



Application for Caravan Park Approval

Mackay Regional Council Local Law No. 1 (Administration) 2011;
Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011.

Privacy Notice: Mackay Regional Council is collecting this information in order to process your application. Council is authorised to do this under the above-mentioned legislation. If required, council may provide your details to a collection agency that has been employed by council for the recovery of unpaid fees. In all other circumstances this information will only be disclosed to a third party with your written authorisation or as required by law.

P: 1300 622 529 | **E:** council@mackay.qld.gov.au | **F:** 07 4944 2400 | PO Box 41 Mackay QLD 4740 | **ABN:** 56 240 712 069
CS Centres: Mon-Fri, 8:30am-4:30pm | Civic Precinct, Gordon St, Mackay | 65 Broad St, Sarina | 20 Victoria St, Mirani

For your application to be assessed you must:

- Complete all relevant sections;
- Provide all supporting information referred to on this form; and
- Submit with the relevant fee.

Contact council if you have any specific enquiries regarding fees or how to complete this form. Please type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

SECTION A – APPLICATION TYPE

NEW APPLICATION

Complete **SECTIONS B, C, E, and G** and provide supporting information.

AMENDMENT (e.g. change to operation)

Complete **SECTIONS B, C, E, and G** and provide supporting information.

TRANSFER

Complete **SECTIONS B, D, E and G.**

SECTION B – APPLICANT DETAILS

Title: Mr Mrs Ms Miss Other:

Family Name: _____ Given Name/s: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Home Phone: _____ Mobile: _____

Email: _____

If there is more than one applicant, please fill in the details of the second applicant here

Title: Mr Mrs Ms Miss Other:

Family Name: _____ Given Name/s: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Home Phone: _____ Mobile: _____

Email: _____

SECTION C – BUSINESS DETAILS

Trading Name: _____ ABN: _____

Trading Address: _____

Suburb: _____ Post Code: _____

Real Property Description (Lot/Plan): _____

Business Phone: _____ Business Fax: _____

Postal address where you can receive legal documents.

Postal Address: _____

Suburb: _____ Post Code: _____

Contact person for business if not the applicant and/or if the applicant is a company.

Contact Person: _____ Position: _____

Contact Phone: _____ Email: _____

SECTION D – TRANSFER OF APPROVAL

Current approval holder's full name and signature is required if transferring approval.

- I consent to the transfer of this caravan park approval _____ to the applicant in this application.

Current Approval Holder:

Signature:

Date:

SECTION E – LANDOWNER & RESIDENT MANAGER CONSENT

Landowner consent is required if the applicant is not the owner.

Landowner Name:

Signature:

Date:

Signature of Resident Manager (accepting responsibilities of Resident Manager of the caravan park) is required.

Resident Manager Name:

Signature:

Date:

SECTION F – ATTACHMENTS

Please provide:

- A plan of the proposed caravan park (drawn to scale) showing:
 - Location and real property description of the proposed caravan park;
 - Property boundaries;
 - Division of sites with clearly defined numbering or markings;
 - Identification of sites proposed for use by an on-site caravan, or cabin, or manufactured home or tent;
 - All roads and buildings within the caravan park;
 - Water supply system and all water points;
 - Position of all waste containers;
 - Details of sewerage system and position of each sanitary convenience, ablution and laundry buildings for users of the caravan park;
 - Details of on-site sewerage facilities and waste water disposal system;
 - Position of fire places;
 - Nature and position of:
 - All fire safety installations;
 - All electrical installations;
 - All food preparation areas;
 - All recreational facilities;
 - All car parking facilities.
- Rules which will govern the use of the caravan park, including rules which prohibit or restrict the keeping of dogs at the caravan park.
- Evidence that approvals have been obtained for each of Town Planning, Building, Plumbing and Trade Waste, as required. If you believe that any one, or all, or these approvals are not required to support this application, you must provide written evidence in support of your claim.
- Certificate of compliance issued under the *Fire and Rescue Service Act 1990*.
- Current certificate of testing and compliance issued under the *Electricity Safety Act 2002*.

SECTION G – APPLICANT DECLARATION

- I declare the information provided in this application to be true and correct.

Applicant Name:

Signature:

Date:

PAYMENT OPTIONS

For a complete list of fees and charges, please refer to council's [Fees and Charges](#).

CREDIT CARD | We accept Visa or MasterCard. We do not accept American Express.

CHEQUE | Make your cheques payable to Mackay Regional Council.

CASH OR EFTPOS | You can pay at any of Council's Customer Service Centres.

OFFICE USE ONLY

Reference number: LC/H&RS/PP	Date:	Amount:
File number:	Receipt number:	Cashier: