



Operation of Caravan Park

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 caravan parks* 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 caravan 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.

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

Local Law No. 1.8 (Operation of Caravan Parks) 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 a Caravan Park*, 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 caravan parks 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 caravan park 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, vehicles and caravans to enter and exit the caravan park safely; and
- (c) all roads must have a hard, durable, self-draining, all-weather surface; and
- (d) each 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) car washing spaces must be designed and graded so that all waste water is directed to a sewerage system, an on-site sewerage facility or other disposal method approved by the

- local government; and
- (f) recreation areas must comprise at least 10% of the area of the caravan park; and
- (g) each open fireplace must be located a safe distance from any site or flammable material and fires may only be permitted in a designated fireplace; and
- (h) the operator must ensure an adequate level of amenity for residents; and
- (i) site sizes must be at least 1.5 times the area of the accommodation including any awning, annexe or other structure on the site; and
- (j) each site must incorporate the following separation distances and specifications—
 - (i) 1.5m setback from any other site; and
 - (ii) 3m setback from any adjoining building; and
 - (iii) 2m setback from any internal road; and
 - (iv) a frontage of 10m or 13m (for relocatable homes); and
- (k) each site must have a well-drained surface, and must not be situated on flood-prone land; and
- (l) toilets facilities must be provided, using the following ratio for guidance—
 - (i) where there are 40 sites or less, 1 pedestal for every 7 sites should be provided for female occupants and 1 pedestal for every 10 sites should be provided for male occupants, and a 0.6m urinal should be provided for every 20 sites (or part thereof) for male occupants; and



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- (ii) for every 15 sites exceeding 40 sites, an additional pedestal should be provided both for male and female occupants and a 0.6m urinal should also be provided for every 20 additional sites for male occupants; and
- (m) separate ablution facilities for each gender must be provided in the ratio of 1 shower (or bath) and hand basin to every 15 sites; and
- (n) 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
- (o) at least 1 sanitary disposal unit must be provided for every 4 female toilet cubicles; and
- (p) adequate supplies of toilet paper, soap and paper hand towels must be provided to wall-mounted dispensers in each amenities block; and
- (q) toilet and ablution facilities must be located at least 6m, but no more than 100m, from any site (excluding sites provided with ensuite facilities); and
- (r) at least 1 240V power point must be installed for every 5 hand basins; and
- (s) individual toilets, showers and baths must be screened to provide absolute privacy to the user, and fitted with inside locks; and
- (t) the operator must—
 - (i) provide, at a distance of not more than 10m from any site, a waste water disposal point which is—
 - (A) provided with a water stand pipe; and
 - (B) provided with an impervious paved area measuring not less than 1m by 1m and graded to a central drainage inlet which is connected to a sewerage system; and
 - (ii) not erect or locate an accommodation or suffer or permit an accommodation to be erected or located, closer than 3m from any other accommodation; and
 - (iii) not erect an accommodation or suffer or permit an 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
 - (iv) cause sanitary conveniences and ablutionary facilities to be located—
 - (A) not more than 100 m from any site; and
 - (B) at least 6 m from any site; and
- (u) all facilities for the disposal of waste must be—
 - (i) sufficient to accommodate the collection and storage of all waste generated as part of the operation of the caravan park; and
 - (ii) provided in the manner, and at the locations, approved by the local government; and
- (v) each site must be provided with—
 - (i) a waste container for individual collection by a contractor; or
 - (ii) individual waste containers which are emptied into larger waste containers (skips) for removal; and
- (w) each larger waste container (skip) must be located at least 10m from any site; and
- (x) waste containers must be—
 - (i) conveniently located for residents; but
 - (ii) not be located where they create an odour nuisance; and
- (y) an adequate and continuous supply of hot and cold water must be maintained to all bathroom, kitchen, laundry and drinking water facilities; and
- (z) any water supplied for drinking, cooking or ablutionary purposes must be potable; and
- (aa) each water supply outlet for non-potable water must be clearly labelled with the words, "Unsuitable For Drinking"; and
- (ab) if a potable reticulated water supply is available—a potable water supply point must be made available within a convenient walking distance of each site; and
- (ac) 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
- (ad) the caravan park must be connected to the local government's sewerage system, where available; and
- (ae) where access to the local government's sewerage system is not available, sewage and liquid waste must be directed to an on-site treatment system, or collected and removed by a licensed waste contractor; and
- (af) the operator of the caravan park must ensure that the resident manager (or nominee)—
 - (i) resides in or within 50m of the caravan park; and
 - (ii) is responsible for the supervision and orderly conduct of the caravan park; and
 - (iii) is present at the office at regular, reasonable hours; and
 - (iv) is always accessible in cases of emergency; and
- (ag) the operator of a caravan park 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 accommodation, or a site at the caravan park; and
 - (ii) an identifying number for the accommodation or site; and
 - (iii) if a caravan is brought onto the site — the registration number of the caravan and (if applicable) the vehicle towing it; and
 - (iv) the dates when the hiring of the accommodation or site begins and ends; and
- (ah) the operator must ensure that the register is kept for a minimum of 2 years and
- (ai) 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 accommodation; and

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- (aj) the operator of the caravan park must develop a cleaning and maintenance schedule, which specifies the frequency with which caravan park facilities are to be cleaned and maintained; and
- (ak) 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
- (al) all barbeques must be maintained in a clean and safe condition; and
- (am) the operator of the caravan park must ensure that—
 - (i) all 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 caravan park; 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
- (an) the operator must—
 - (i) not locate or permit to be located more than 1 accommodation, on a site at any 1 time; and
 - (ii) not permit accommodation to be occupied by more persons than the accommodation is designed to accommodate; and
- (ao) the operation of the caravan park, including each premises, building, structure, vehicle, facility, equipment and fixture must be maintained in—
 - (i) good working order and condition; and
 - (ii) a clean, safe and tidy condition; and
- (ap) all materials of a hazardous or dangerous nature which are used in the operation of the caravan park must be stored and used in a safe manner.

If I obtain an approval for operation of a caravan park, 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. Furthermore, development approval may also be required. 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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