

# Goondiwindi Regional Council

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Local Government Act  
2009

Local Law No. 1  
(Administration) 2011  
Subordinate Local Law  
1.6 (Operation of  
Camping Grounds) 2011  
Subordinate Local Law  
1.8 (Operation of  
Caravan Parks) 2011

## Camping Ground and Caravan Park - Transfer

### Application for Transfer of a Camping Ground or Caravan Park Approval

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

#### Application is for

Camping Ground and Caravan Park – Transfer Fee \_\_\_\_\_

Insert details of current  
proprietor/s.

#### Transferor/s details

Title Mr  Mrs  Ms  Miss  Other (specify)

Family name

Given names

Position

I hereby consent to the transfer of the licence to the applicant/s, detailed in the transferee section.

Signature

Date  /  /

Title Mr  Mrs  Ms  Miss  Other (specify)

Family name

Given names

Position

I hereby consent to the transfer of the licence to the applicant/s, detailed in the transferee section.

Signature

Date  /  /

Insert full name/s of  
proposed transferee/s.

#### Transferee/s details

Title Mr  Mrs  Ms  Miss  Other (specify)

Family name

Given names

Position

I certify that I am the person named in the transfer application as the proposed transferee/s and I consent to this application being made.

Signature

Date  /  /

Title Mr  Mrs  Ms  Miss  Other (specify)

Family name

Given names

Position

I certify that I am the person named in the transfer application as the proposed transferee/s and I consent to this application being made.

Signature

Date  /  /

<b>Select as applicable.</b>	<b>Contact details</b>		
	<input type="checkbox"/> Business	<input type="checkbox"/> Private	
	Contact person		
	Postal address		
	Locality / Suburb		State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Contact ph. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Mobile	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Contact fax <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Email	_____	

<b>Business name must be registered with the Office of Fair Trading. If applicant is a company, insert company name and ACN / ARBN. Please state current address of camping ground or park.</b>	<b>Park details</b>		
	I / We being the holder/s of the licence		
	Business name	BN <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Company name	ACN / ARBN <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Address of park		
Locality / Suburb		State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Contact ph. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Mobile	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Contact fax <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Email	_____	
<b>Camping Ground / Caravan Park Licence no.</b>	Licence no.	Expiry date <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b>Business name must be registered with the Office of Fair Trading. If applicant is a company, insert company name and ACN / ARBN. Please state current address of camping ground or park.</b>	hereby make application for the transfer of that licence to:			
	Business name	BN <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	Company name	ACN / ARBN <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	Street address			
	Locality / Suburb		State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Postal address			
	Locality / Suburb		State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Enter postal address if different from street address.</b>	Contact ph. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Mobile	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Contact fax <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Email	_____	

<b>Real property description – refer to Rates Notice.</b>	Lot no.	Reg. plan no.	Parish
	Total no. sites	No. unpowered sites	No. cabins
	No. caravan sites	No. tent sites	
	Manager's name		
	Is the manager's residence provided?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is there a kiosk provided?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Is there an office provided?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

This is the name and address of the owner/s of the premises. If there are additional owners, please attach additional owner information to this form.

### Owner/s consent

Name	
Street address	
Locality / Suburb	
State	Postcode
Contact ph.	Mobile
Contact fax	Email
I, being the owner of the property described in this application, hereby consent to the aforementioned applicant/s making this application.	
Signature	Date

### Amenities

	Male	Female		
No. toilets			No. baby baths	
No. showers			No. laundry tubs	
No. hand basins			No. washing machines	
Disabled facilities (AS 1428)			No. ironing boards	
			No. clothes lines	

### Water supply

Town water
  Chlorinated
  Non-chlorinated

Other (please specify) \_\_\_\_\_

### Lodgement

Please attach the following (if applicable):

1. A copy of the additional owner/s consent. This consent must state the applicant/s name, the premises to which the application refers, provide details regarding the owner/s consent to the application and be signed by the owner/s.
2. An evacuation plan.
3. The name and address of the proposed resident manager of the camping ground / caravan park and the proposed resident manager's written agreement accepting the responsibilities of resident manager of the camping ground / caravan park.
4. Other information and materials required by the local government.

**Please note: This application and fee MUST be lodged with your Council.**

### Office use only

Application fee	Reg. no.
Receipt code	ID no.
Authorised officer	Inspection date
Recommendation	Rec. no.
Date	Account property no.

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# Camping Ground/Caravan Park

## Information Sheet

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### Operational Requirements

#### Management of Caravan Park

The operator must ensure that -

- (a) the caravan park is managed and supervised by an individual (the “**resident manager**”) who is resident on or near the caravan park; and
- (b) the resident manager or a representative of the resident manager is present or available at all reasonable times to ensure the proper operation of the caravan park.

#### Who is the resident manager?

- (1) The resident manager nominated in the operator’s application for an approval is the first resident manager of the caravan park.
- (2) The operator may change the resident manager by giving the local government
  - (a) written notice of the name and address of the new nominee; and
  - (b) a written agreement under which the new manager agrees to accept the responsibilities of resident manager of the caravan park; and
  - (c) other information and materials required under local law policies.
- (3) If the operator is an individual, the operator may be the manager of the caravan park.

#### Power of local government to require change of manager

If the local government is not satisfied that a person nominated to be resident manager of a caravan park is a suitable person to be the resident manager, the local government may, by written notice given to the operator, require the operator to nominate a resident manager acceptable to the local government within a time stated in the notice.

### Maintenance

#### Obligation to maintain buildings and facilities

The operator must maintain all buildings, structures and facilities provided by the operator on the caravan park/camping ground in good and serviceable condition.

#### Obligation to keep park clean and tidy

The operator must keep the caravan park/camping ground (including all sites on the caravan park/camping ground) clean and tidy.

#### Obligation to maintain layout of facilities etc.

- (1) The operator must not, unless the local government agrees in writing, change the sites in a caravan park/camping ground by –
  - (a) adding to the existing sites; or
  - (b) changing the position or boundaries of a site.
- (2) The operator must not change structures or facilities in a caravan park/camping ground by –
  - (a) adding new structures or facilities; or
  - (b) removing existing structures or facilities; or
  - (c) changing the position of structures or facilities in the caravan park.

- (3) This does not apply if the proposed change constitutes development under the *Integrated Planning Act 1997*.

### **The register**

The operator of a caravan park/camping ground must ensure that a register is kept containing –

- (a) the name and address of each person who hires complementary accommodation or a site on the caravan park/camping ground; and
- (b) an identifying number for the accommodation or site; and
- (c) if a caravan is brought onto the site – the registered number of the caravan; and
- (d) the dates when the hiring of the accommodation or site begins and ends; and
- (e) if vehicle is brought onto the site – the registered number of the vehicle.

### **Separate Occupation**

The operator must not hire out a part of the caravan park for separate occupation unless it is a site approved for separate occupation by the local government.

### **Limit on numbers**

- (1) The operator must not permit occupation of a site by more persons than the limit fixed for the relevant site under the conditions of the approval.
- (2) The operator must not permit occupation of a caravan or other type of temporary or permanent accommodation on the caravan park by more persons than the number for which the caravan or other accommodation was designed.

### **Fitness for human habitation**

The operator must not permit a person to bring onto a site a caravan or other type of accommodation that is not fit for human habitation.

## **Conduct on Camping Grounds**

### **Fires**

A person must not light or maintain a fire, in the open, on a caravan park/camping ground unless –

- (a) the fire is in a fireplace or incinerator approved by the local government; or
- (b) an authorised person approves.

### **Campers to keep camping ground in a clean and sanitary condition**

- (1) A person who camps on a camping ground must maintain the camping site, and any tent or other accommodation on the camping site, in a clean and sanitary condition.
- (2) A person must not deposit waste on a camping ground unless the waste is deposited in a receptacle, or a waste disposal system, provided for the purpose.
- (3) A person must not use facilities on a camping ground in a way that makes them unclean or insanitary.

### **Duty to maintain accommodation in proper condition**

- (1) A resident must keep accommodation occupied in a caravan park in a sanitary, clean and tidy condition.
- (2) If a resident brings a caravan or another type of accommodation onto a site, the resident must –
  - (a) keep the accommodation in good repair; and
  - (b) comply with requirements of the operator or an authorised person for securing the accommodation.

## Waste disposal

- (1) A resident must not dispose of liquid wastes on a caravan park unless the wastes are disposed of at drainage points provided for the purpose.
- (2) A resident must not dispose of refuse on a caravan park unless the refuse is placed in containers provided for the purpose.

## Conditions of approval

- (1) An approval may be granted on conditions the local government considers appropriate.
- (2) The conditions of an approval may, for example –
  - (a) limit the number of persons the permit holder may cause to be accommodated on a site;
  - (b) require the operator to maintain buffer zones between accommodation sites and roads, external boundaries, or facilities on the caravan park;
  - (c) require the operator –
    - (i) to provide and maintain an adequate supply of water to the caravan park/camping ground, including water suitable for drinking, cooking and personal hygiene; and
    - (ii) to ensure that, if water obtained from a particular water outlet in the caravan park/camping ground may be unsuitable for drinking, a sign is prominently displayed at the outlet stating “**Unsuitable for Drinking**”; and
    - (iii) to provide and maintain, in accordance with requirements specified in local law policies or the approval, adequate toilets and bathing or showering facilities for persons of both sexes (including disabled persons) using the caravan park/camping ground; and
    - (iv) to provide, in accordance with requirements specified in local law policies or the permit, facilities for disposal of wastes; and
    - (v) to provide and maintain specified laundry and recreational facilities; and
    - (vi) to provide sewerage, drainage, refuse collection, electricity supply, telephone and postal services, and other specified services, for the benefit of residents generally or a particular class of residents;
    - (vii) if a limit is fixed in local law policies or the approval on the number of persons who may occupy a camping site require the operator –
      - (i) to ensure that the limit is displayed on a notice erected in a prominent position on the camping ground; and
      - (ii) to take appropriate action to ensure that the limit is not contravened
    - (iii) require lighting of the caravan park to specified standards during specified hours;
    - (iv) if the operator supplies bedding – require the operator –
      - (i) to keep it in a clean and sanitary condition; and
      - (ii) if bed linen is provided – to change and replace it with clean bed linen whenever there is a change of occupation of the relevant accommodation or site.
- (3) However, the conditions of the approval must be consistent with the conditions of any statutory authorisation or approval for the establishment of the caravan park/camping ground.
- (4) The local government may, by local law policy, prescribe conditions that must be imposed in an approval or that will ordinarily be imposed in an approval.