



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.

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

Type of application:	☐ Camping ground ☐ Caravan park ☐ Shared facilities accommodation
Detailed site plans:	 Please attach a detailed site plan including locations of: • Site office • Individual sites for accommodation & numbers • All buildings, structures and facilities • Ablution facilities • Waste disposal facilities • If waste cassettes are to be disposed of, identify the discharge point • Water bores/tanks <i>(if applicable)</i> • Facility boundaries • Car parking areas • Roadways/paths and lighting <i>Your site plan must include all items listed above to be accepted for assessment.</i>
Maximum number of people to be accommodated:	
Details of facilities provided:	
Provide a water quality plan if not utilising town water: 	☐ Copy attached
Provide copy of pest control report or a pest management plan: 	☐ Copy attached
Attach a fire safety report from Queensland Fire and Rescue Services: 	☐ Copy attached

Details of accommodation sites and ablution facilities:

Shared Facility Accommodation:

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

Caravans & RV Sites:

Number of powered sites:		Number of unpowered sites:	
--------------------------	--	----------------------------	--

Cabins:

Total number of cabins:		Number with ensuites:	
-------------------------	--	-----------------------	--

Number of Occupants per cabin:

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:	
Cabin 17:		Cabin 18:		Cabin 19:		Cabin 20:	
Cabin 21:		Cabin 22:		Cabin 23:		Cabin 24:	

Tent Sites:

Number sites with power:		Number sites unpowered:	
--------------------------	--	-------------------------	--

Ablutions:	Female:	Male:	Disability:
Number of toilets:			
Number of showers:			
Number of hand basins:			

Laundry:

Number wash tubs:	
Number washing machines:	

Kitchen:

Detail of kitchen facilities: (e.g. – oven, microwave, fridge)	
---	--

Owner of premises details and owners consent:

Is the applicant the owner of the Premises?	☐ Yes ☐ No - If no, the owner must complete the section below.
Name of owner:	
Postal address:	
Owner's signature:	<i>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.</i>
Date signed by owner:	

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
- ☐ If not on reticulated water supply, please attach copy of water management plan and water test results
- ☐ Pest control report or pest management plan
- ☐ Current fire safety report from QFES
- ☐ If operator is not the owner, provide written consent from the property owner

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 three (3) months. Non-residential work force accommodation or permanent living (other than the manager/ caretaker) is not permitted without prior planning approval.

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:	
--------------------	--	-------------------	--	--------------	--

Application Fee:

Please refer to “Regulatory Services - Schedule of fees and charges for permits and licences” on Council’s website.

Payment Options:

Please note that payment can only be made after the application is received and processed by Council

BPay:	☐ Please tick if you would like an invoice to be emailed so you can pay by BPay
In person:	☐ Payment by EFTPOS at Customer Service Centres
Via phone:	☐ Please tick if you would like to pay by credit card, and an officer will call you to take payment

Please return your completed application via one of:

By email: enquiries@cassowarycoast.qld.gov.au
By post: Cassowary Coast Regional Council, PO Box 887, Innisfail QLD 4860
In person: For Customer Service locations & office hours, visit: [Contact Council | Cassowary Coast Regional Council](#) or phone 1300 763 903

Cassowary Coast Regional Council – 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

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.

**CASSOWARY COAST REGIONAL COUNCIL**

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903

Email: enquiries@cassowarycoast.qld.gov.au**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.

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.

Applicant's name:	First name	Surname
Applicant's phone:		
Applicant's email:		
Residential address:		
Postal address:		

Business details (*if applicable*):

Business name:	
ABN:	
Phone number/s:	
Email address:	
Postal address:	
Director name(s):	
Name of agent / contractor <i>(if not the applicant)</i>	

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 description: (lot and plan) <i>To be completed by Council if not known</i>	
Property address:	
Street / park name:	
Name of owner of property if not the applicant:	

Fee waiver / fee reduction request:

Not-for-profit and charity organisations may apply for a waiver or reduction of fees.
Proof of not-for-profit status must be provided for an applicant to be considered for a fee waiver or reduction.

Is this application for a charity or not-for-profit organisation?	☐ Yes – proof of status attached	☐ No (not eligible)
Is the initiative/event for a community purpose?	☐ Yes	☐ No (not eligible)
Is the not-for-profit organisation based on the Cassowary Coast?	☐ Yes	☐ No (not eligible)

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:	
--------------------	--	-------------------	--	--------------	--

Cassowary Coast Regional Council – 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

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*.