



Please read the Application Guidelines and the Caravan Parks and Relocatable Homes Guide before completing and submitting your application. Applications that are incomplete will not be accepted.

1 Application type *Select ONE only*

New Permit *Complete Parts A, B, C, F and G*

or

Amendment to Permit *Complete Parts A, D, F and G*

Existing Permit no.

or

Transfer of Permit *Complete Parts A, B, E, F and G*

Existing Permit no.

or

Plan Assessment/Design requirements only *Complete Parts A, B, C and F*

Office Use Only

DART Application no.

DART Permit no.

2 Prelodgement or Design requirement advice *Tick if applicable*

I have received previous advice in relation to this activity

Reference no.

3 Fee reduction *Tick if applicable*

This application is for a charitable organisation

PART A

4 Premises address *Use official address of premises location*

Unit no.	Street no.	Street	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 Real Property description

Lot	Plan	Lot	Plan
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6 Development approval

Is a valid Development Permit for the activity in place?

Yes Reference number

Not applicable *The proposed use is exempt or self-assessable development and does not require a Development Permit.*

No *You need to determine the suitability of the site for your use. See Application Guideline 6. Severe penalties exist for unlawful uses under the Planning Act 2016.*

PART B

7 Applicant

Individual's full name *Person/s applying to be the new permit holder*

Title	Surname/Family name	First name	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

or

Organisation's full name *Organisation applying to be the new permit holder*

8 ABN *Mandatory*

9 Registered address *Not a PO Box*

10 Postal address

11 Business/Trading name *If applicable*

12 Contact person's name

13 Contact details

Business phone no.	Business fax no.	Business mobile no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		

14 Agent or Consultant *Details of person making application on behalf of the operator*

Name		
<input type="text"/>		
Address		
<input type="text"/>		
Business phone no.	Business fax no.	Business mobile no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		

PART C

Permit specific details

15 Sites

Total number of sites	Temporary caravan sites	Permanent caravan sites	Relocatable home sites			
<input type="text"/>	=	<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>

16 Nominated manager's details

Name		
<input type="text"/>		
Business phone no.	Business fax no.	Business mobile no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		

17 Facilities *Tick ALL the facilities provided*

<input type="checkbox"/> Pool or spa	<input type="checkbox"/> Food preparation facility	<input type="checkbox"/> Sealed roadways
<input type="checkbox"/> Stormwater management	<input type="checkbox"/> Sites connected to sewer	<input type="checkbox"/> Waste removal services
<input type="checkbox"/> Installation of gas	<input type="checkbox"/> Dedicated camping area	<input type="checkbox"/> Electricity to each site

18 Building approval

Has building approval been obtained for all structures (including annexes)?

No Yes

19 Other facilities

Number of male toilets	Number of female toilets	Number of male showers	Number of female showers
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of urinals	Number of washing machines	Number of laundry basins	Number of clothes drying facilities
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART D

20 Amendment/s to current permit *Give details of proposed amendments*

PART E

21 Transfer of Permit

The current operator MUST sign this section. NOTE: If the existing permits has been modified without Council approval the permit cannot be transferred.

Current Permit Holder's name *Individual or Organisation*

Current Permit Holder's name *Individual*

Name of Signatory *If applicant is an Organisation*

Position *Proprietor, Director, Manager*

Signature and date

PART F

22 Completion checklist <i>Required with this application</i>	Tick box/es	Office Use Only
1. Completed and signed application form	<input type="checkbox"/>	<input type="checkbox"/>
2. Correct fee paid or enclosed	<input type="checkbox"/>	<input type="checkbox"/>
3. Two sets of plans to scale – maximum A3	<input type="checkbox"/>	<input type="checkbox"/>
4. Site plan	<input type="checkbox"/>	<input type="checkbox"/>
5. Copies of certification <i>If required</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Attachment relating to suitability statements required if answering 'yes' to question 23	<input type="checkbox"/>	<input type="checkbox"/>
7. Development assessment check - if you ticked either 'yes' or 'not applicable' to question 6, you do not need to lodge a Development Approval under the City Plan	<input type="checkbox"/>	<input type="checkbox"/>
8. Proof of Charity Status if requesting reduced fee	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Where your proposal involves new or altered structures, etc. you may require Building Approval, Plumbing Approval, etc. It is **your** responsibility to ensure you obtain all relevant approvals. An approval under the Local Law (Caravan Parks and Relocatable Home Parks) 2000 does NOT constitute approval of other aspects of your operation.

PART G

23 Applicant suitability statement, declaration and signature

Have you ever had a licence refused, suspended or cancelled, or been found guilty of an offence under the Local Law (Caravan Parks and Relocatable Home Parks) 2000, or corresponding law in Queensland or other States and Territories?

No Yes *Give details in an attachment*

I understand that the information provided in and with this application may be disclosed publicly under the *Right to Information Act 2009* and the *Evidence Act 1977*.

I am aware that under Part 2, Section 6, Subsection 5 of the Local law (Caravan Park and Relocatable Home Parks) 2000 that it is an offence to knowingly provide information that is false or misleading.

Name *Individual or Organisation*

Name *Individual*

Name of Signatory *If applicant is an Organisation*

Position *Proprietor, Director, Manager*

Signature and date

Application lodgement options

By mail:

Return completed application to:

Brisbane City Council
GPO BOX 1434
BRISBANE QLD 4001

In person:

Applications can only be lodged at the Regional Business Centres.

For further information

Please contact Brisbane City Council on **133 BNE (133 263)** or visit Council's website at www.brisbane.qld.gov.au.

Caravan Parks and Relocatable Home Parks Permit Application Guidelines

Notes in relation to specific fields on the application

For all fields, if the space is insufficient please provide the required information in a clearly marked attachment.

