

Authorising provisions - Local Law No. 1 (Administration) 2015, Subordinate Local Law No. 1 (Administration) 2015 Schedule 12 Operation of camping grounds and Schedule 13 Operation of accommodation parks.

Visitor 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.

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

Application type	Complete parts	Approval no
<input type="checkbox"/> New application	All except 4 & 7	Customer contact - Office Use Only load new application
<input type="checkbox"/> Amendment to existing approval	All except 1, 4, 6	Applicant please provide licence no.
<input type="checkbox"/> 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 / ABN
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		Fax

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

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009*. Your personal information is only accessed by persons authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

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:	<input type="checkbox"/> Town	<input type="checkbox"/> Rain water	<input type="checkbox"/> Bore water	<input type="checkbox"/> 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

<input type="checkbox"/> Caravan Park	<input type="checkbox"/> Relocatable home park	<input type="checkbox"/> Camping grounds	<input type="checkbox"/> 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;	<input type="checkbox"/>	<input type="checkbox"/>
the boundary of the premises;	<input type="checkbox"/>	<input type="checkbox"/>
the location and number type of sanitary conveniences;	<input type="checkbox"/>	<input type="checkbox"/>
the location and number of laundries;	<input type="checkbox"/>	<input type="checkbox"/>
the water supply system;	<input type="checkbox"/>	<input type="checkbox"/>
a drainage plan;	<input type="checkbox"/>	<input type="checkbox"/>
the location and number of sites within the operation of the accommodation park;	<input type="checkbox"/>	<input type="checkbox"/>
all ancillary facilities;	<input type="checkbox"/>	<input type="checkbox"/>
sewerage and waste water disposal system; and	<input type="checkbox"/>	<input type="checkbox"/>
an evacuation plan	<input type="checkbox"/>	<input type="checkbox"/>
a register of residents and guests	<input type="checkbox"/>	<input type="checkbox"/>
RV Parks – refer to the checklist for RV Parks and attach	<input type="checkbox"/>	<input type="checkbox"/>

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
<input type="checkbox"/> New Application for approval	\$635.00	\$241.50	\$876.50
<input type="checkbox"/> Amendment of approval - assessment of application, plans and inspections	\$314.00	N/A	\$314.00
<input type="checkbox"/> Amendment of existing approval - other	N/A	\$81.50	\$81.50
<input type="checkbox"/> Transfer of approval	N/A	\$241.50	\$241.50

9. Checklist

	Applicant	Customer Contact
2 copies of plans attached	<input type="checkbox"/>	<input type="checkbox"/>
Relevant parts completed, signed and correct fee enclosed (evidence of charity if relevant)	<input type="checkbox"/>	<input type="checkbox"/>

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) 2011 Schedule 10 Operation of accommodation parks* as set out in this form.

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

11. Payment Options

Preferred payment method

Internet	Payment is by Visa or MasterCard (accepted) via a secure payment link only – we do not accept details by phone or on the application form for security reasons. Tick <input checked="" type="checkbox"/> the box below if you wish to make payment using this method. <input type="checkbox"/> Please send me a link via email to make payment – email address is as follows: Email : _____ <i>Note: Receipt will be issued to the name given in Item 1 Applicant details.</i>
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Other payment options

In person	Noosa council Tewantin office: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).		
By mail	Cheque or money order to be made payable to: Noosa Council.	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order
Receipt to:	<input type="checkbox"/> Postal Address: <input type="checkbox"/> Email address:		

All payments made by credit card will incur a 0.50% surcharge (exempt of GST) to reflect the cost of fees charged for credit card transactions.

Refunds: Not generally available and only under special circumstances which may incur an administration fee. See *Environmental Health-Refunds - Noosa Council Fee & Charges 2020-21* <https://www.noosa.qld.gov.au/about-council/fees-and-charges-register> for full disclosure of refunds.

OFFICE USE ONLY

Application Type <input type="checkbox"/> New Visitor Park <input type="checkbox"/> Amendment of approval <input type="checkbox"/> Transfer of approval		Charge Type HLCvanPApp + HLCvanProc + HLCvanOp HLCvanAmen HLCPTns			<input type="checkbox"/> Checklist completed (part 9)
Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp