



Operation of Camping Grounds

From 14 November 2011, Western Downs Regional Council is working under a new set of local laws to replace the local laws of the former Council areas and provide consistency across Western Downs. These local laws refer to *operation of camping grounds* being a prescribed activity, and therefore requiring a permit.

What is a camping ground?

In accordance with *Local Law No.1 (Administration) 2011*, **operation of camping grounds** means to permit access to, or use of, a commercial camping ground but does not include a caravan park.

What do I need to do if I am wanting to carry out such an activity?

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011 provides a set of minimum standards for camping grounds. **If each of these can be complied with, an approval is not required.**

Should these standards not be able to be met, this will then require the operator to hold an approval from Council's Environment and Health Section. This approval can be obtained by completing an *Application for Approval to Operate Camping Ground*, and submitting to Council with the relevant attachments and fees indicated in the application. This form can be found on Council's website, or by visiting your local Customer Service Centre.

How long is an approval valid for?

Approvals for camping grounds are annual approvals, with all approvals expiring on 30 September each year. Renewal notices will be provided at least one (1) month prior to the expiring of an approval. Provided all conditions of approval are still complied with, approval will be granted for a further year following return of completed renewal form and fees.



What are the minimum standards to meet and eliminate the need for approval?

- (a) the operation of the camping ground must not—
 - (i) create a traffic problem; or
 - (ii) increase an existing traffic problem; or
 - (iii) detrimentally affect the efficiency of an existing road network; and
- (b) provision must be made for people and vehicles to enter and exit the camping ground safely; and
- (c) all roads must have a hard, durable, self-draining, all-weather surface; and
- (d) each camp site must be provided with space to park a vehicle of the occupier of the site and parking for visitors must be provided in accordance with the local government's planning scheme; and
- (e) the operator must not permit or allow a person to bring on to a camp site a tent or other type of accommodation that is not fit for human habitation; and
- (f) each open fireplace must be located a safe distance from any camp site or flammable material and fires may only be permitted in a designated fireplace; and
- (g) the operator must ensure an adequate level of amenity for residents; and
- (h) camp site sizes must be at least 1.5 times the area of the tent, and associated awning, annexe or other structure on the site; and
- (i) each camp site must incorporate the following separation distances and specifications—
 - (i) 1.5m setback from any other camp site boundary; and
 - (ii) 3m setback from any adjoining building; and
 - (iii) 2m setback from any internal road; and
- (j) each camp site must have a well-drained surface, and must not be situated on flood-prone land; and
- (k) the operator must provide and maintain adequate toilet, bathing and showering facilities for persons of both sexes (including disabled persons) using the camping ground; and

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Customer Service

1300 COUNCIL
www.wdrc.qld.gov.au





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- (l) all toilet and ablution facilities must be provided with reticulated water and ablution facilities must have reticulated hot and cold water provided to all shower cubicles and hand basins; and
- (m) at least 1 sanitary disposal unit must be provided for every 4 female toilet cubicles; and
- (n) adequate supplies of toilet paper, soap and paper hand towels must be provided to wall-mounted dispensers in each amenities block; and
- (o) toilet and ablution facilities must be located at least 6m, but no more than 100m from any camp site (excluding sites provided with ensuite facilities); and
- (p) at least 1 240V power point must be installed for every 5 hand basins; and
- (q) individual toilets, showers and baths must be screened to provide absolute privacy to the user, and fitted with inside locks; and
- (r) amenities blocks, toilets, ablutionary and other associated facilities (including sanitary disposal units) must be cleaned a minimum of once daily, and more frequently in periods of high demand; and
- (s) the operator must keep and maintain all buildings, playground areas and equipment used for recreational purposes at the camping ground in a safe and proper condition; and
- (t) the operation of the camping ground must not attract fly breeding or vermin infestation; and
- (u) the operator must—
 - (i) not erect or locate accommodation or suffer or permit accommodation to be erected or located, closer than 3m to any other accommodation; and
 - (ii) not erect accommodation or suffer or permit accommodation to be erected, unless and until the accommodation is weatherproof, in good repair, fit for human habitation and in a clean and sanitary condition; and
 - (iii) cause sanitary conveniences and ablutionary facilities to be located—
 - (A) not more than 100 m from any camp site; and
 - (B) at least 6 m from any camp site; and
- (v) the operator must dispose of all waste generated as part of the operation of the camping ground in a manner which maintains the operation of the camping ground and its surrounds in a clean, tidy, sanitary and hygienic condition; and
- (w) all facilities for the disposal of waste must be sufficient to accommodate the collection and storage of all waste generated as part of the operation of the camping ground; and
- (x) all waste containers should be conveniently located for residents, and must not be located where they create an odour nuisance; and
- (y) all water supplied for drinking, cooking or ablutionary purposes must be potable; and
- (z) if a potable reticulated water supply is available—each water supply outlet for non-potable water must be clearly labelled with the words, “Unsuitable For Drinking”; and
- (aa) a potable water supply point must be made available within a convenient walking distance of each camp site; and
- (ab) where bore water is provided for drinking, cooking or ablutionary purposes, the water must be tested at least annually for microbiological and chemical contaminants, to ensure that the water is potable; and
- (ac) where rainwater is provided for drinking, cooking or ablutionary purposes, the rainwater harvesting and storage system must be maintained to ensure that a public health risk or spread of disease is negligible; and
- (ad) the camping ground operator must ensure that a resident manager (or nominee)—
 - (i) resides in or within 50m of the camping ground; and
 - (ii) is responsible for the supervision and orderly conduct of the camping ground; and
 - (iii) is present at the office at regular, reasonable hours; and
 - (iv) is always accessible in cases of emergency; and
- (ae) the operator of the camping ground must maintain a register, available for inspection at any time by an authorised person containing—
 - (i) the name and address of each person who hires camp site; and
 - (ii) an identifying number for the camp site; and
 - (iii) the dates when the hiring of the camp site begins and ends; and
- (af) the operator must ensure that the register is kept for a minimum of 2 years; and
- (ag) if bed linen is supplied—
 - (i) keep it in a clean and sanitary condition; and
 - (ii) replace it with clean bed linen after each change of occupation of the camp site; and
- (ah) the operator of the camping ground must develop a cleaning and maintenance schedule, which specifies the frequency with which camping ground facilities are to be cleaned and maintained; and
- (ai) all barbeques must be maintained in a clean and safe condition; and
- (aj) the operator of the camping grounds must ensure that—
 - (i) all habitable accommodation, vehicles and their fittings are weatherproof, in good repair and fit for human occupation; and
 - (ii) all residents maintain their accommodation in a state consistent with the health, safety and visual amenity of the camping ground; and
 - (iii) all common facilities and accommodation, including any supplied household linen and fittings are kept in a clean, sanitary and safe condition; and
 - (iv) all facilities and equipment are kept in a safe condition; and

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- (ak) the operator must—
 - (i) not locate or permit accommodation to be located at any place within the camping ground other than on a camp site approved by the local government under this subordinate local law; and
 - (ii) not locate or permit to be located more than 1 accommodation, on a camp site at any 1 time; and
 - (iii) not permit accommodation to be occupied by more persons than the accommodation is designed to accommodate; and
- (al) each camp site used as part of the operation of the camping ground must be individually numbered and described.

If I obtain an approval for operation of camping grounds, are there any other approvals required?

In addition to holding this approval, there may be a number of other approvals required from Council or other government agencies. One of the main approvals which may be required if you intend to provide food at the camping ground is a *Food Business Licence*. This licence can be obtained from Council's Environment and Health Section by completing the required application form with supporting information and fees. It is recommended that contact be made with this section on 1300 COUNCIL to discuss your requirements, at least a month prior to the commencement of operations.

Additional permits may also be required through Council for advertising devices associated with the activity, or from state government for liquor licensing.

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