1 Application type

As this form can be used for several different application types in relation to Caravan Parks and Relocatable Home Parks you must determine the purpose of your application. This also determines the fee payable for the application.

- Select **New Permit** where the site has not previously been approved for this purpose, or where a previous permit has lapsed. You would also select **New Permit** if you take over a site **and** plan to significantly alter the premises or operation.
- Select **Amendment to Permit** if you already hold the licence and intend on making significant alterations to the operation, eg. *changing the approved area*. The existing permit number is the reference number you have been provided with and is noted on the previous approval.
- Select **Transfer of Permit** only where you are taking over an existing permit. The premises must have a current permit, no changes to the operation must have been made and you must obtain the current permit holder's signature. The existing permit number is the reference number you have been provided with and is noted on the previous approval
- Select **Plan Assessment/ Design requirements only** where you need advice on the suitability or the requirements for the design of the site, but you are not ready to operate the food business within 60 days. A permit will not be issued for this type of application.

2 Prelodgement or Design requirement advice

If you have previously been in contact with Council in relation to this site and have obtained Prelodgement Advice or submitted plans for assessment (Design Requirements Advice), list the reference number you were provided with.

3 Fee reduction – Religious or charitable

Only tick this box if your activity is of a nature where a reduction or waiver of fee is applicable and your organisations is recorded on Council's records as a qualifying Type 1 Religious or Charitable Organisation.

PART A

4 Premises address

You must use the official address of the location where the activity will be carried out. If you are unsure of the official (rateable) address, please confirm by contacting the landowner or alternatively phone Council on 3403 8888.

5 RPD

This is the Real Property Description. If you are unsure of the RPD, please confirm by contacting the landowner or alternatively phone Council on 3403 8888.

6 Development Approval

If your proposal involves a change of the use of the site or construction or alteration of buildings, you may require a Development Permit under the City Plan (previously known as Town Plan Approval or Consent), or other approvals. **You are responsible** for investigating if your proposal requires any other approvals. To determine if you need a Development Permit please phone Council on 3403 8888 and ask to speak with a Customer Liaison Officer.

Enquiries in relation to building should be directed to a private certifier (see Yellow Pages) and plumbing matters can be directed to Council's Plumbing Section on phone 3403 8888. You must either have a Development Permit, or know that you do not need a Development Permit for your activity. If you answer NO or you do not know the answer to this question, DO NOT LODGE THE APPLICATION AT THIS TIME. You must determine the suitability of the site for your proposed use.

PART B

7 Applicant

The primary applicant must be the person who will hold the permit and be legally responsible for the operation.

- Where the applicant is an individual, provide full name, eg. *Mr John Peter Smith*
- Where the applicant is a partnership of individuals, provide full name of all individuals, eg. *Mr John Peter Smith, Mr David Geoffrey Smith and Miss/Mrs/Ms Mary Jane Smith*
- Where the applicant is a corporation, provide full name of corporation as registered, eg. *Queensland Best Pty Ltd* or *My Company Ltd*. Note that a business name is not a legal entity and **cannot** be the permit holder.

9 Registered address

This is the address of the registered office where you can receive legal documents. This may be the same address as the location of the activity. A post office box **cannot** be a registered office.

12 Contact person

You may wish to nominate someone as the contact person for the application, eg. *your manager*. An organisation **must** nominate a contact person.

13 Contact details

Give the contact details where you can be reached on a daily basis during business hours.

14 Agent or Consultant

If an agent or consultant is assisting you with the application, the relevant details must be supplied. This person will receive all correspondence in relation to the application, but will not be listed as the permit holder or receive future correspondence such as renewal notices. *Leave this section blank if you are not using an agent.*

PART C

Permit specific details

15 Sites

Give the total number of sites provided, as well as the number of different types of sites. You do not need to specify number of sites used for temporary camping.

16 Nominated manager

You have to provide the full name and contact details for the person who is responsible for the day to day management of the site.

17 Facilities

Select all facilities that you provide and also give details of these facilities on the plans.

18 Building approval

You must have obtained all relevant Building Approval/s for all structures such as annexes (structures attached to caravans).

19 Other facilities

Give the number of toilets, etc. provided and also give details of these facilities on the plans.

PART D

20 Amendment to current permit

This section is only applicable if you are requesting an amendment to your current permit. You need to clearly indicate the proposed amendment, eg. *change to facilities, amendment of conditions or approved plan*. Please attach supporting documentation if relevant.

PART E

21 Transfer of permit

The current permit holder must consent to the transfer of the permit to the applicant. A transfer may only be considered where there have been no alterations to the operation. It is strongly recommended to obtain an Inspection Report (pre-sale report) prior to applying for a transfer, as this report will indicate any outstanding issues with the current permit. Please phone Council on 3403 8888 for more information about an Inspection Report.

PART F

22 Completion checklist

The checklist is used both by the applicant to make sure that the application is complete and by Council officers to quickly assess if all vital elements of the application have been included. Please note that where you are required to attach additional information and plans, these needs to conform to the requirements as listed in this guideline or in the Caravan Park and Relocatable Homes Guide.

PART G

23 Applicant's suitability, declaration and signature

If you are supplying commercially sensitive or confidential information please ensure you mark such information clearly. If the application is made by an organisation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the organisation.

Notes in relation to plans

- Two copies of site plan drawn to scale indicating the location of the lots and relevant facilities over the entire site.
- Sufficient information to show the proposed lot numbers, and facilities to comply with the Local Law (Caravan Park and Relocatable Home Parks) 2000, Subordinate Local Law (Caravan) Park 2000 and applicable standards. This may include details of fire safety management, fire safety certificate, noise management plan, pool management plan, electrical safety report, development approval.