

APPLICATION TO OPERATE A CARAVAN PARK/CAMPING GROUND AND SELF-ASSESSMENT CHECKLIST

made under Section 68 of the *Local Government Act, 1993*

About this form

- This form is required to be completed when seeking approval to undertake activities under Section 68F of the *Local Government Act 1993* for a Caravan Park/Camping Ground within the Kiama Municipal Council local government area.

How to complete this form

- Ensure that all information on both Parts A and B have been filled out correctly, and are stored as a PDF on a USB/disc.
- All fields are mandatory and must be completed before submitting the application.
- Fees and charges will be required in accordance with Council's adopted fees and charges.
- Once completed you must submit this form electronically, by mail or in person. Refer to the Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for further information.
- Ensure all relevant information is provided at the time of lodgement. Failure to provide the required information will result in the application being rejected.

Part A – Application Details

A1 PROPERTY/SITE DETAILS				
Lot:		Section:		DP/SP:
House No:		Street:		
Suburb:				

A2 APPLICANT DETAILS			
Name/Company:		Phone:	
Contact Name:		Mobile:	
Postal Address:			
Email:			
Applicant Signature:		Date:	
X			
Note: All enquires and correspondence relating to this Application will only be discussed with or directly through the nominated contact.			

A3 CONSENT OF OWNERS

This section must be signed by every property owner. If the owner is a Strata Title Body Corporate, consent to lodging the application must be signed by an authorised person under the common seal of the body corporate. If the owner is a company, either the signature of an authorised person identifying their office held, signed under the company seal, or if no company seal, two directors' signatures and their office held, one director and a company secretary and their office held, or in the case of a proprietary company that has a sole director who is also the company secretary – that director's signature and office held.

As the owner/s of the above property, I/we consent to this application and to any subsequent inspections required to be undertaken by Council officers in the assessment of this application.

Name/Company:		Phone:	
Contact Name:		Mobile:	
Postal Address:			
Signatures of all owners:	X	X	

A4 AUTHORITY TO SIGN: Section 127 of the Corporations Law

Signature of authorised person:	Signature of authorised person:
X	X
Name of authorised person:	Name of authorised person:
Office held:	Office held:
Important: Every owner must sign this form (or attach a separate letter signed by each owner if more space is required). Incomplete or inaccurate information on this section may result in rejection of the application.	
Is the subject land Crown Land?	No Yes – attach Authority

A5 APPLICANT DECLARATION – to be signed after completing Parts A & B of this form

All of the details sought in this form must be provided. On-site inspections are carried out prior to the determination of any application. The Applicant undertakes to take all necessary steps to make access available to the property to enable the inspection to be carried out. As a result of this inspection, or from a preliminary assessment, further information may sometimes be required. The Assessing Officer will contact you soon after their initial inspection if this is the case.

Failure to provide the required documentation of an acceptable standard will result in your application being returned.

What you need for lodgement

	Application to Operate a Caravan Park/Camping Ground and Self-Assessment Checklist Form
	Provide a Site Plan/Current Site Map and complete all required information in Part B of this form
	Any relevant Development Consents issued under the <i>Environmental Planning & Assessment Act 1979</i>
Note:	Council will notify you of the Fees and Charges payable once your application is submitted and has completed a pre-lodgement check. Fees and Charges will be applied in accordance with Council's adopted fees and charges.

Disclosure of Political Donations and Gifts

This section must be completed and signed by all persons with any financial interest in this application.

Any reportable political **donation** to a **Councillor** and/or **gift** to a **Councillor** or **Council employee** within a two (2) year period before the date of this application must be publicly disclosed.

Are you aware of any person with a financial interest in the application who made a reportable donation or gift in the last two (2) years? No Yes

If yes, **Complete and attach** a Political Donations and Gifts Disclosure Statement (available from Council's website)

If no, In signing this application, I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination.

Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

Conflict of Interest

To ensure transparency in Council's decision-making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of Kiama Municipal Council No Yes

If yes, state name and relationship:

Important Notice:

- I understand that Council will not process applications that are incomplete or non-complying with lodgement requirements. I understand that incomplete applications will be returned to applicants within 14 days (see Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality').
- I apply for approval to operate a Caravan Park/Camping Ground as described in Part A and as per the details provided in the Self-Assessment Checklist in Part B of this application. I declare that all the information provided as part of the application is, to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed, rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this application and the data is not corrupted or does not contain any viruses. All documents are saved as separate PDF files, no bigger than 20MB each, named in accordance with Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality'

Applicant Name: (print name)

Applicant signature:

Date:

X

A6 NUMBER OF SITES

Long Term (LT):

Short Term (ST):

Camp Sites (CS):

Part B – Caravan Park/Camping Ground Self-Assessment Checklist

IMPORTANT NOTE:

- Complete the **Details of Compliance** section for each of the regulations listed in the following table.
- Sufficient details to demonstrate your level of compliance needs to be supplied.
- Failure to provide sufficient information may result in your application not being approved and/or delay any approval.
- If you require additional space you may include attachments as needed.

Further details for each regulation requirement can be found under the [Local Government \(Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings\) Regulation 2005](#)

Regulation No.	Item	Requirements	Details of Compliance
LAND AND SITE REQUIREMENTS			
<i>Provide specific site details and a current site map eg: Sites 1-3: 8x10m; sites 4-10: 9x11m</i>			
85	Site area	<ul style="list-style-type: none"> • LT – 80m² (min) • ST – 65m² (min) • CS – 50m² (min) with car space • CS – 40m² (min) without car space (provided a separate parking space is within 30 metres of the camp site) 	
86	Site identification	<ul style="list-style-type: none"> • Dwelling sites and camp sites numbered and clearly delineated <p><i>NB: a current site map must accompany this application</i></p>	
SETBACKS			
<i>Provide specific details of all site setbacks eg: LT: 20 sites - 3m, 3 sites - 3.1m</i>			
91	Spacing between moveable dwellings	<ul style="list-style-type: none"> • LT 3.0m (min) • ST 2.5m (min) • CS 2.5m (min) 	
ROADS			
92	Entrance and exit roads	<ul style="list-style-type: none"> • At least 7m wide or if divided by medium strip, each sealed portions to be 5m wide 	
93	Forecourt	<ul style="list-style-type: none"> • 4m x 20m for incoming vehicles 	
94	Width of roads	<ul style="list-style-type: none"> • 6m for two-way access • 4m for one-way access 	
95	Speed limits	<ul style="list-style-type: none"> • Maximum 15km/h signage displayed throughout facility 	

PART B – Caravan Park/Camping Ground Self-Assessment Checklist

Regulation No.	Item	Requirements	Details of Compliance
96	Residents parking	<ul style="list-style-type: none"> At least 1 parking space shall be provided for each dwelling or campsite. May be on or off site 	
97	Visitors parking	<ul style="list-style-type: none"> LT – 1 per 10 sites (min 4) ST – 1 per 20 sites (min 4) CS – 1 per 40 sites (min 4) 	
98	Disabled visitor parking	<ul style="list-style-type: none"> 1 car parking space and additional car parking space for every additional 100 sites or part thereof Car parking space complies with AS1428.1 (2004) 	
99	Road surface	<ul style="list-style-type: none"> All access roads and parking bays must have an all-weather seal or other suitable surface 	
100	Lighting	<ul style="list-style-type: none"> Access roads to be adequately lit 	
UTILITY SERVICES			
101	Water supply	<ul style="list-style-type: none"> Facility connected to mains water or approved alternative water supply 1 connection per dwelling site CS – 1 connection for every 4 sites (min) 	
102	Sewerage	<ul style="list-style-type: none"> LT – must be connected to sewerage disposal system ST and CS – must have provision for soil waste dump in park ST – must also have point for disposal of grey water sullage on site 	
103	Drainage	<ul style="list-style-type: none"> All dwelling sites and camp sites adequately drained 	
104	Electricity	<ul style="list-style-type: none"> LT – separate meter to be provided in accordance with Electricity Code of Practice ST – connection point to be provided for site 	

