

**CASSOWARY COAST REGIONAL COUNCIL**

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903

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. dining rooms:
Caravans & RV Sites:				
Number of powered sites:		Number of unpowered sites:		
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:		
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>				
Checklist:				
Please check that you have attached copies of the relevant information to this form.				
<input type="checkbox"/> Approved Form 1.7: Application to Council (What I Want)				
<input type="checkbox"/> Detailed site plan				
<input type="checkbox"/> Current fire safety report from QFES				
<input type="checkbox"/> If operator is not the owner, provide written consent from the property owner				
<input type="checkbox"/> Pest control report or pest management plan				
<input type="checkbox"/> If not on reticulated water supply, please attach copy of water management plan and water test results				
New premises additional requirements:				
<input type="checkbox"/> Copy of the current floor plan of the premises with details of bed locations				
<input type="checkbox"/> Copies of detailed drawings of the premises and facilities scale (1:100)				
<input type="checkbox"/> 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 2025-2026:

Shared Accommodation – Application + Person Rate	\$ 427.00
Shared Accommodation – Permit Renewal fee + Person Rate	\$ 322.00
Shared Accommodation – Per Person (capped at \$300)	\$ 10.40
Caravan Park/Camp Ground – Initial Application & Permit (plus additional charges)	\$ 360.00
Caravan Park/Camp Ground - Additional Charge (capped at \$300) – per on-site cabin	\$ 6.10
Caravan Park/Camp Ground - Additional Charge (capped at \$300) – per site caravan/tent site	\$ 3.70
Caravan Park/Camp Ground – Permit Renewal fee (plus additional charge)	\$ 278.00

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:

Cassowary Coast Regional Council is collecting your personal information in accordance with the Information Privacy Act 2009 (Qld), and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's Privacy Policy on Council's website www.cassowarycoast.qld.gov.au

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*

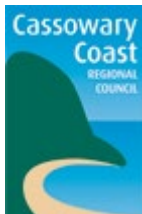
Council must assess your application against the general criteria:

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

☐ Prescribed Activity

☐ Amendment

☐ Renewal

☐ 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

Fee Waiver / Fee Reduction Request			
Is this application for a legal not-for-profit organisation or charity group?	Is the initiative/event for a community purpose?	Will the event or initiative be based in the Cassowary Coast?	Is the Not For Profit organisation based on the Cassowary Coast?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Checklist:
<p>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.</p> <p><input type="checkbox"/> I have attached the additional Approved Form required for my application.</p>
<p>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</p>
<p>PRINT NAME..... SIGNATURE..... DATE.....</p>

Payment options	
In person	<p>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.</p> <p>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).</p>
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:	

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 note 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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