Trading Name:	
Address of premises:	
Current Permit Number: (if applicable)	
Development Approval Number: (if applicable)	

Section 2 Attachments (must be provided)

1) Please attach a site plan (scale 1:100) showing the layout and details as follows:

- Facility boundaries;
- Car parking areas;
- Individual sites & numbers;
- Ablution facilities;
- Waste disposal (if applicable);
- Water bores/tanks (if applicable);
- Roadways/paths;
- Lighting.

2) Designate individual sites as powered, unpowered; caravans, tents, RV's, cabins; self-contained facility areas & ensuite cabins.

- 3) Attach a current fire safety report from QFES;
- 4) If operator is not the owner provide written consent of the owner;
- 5) Please attach copy of Pest Control Report or Pest Management Plan;
- 6) If not on a reticulated water supply – attach a copy of Water Management Plan and Water Test results.

(NB:Template for WMP on CCRC Website <http://www.cassowarycoast.qld.gov.au>)

Section 3 Details of Sites & Ablution Facilities

Caravans & RV Sites					
Number powered sites:		No. unpowered sites:			
Cabins					
Total number of cabins:		No. 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:			
Toilets					
	Female	Male	Disabled		
Number toilets:					
Number showers:					
Number hand basins:					
Laundry					
Number wash tubs:		No. clothes dryers:			
Number washing machines:		Clothes line (m):			
Kitchen					
Detail of kitchen facilities: Eg; oven, microwave, fridge					

Section 4 Amendments (complete only if amending current permit)

Detail what is being amended from previous approval:

Have you obtained Planning Approval for these amendments? Yes #.....

Section 5 Fee Schedule 2020-2021

Initial Application and Permit (plus additional charges)	\$260.50
Additional Charge (capped at \$300) – per On-Site Cabin	\$ 4.60
Additional Charge (capped at \$300) – per Site	\$ 2.60
Permit Renewal Fee (plus additional charges)	\$154.50

Section 5 Declaration & Signature

I/we declare that the information provided in this application is true & correct and I consent to the making of enquiries and exchange of information with any government department or agency in relation to this application.

Print Name: _____

Signature of Applicant _____ Date: _____

Section 6 Office Use

Cashier	Fee Paid	Date	Receipt No.	Application No.

Section 7 Payment Options

In Person:

Tully Civic Centre – 38-40 Bryant St, Tully
Cardwell Office – 2 Balliol St, Cardwell
Innisfail Town Hall – 70 Rankin St, Innisfail

By Mail:

Cassowary Coast Regional Council
PO Box 887
INNISFAIL QLD 4860

By Credit Card:

Card Name: _____

Card Number: _____ Expiry Date: _____

Amount: _____ Signature: _____