PART B – Caravan Park/Camping Ground Self-Assessment Checklist

Regulation No.	Item	Requirements			Details of Compliance		
SHOWER AND TOILET							
<i>Provide details for the total number of facilities provided on the site</i>							
107	Number of sites (1-25)		Male	Female		Male	Female
		WC	2	3	WC		
		Showers	2	2	Showers		
		Hand Basin	2	2	Hand Basin		
		Urinals	1		Urinals		
107	Number of sites (26-50)		Male	Female		Male	Female
		WC	3	5	WC		
		Showers	3	3	Showers		
		Hand Basin	3	3	Hand Basin		
		Urinals	2		Urinals		
107	Number of sites (51-75)		Male	Female		Male	Female
		WC	4	6	WC		
		Showers	4	4	Showers		
		Hand Basin	3	3	Hand Basin		
		Urinals	2		Urinals		
107	Number of sites (76-100)		Male	Female		Male	Female
		WC	4	7	WC		
		Showers	5	5	Showers		
		Hand Basin	4	4	Hand Basin		
		Urinals	2		Urinals		
107	Number of sites (101-125)		Male	Female		Male	Female
		WC	5	8	WC		
		Showers	6	6	Showers		
		Hand Basin	4	4	Hand Basin		
		Urinals	3		Urinals		
107	Number of sites (126-150)		Male	Female		Male	Female
		WC	6	9	WC		
		Showers	7	7	Showers		
		Hand Basin	5	5	Hand Basin		
		Urinals	3		Urinals		
107	Number of sites (151-175)		Male	Female		Male	Female
		WC	6	10	WC		
		Showers	8	8	Showers		
		Hand Basin	5	5	Hand Basin		
		Urinals	4		Urinals		

PART B – Caravan Park/Camping Ground Self-Assessment Checklist

Regulation No.	Item	Requirements	Details of Compliance																														
107	Number of sites (176-199)	<table border="1"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>WC</td> <td>7</td> <td>11</td> </tr> <tr> <td>Showers</td> <td>9</td> <td>9</td> </tr> <tr> <td>Hand Basin</td> <td>6</td> <td>6</td> </tr> <tr> <td>Urinals</td> <td>4</td> <td></td> </tr> </tbody> </table>		Male	Female	WC	7	11	Showers	9	9	Hand Basin	6	6	Urinals	4		<table border="1"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>WC</td> <td></td> <td></td> </tr> <tr> <td>Showers</td> <td></td> <td></td> </tr> <tr> <td>Hand Basin</td> <td></td> <td></td> </tr> <tr> <td>Urinals</td> <td></td> <td></td> </tr> </tbody> </table>		Male	Female	WC			Showers			Hand Basin			Urinals		
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107	Number of sites (200>)	A caravan park or camping ground with 200 dwelling sites or more must be provided with those facilities as specified in the approval for the caravan park or camping ground.	<table border="1"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>WC</td> <td></td> <td></td> </tr> <tr> <td>Showers</td> <td></td> <td></td> </tr> <tr> <td>Hand Basin</td> <td></td> <td></td> </tr> <tr> <td>Urinals</td> <td></td> <td></td> </tr> </tbody> </table>		Male	Female	WC			Showers			Hand Basin			Urinals																	
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108	Disabled	<ul style="list-style-type: none"> 1-100 sites – 1 of each facility for each sex or 1 unisex >100 sites – 2 of each facility for each sex or 2 unisex 	<table border="1"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>WC</td> <td></td> <td></td> </tr> <tr> <td>Showers</td> <td></td> <td></td> </tr> <tr> <td>Hand Basin</td> <td></td> <td></td> </tr> <tr> <td>Urinals</td> <td></td> <td></td> </tr> </tbody> </table>		Male	Female	WC			Showers			Hand Basin			Urinals																	
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109	Hot and cold water Mirrors Sanitary napkin disposal	<ul style="list-style-type: none"> Supplied to showers and hand basins 1 per hand basin or 1 per 2 basins where basins exceed 2 Provided at 1 per 10 female toilets 																															
110	Construction of shower and toilet block	<ul style="list-style-type: none"> Concrete/masonry construction Non-slip impervious floor tiles Smooth, hard durable water resistant interior finishes Shower recess impervious finish to 1.8m Impervious finish around WC and hand basins Lighting (internal and external) and ventilation Clean and hygienic Toilet cubicles minimum floor area of 1.1m² and 0.8m wide 																															
111	Proximity of shower & toilet block	<ul style="list-style-type: none"> LT – not more than 75m unless self-contained ST & CS – not more than 100m 																															

