

Authorising provisions - Sunshine Coast Regional Council Local Law No. 1 (Administration) 2011, Subordinate Local Law No. 1 (Administration) 2011 Schedule 10 Operation of accommodation parks. Accommodation parks include caravan parks, camping grounds (including limited facilities camping) and relocatable home parks. If you have any specific enquiries regarding how to complete this form, please contact Council's Healthy Places Unit.

1. Applicant (Licensee) details			
Entity type	<input type="checkbox"/> Corporation	<input type="checkbox"/> Incorporated association	<input type="checkbox"/> Individual / other entity
Name (A business name, trust, shop name, partnership or unincorporated company is not considered a legal entity)			ABN
Given Name		Date of birth	
Registered address (for correspondence)			
Suburb		State	Postcode
Business phone		Alternate phone	Mobile
Email			
Preferred method of contact for correspondence		<input type="checkbox"/> Email	<input type="checkbox"/> Post
Directors or Management Committee Members must be provided for a corporation or incorporated association, below:			

*Please attach an additional sheet if the directors or management committee members do not fit.

2. Business details			
Business trading name		Settlement/Opening date	<input type="checkbox"/> N/A
Registered address (for correspondence)			
Suburb		State	Postcode
Business phone		Alternate phone	Mobile
Preferred contact person		Contact phone	
Email		Fax	

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"/> Rainwater	<input type="checkbox"/> Bore water <input type="checkbox"/> Other: _____

4. Previous licensee details (if applicable)	
I/We being the current holder(s) of the licence, the particulars of which are set out below hereby consent to the transfer of that licence to the persons described in Part 1 of this application form.	
Licence No: AP ____/____	Settlement Date
Business Name on Licence	Phone Number/s
Name/s	
Signature	Date

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* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

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"/> Camping grounds	<input type="checkbox"/> Relocatable home park	<input type="checkbox"/> Limited facilities camping*
No. of sites:	No. of sites:	No. of sites:	No. of sites:

Provide the following: (plans and relevant information must be submitted for caravan parks, camping grounds and relocatable home parks)	Applicant
the location and real property description of the premises	<input type="checkbox"/>
the boundary of the premises	<input type="checkbox"/>
the location and number type of sanitary conveniences	<input type="checkbox"/>
the location and number of laundries	<input type="checkbox"/>
the water supply system	<input type="checkbox"/>
a drainage plan	<input type="checkbox"/>
the location and number of sites within the operation of the accommodation park	<input type="checkbox"/>
all ancillary facilities	<input type="checkbox"/>
sewerage and waste water disposal system	<input type="checkbox"/>
an evacuation plan	<input type="checkbox"/>
a register of residents and guests	<input type="checkbox"/>

*Limited facilities camping – contact council for the requirements under the “Interim Policy – Approval of Limited Facilities Camping”

7. Amendment of licence

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 licence will be until 31st August 2023 (unless cancelled or suspended)

Category (please tick)	Plan assessment fee	Licence fee	Site fee	Fees
<input type="checkbox"/> New application – up to and including 40 sites	\$321.00	\$129.00	\$15.05 per site	
<input type="checkbox"/> New application – exceeding 40 sites	\$321.00	\$129.00	\$602.00 + \$4.80 x per site over 40 sites	
<input type="checkbox"/> Amendment of licence	N/A	N/A	N/A	N/A
<input type="checkbox"/> Transfer of licence	N/A	\$129.00	N/A	\$129.00

Please note: Licences are valid from the date of issue to 31 August and incur an annual renewal fee.

Fees relating to activities falling within the Nambour Special Entertainment Precinct may be waived. This relates to both the primary and secondary buffer areas that can be viewed on council's website.

9. Checklist	Applicant	Customer Contact
2 copies of plans attached	<input type="checkbox"/>	<input type="checkbox"/>
Relevant parts completed, signed and correct fee enclosed	<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 Sunshine Coast Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Council in writing prior to any such change being implemented.

I/We hereby make application for an accommodation park licence under the Sunshine Coast Regional Council *Local Law No. 1 (Administration) 2011, Subordinate Local Law No. 1 (Administration) 2011 Schedule 10 Operation of accommodation parks* as set out in this form.

I/We, the applicant, understand that Sunshine Coast Council use all provided contact details including email, phone calls and SMS for sending annual notices, reminders and verifying data. To opt out of all SMS and email contacts I/we must contact Sunshine Coast Council and specifically nominate to be excluded from emails or SMS.

	Name	Signature	Position e.g. director, manager	Date
Name 1				
Name 2				

OFFICE USE ONLY

Application Type <input type="checkbox"/> New Accommodation Park <input type="checkbox"/> Amendment of licence <input type="checkbox"/> Transfer of licence		Charge Type CR-HP4002 + CR-HP4001 + CR-HP4003 N/A CR-HP4007			<input type="checkbox"/> Checklist completed (part 9)
Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

11. Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).				
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.				
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	
	Card number		Expiry date	Amount \$	
	Name on card		Signature of cardholder		
	Phone	Is a receipt required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	