

# Operation of a camping ground or caravan park application

**Postal Address**  
PO Box 159  
Caboolture QLD 4510

**Public Health and Local Laws**  
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*Fees listed are applicable 1 July 2019 – 30 June 2020*

**ABN: 92 967 232 136**

## Applicant details:

- If applicant is an individual - complete Section A  If applicant is a company - complete Section B  
 If application is an Incorporated Association - complete Section B

### Section A - Individual application

Mr  Mrs  Ms  Miss

First name:  Surname:

Address (not a PO Box):

ABN (if applicable):

Postal address:

Email address:

Home number:  Mobile phone:  Work phone:

**Note: Contact numbers which you provide may be used to update council's records.**

### Section B - Company or Incorporated Association application

Legal name:

ABN/ACN:

Email address:

Registered address (not a PO Box):

Postal address:

Contact person details:  Mr  Mrs  Ms  Miss

Contact person name:

Business number:  Mobile phone:  Work phone:

**Note: Contact numbers which you provide may be used to update council's records.**

Email address:

## Subject property information:

Street address:

Real property description: Lot:  Plan:

Maximum number of persons proposed to be accommodated:

**Supporting information required to be submitted with this application:**

- Application fee of \$177.00
- A copy of the development approval under the Planning Act 2016, or any preceding legislation.
- 2 copies of a plan, drawn to a suitable scale (e.g. 1:100) showing: site boundaries; designated caravan and camping sites; internal paths and roads; water supply details (includes source, quality, quantity, storage and reticulation details); how wastewater will be collected, stored and disposed of; how storm water will be managed; refuse storage, collection and disposal; the position and specifications of facilities and amenities (includes kitchens/cooking facilities, sanitary, ablution, laundry buildings, related infrastructure, including generators, boilers or hot water systems and related fuel storages or holding tanks; the position and specifications of recreation facilities; the position of fire places; the position and specification of fire fighting facilities; electricity reticulation details and specification; and land contours and natural features, including significant trees on site.
- Name and address of the proposed resident manager of the camping ground or caravan park and the proposed resident manager's written agreement accepting the responsibilities of resident manager of the camping ground or caravan park
- Written advice from Queensland Fire and Rescue Service (QFRS) that the provision of suitable and appropriate fire fighting facilities are provided throughout the site.
- A copy of an evacuation plan, approved by a recognised authority, showing all necessary assembly areas.
- Designated parking areas, including visitor parking area/s.

**Customer summary:**

I acknowledge the information provided in this application is, to my knowledge not false or misleading. I understand that an annual fee is applicable to this licence.

Signature:  Date:

Office use only		
CSO: _____	Licence number: _____	
Receipt number: _____	Amount: _____	Date: _____

**Privacy statement**

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your application for the operation of a camping ground or caravan park.

**Payment options:**

**In person** – Present this form at any of the Moreton Bay Regional Council Customer Service Centres:  
**Caboolture:** 2 Hasking Street, Caboolture | **Strathpine:** 220 Gympie Road, Strathpine | **Redcliffe:** Irene Street, Redcliffe  
**By mail** – **PO Box 159, CABOOLTURE QLD 4510.**  
Please make all cheques/money orders payable to Moreton Bay Regional Council.

## All approvals will be subject to the following conditions:

- Install a current, detailed site plan in a conspicuous position on a sign at the entrance to the property, together with the relevant evacuation procedures, and areas. The name of the caravan park or camping ground; name, address and telephone numbers of the approval holder and manager and emergency contact details are to be displayed with the detailed site plan on the sign; and
- Ensure that all sites on the property are clearly delineated and designated at all times
- The operator must ensure that a person does not camp or park a caravan in any area other than a site designated on the approved plan for camping
- Provide specified facilities for the collection, storage and disposal of liquid and solid wastes generated within the grounds
- Ensure that the conditions of the development approval are maintained at all times
- The operator must not, without the prior written approval of the local government, hire out a part of the camping ground or caravan park for separate occupation unless it is a site approved by the local government for separate occupation
- The operator must not, without the local government's written agreement, change the layout, structures or facilities of a camping ground or caravan park by –
  - adding to the existing sites; or
  - changing the position or boundaries of a site; or
  - adding new structures or facilities; or
  - removing existing structures or facilities; or
  - changing the position of structures or facilities in the camping ground or caravan park

This sub-section does not apply if the proposed changes constitute development and requires an application under the *Planning Act 2016*.

- The operator must ensure that only designated fireplaces are used to light and maintain fires for the purpose of cooking food for human consumption, and the operator must exhibit a legible notice of this restriction, at every public entrance to the camping ground or caravan park
- The operator is to ensure that any caravan or any other type of complementary accommodation brought onto any site is suitable for human habitation, is kept clean and tidy and in good repair and condition, and, where required, the caravan or complementary accommodation is secured in a satisfactory manner.
- The operator must not permit occupation of any onsite caravan or other type of complementary accommodation by more persons than the number for which the caravan or other complementary accommodation was designed
- The operator must not permit caravan park residents or campers in camping grounds to keep animals in the caravan park or camping ground, unless the local government has designated the particular caravan park or camping ground as one where animals may be kept subject to the provisions of *Moreton Bay Regional Council Local Law No.2 (Animal Management) 2010*.
- the operator must maintain the number of toilets and bathing or showering facilities, hand wash basins, & laundry facilities for the persons of both sexes (including disabled persons, babies and young children) using the camping ground or caravan park; and
- the operator must provide sewerage, drainage, refuse collection, electricity supply, telephone and postal services, and any other services that may be specified by the local government, for the benefit of residents
- the operator must provide and maintain the specified laundry and recreational facilities for the use of the residents
- if the operator supplies bedding—require the operator:
  - to keep it in a clean and sanitary condition; and
  - if bed linen is provided—to change and replace it with clean bed linen once per week, or whenever there is a change of occupation of the relevant accommodation or site.
- Water supply require the operator:
  - to provide and maintain adequate supplies of water as specified in an approval for drinking, cooking and personal hygiene (i.e. *domestic purposes*); and non domestic purposes
  - to ensure that, if water obtained from a particular water outlet in the camping ground or caravan park is unsuitable for domestic purposes, a permanent sign, written black on white in letters of 100 mm is prominently displayed at the outlet stating- Unsuitable for Domestic Purposes.
- The operator must maintain all park and camping ground assets, infrastructure and grounds in good repair, and in a clean and tidy condition as applicable to the standards stated in the development approval or in accordance with any other relevant standards. Proof of the currency of such maintenance must be supplied on the request of an authorised person
- The operator must ensure roads and amenities be lit during the hours between dusk and dawn, to the standard stated in the development approval
- The operator must ensure internal roads be kept clear for the unimpeded access of emergency vehicles at all times.
- The operator must ensure that a register is kept containing:
  - the name and address of each person who hires a site or complementary accommodation on the camping ground or caravan park
  - an identifying number for the accommodation or site
  - if a caravan is brought onto the site—the registered number of the caravan and where applicable the registration of any other vehicle on the site
  - the dates when the hiring of the accommodation or site begins and ends
- The operator or the resident manager must, at the request of an authorised person, produce the register for inspection.