

Authorising provisions - *Local Law No. 1 (Administration) 2015, Subordinate Local Law No. 1 (Administration) 2015 Schedule 12 Operation of accommodation parks.*

Accommodation Parks means to operate on a commercial basis, a place for parking and residing in caravans, including a place that provides also for complementary accommodation e.g. camping grounds, relocatable home parks, camping grounds, RV parks etc. Please note that all applicants should contact Council's Planning and Building department first to check if these approvals are required.

If you have any specific enquiries regarding how to complete this form, please contact Council on 5329 6500.

Application Type	Complete Parts	Approval no
☐ New application	All except 4 & 7	Customer contact - Office Use Only load new application
☐ Amendment to existing approval	All except 1, 4, 6	Applicant please provide licence no.
☐ Transfer of approval	1, 2, 3, 4, 5, 8, 9, 10	Applicant please provide licence no.

1. Applicant Details

A. Name of applicant(s), corporation, business or incorporated association

- Family trusts are not a legal entity for an accommodation park licence.
- Names of directors or management committee members are to be added in Part 1 B below

Company Name		ACN
Applicant 1	Title	Surname
		Given names
Applicant 2	Title	Surname
		Given names

**Please attach an additional sheet if there are more than two applicants.*

Postal address (for licence correspondence)		
Suburb	State	Postcode
Preferred contact person		
Business phone	Alternate phone	Mobile
Email address		
B. Name/s of directors or management committee members		
Registered office address for company		
Name 1 – residential address		
Name 2 – residential address		

**Please attach current company extract (issued within the previous 30 days) from the Australian Securities & Investment Commission ASIC*

2. Business Details

Trading name	Opening/settlement date
Previous trading name (new applicant for existing business)	

3. Premises Details				
Lot no		Plan no		Primary Prop no
Shop no	Street no		Street	
Suburb			Postcode	
Water supply:	☐ Town	☐ Rainwater	☐ Bore water	☐ Other: _____

4. Previous Approval Details	
I/We, being the current holder(s) of the approval, the particulars of which are set out below hereby consent to the transfer of that approval to the persons described in Part 1 of this application form.	
Approval No: VP/CP:	Date Approval Current To
Business Name on Licence	Settlement Date
Name/s	
Phone Number/s	Mobile
Signature	Date

5. Owner's Consent – if applicant is not the owner of the property	
I/We, being owners of the property described in Part 3 of this application form, hereby consent to the applicant making application for a licence to operate an accommodation park.	
Name/s	
Address	
Phone Number/s	Mobile
Signature	Date

6. Details of Accommodation Park			
☐ Caravan Park	☐ Relocatable home park	☐ Camping grounds	☐ RV park
No. of sites:	No. of sites:	No. of sites:	No. of sites:
Provide the following: (plans and relevant information must be submitted)		Applicant	Customer Contact Office Use Only
the location and real property description of the premises;		☐	☐
the boundary of the premises;		☐	☐
the location and number type of sanitary conveniences;		☐	☐
the location and number of laundries;		☐	☐
the water supply system;		☐	☐
a drainage plan;		☐	☐
the location and number of sites within the operation of the accommodation park;		☐	☐
all ancillary facilities;		☐	☐
sewerage and wastewater disposal system; and		☐	☐
an evacuation plan		☐	☐
a register of residents and guests		☐	☐
RV Parks – refer to the checklist for RV Parks and attach		☐	☐

7. Amendment of Approval

Provide details of changes being made. Provide plans, diagrams or any relevant materials that will assist Council officers in assessing your application. _____

8. Fees – the term of approval will be until 31st July (unless cancelled or suspended)

Category - please tick	Plan assessment fee	Approval fee	Total
☐ New Application for approval	\$870.00	\$330.50	\$1200.50
☐ Amendment of approval - assessment of application, plans and inspections	\$429.50	N/A	\$429.50
☐ Amendment of existing approval - other	N/A	\$112.00	\$112.00
☐ Transfer of approval	N/A	\$330.50	\$330.50

9. Checklist

	Applicant	Customer Contact
2 copies of plans attached	☐	☐
Relevant parts completed, signed and correct fee enclosed. (Evidence of charity if relevant)	☐	☐

10. Declaration of Applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Noosa Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Council in writing prior to any such change being implemented.

I/We hereby make application for an accommodation park approval under the *Local Law No. 1 (Administration) 2001*, *Subordinate Local Law No. 1 (Administration) 2015 Schedule 12 Operation of Accommodation Parks* as set out in this form.

	Name	Signature	Position, eg director, manager	Date
Name 1				
Name 2				

Privacy

Noosa Shire Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding your request and the legitimate functions and services of Council affecting your property. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Council may provide your details to other relevant Queensland State Departments where necessary to process your request. Otherwise, your personal information will only be disclosed to third parties with your consent, or if required to do so by law. Your personal information is handled in accordance with Council's Privacy Policy.