Regulation No.	Item	Requirements	Details of Compliance
LAUNDRY FACILITIES			
<i>Provide details for the total number of facilities provided on the site</i>			
113	Washing machines (min of 2)	<ul style="list-style-type: none"> • LT – 1 per 25 sites (and any remaining fraction of 25 greater than 12) • ST – 1 per 30 sites (and any remaining fraction of 30 greater than 15) 	
114	Tubs (min of 1)	<ul style="list-style-type: none"> • LT – 1 per 50 sites (and any remaining fraction of 50) • ST – 1 per 60 sites (and any remaining fraction of 60) 	
115	Clothes dryers (min of 1 mechanical clothes dryer)	<ul style="list-style-type: none"> • LT – 1 per 60 sites (and any remaining fraction of 60 greater than 30) • ST – 1 per 80 sites (and any remaining fraction of 80 greater than 40) 	
116	Clothes lines (min 50m length)	<ul style="list-style-type: none"> • 2m per site 	
117	Water supply	<ul style="list-style-type: none"> • Washing machines and laundry tubs to have hot and cold water 	
118	Ironing facilities	<ul style="list-style-type: none"> • ST – 1 per 60 sites (and any remaining fraction of 60) 	
119	Construction of laundry	<ul style="list-style-type: none"> • Concrete/masonry construction • Non slip impervious tile floor • Smooth, hard durable water resistant interior finishes • Lighting (internal and external) and ventilation • Clean and hygienic 	
GENERAL			
<i>Provide details for each requirement eg: number of and location</i>			
126	Access to approval and community map	<ul style="list-style-type: none"> • Park approval • Current community map • Regulation containing provisions 	

Regulation No.	Item	Requirements	Details of Compliance
127	Garbage removal	<ul style="list-style-type: none"> • Stored in sealed container • Clean and hygienic • Regular garbage removal 	
128	Fire hydrants	<ul style="list-style-type: none"> • Max 90m distance to all parts of any site • Double pillar hydrant pillars provided • Fire hydrants serviced at 6 month intervals 	
129	Fire hose reels	<ul style="list-style-type: none"> • All sites must be able to be reached • Hose reels serviced at 6 month intervals 	
NIL	Portable fire extinguishers	<ul style="list-style-type: none"> • Office/Communal facilities provided with Portable Fire Extinguisher/s 	
130	Car washing bay	<ul style="list-style-type: none"> • Area provided for use for washing vehicles 	
RELOCATABLE HOMES AND ASSOCIATED STRUCTURES			
138	Setbacks	<ul style="list-style-type: none"> • Relocatable home and associated structures not closer than 1m to access road • Relocatable home and associated structures not closer than 2m to boundary of caravan park 	
139	Site coverage	<ul style="list-style-type: none"> • Floor plan area and associated roofed structures must not exceed 2/3 of site area. If no carport or garage present add 18m² to floor plan area for carparking space 	
140	Garages	<ul style="list-style-type: none"> • Garages/relocatable home complies with the provisions of Clause 140 	
141	Carports	<ul style="list-style-type: none"> • Carports comply with the provisions of Clause 141 	
142	Associated structures	<ul style="list-style-type: none"> • Associated structures not modified to be used as habitable room 	
143	Structural soundness	<ul style="list-style-type: none"> • Designed and certified by a practising Structural Engineer 	

Regulation No.	Item	Requirements	Details of Compliance
154	Plumbing and drainage	<ul style="list-style-type: none"> Must be installed in accordance with the Plumbing and Drainage Act 2011 and comply with the provisions of Clause 154 	
159	Compliance plates	<ul style="list-style-type: none"> Attached to relocatable home on associated structure or garage 	
CARAVANS, TENTS AND ANNEXES			
161	Setbacks	<ul style="list-style-type: none"> Must not be located <1m from access road and <2m from park boundary 	
162	Site coverage	<ul style="list-style-type: none"> Floor area of caravan and associated structure must not exceed 2/3 of site area. If no garage/ carport present, area of 6m x 3m to be unusable for parking 	
166	Structural soundness	<ul style="list-style-type: none"> Rigid annex to be designed and certified by a practising Structural Engineer 	
169	Floor area	<ul style="list-style-type: none"> Floor area of annex must not exceed floor area of caravan 	
172	Compliance plates	<ul style="list-style-type: none"> Must be attached to rigid annex 	

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to assess this application in accordance with the *Local Government Act 1993*.

Intended recipients: The intended recipient of the information is Kiama Municipal Council.

Supply: While the supply of this information is voluntary, the personal information you provide will enable Council to assess this application in accordance with the *Local Government Act 1993*. If you cannot provide this information, Council will be unable to process your application(s).

Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the *Government Information (Public) Access Act* and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the *Government Information (Public) Access Act*, Council's Privacy Management Plan or if otherwise required by law.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street, Kiama. NSW. 2533.