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CARAVAN PARKS & CAMPING GROUNDS

This information is for persons seeking approval to establish or up-grade a caravan park or camping ground.

The information should be considered as a guide and it is recommended that the proponent purchase a copy of the Caravan Parks and Camping Grounds Regulations and the Act for more detailed information and to ensure compliance with relevant requirements.

It is also suggested that the proponent initially discuss any proposal with an officer from Council's Planning and Health Departments to obtain specific procedural advice on the submission and relevant applications.

Guidance Information

Application Stage

1. To initiate the process towards seeking Council approval an Application for Grant of Renewal of Licence is needed to be submitted to Council's Environmental Health Section. (Application appended.)
2. A comprehensive plan needs to be submitted to Council's Environmental Health Department of the proposed facility showing:
 - the sites, denoting the types of sites where applicable;
 - the buildings;
 - the roads and paths;
 - the drainage and waste water disposal systems; and
 - the location of fire hoses, fire hydrants and extinguishers.
3. An annual licence fee will be charged in accordance with fee prescribed in the Caravan Parks and Camping Grounds Regulations 1997.

General Site Requirements

Note: a caravan park is referred to as a facility.

1. The entrance road into the facility shall be 6 metres wide.
2. A caravan park shall have a minimum of 4 car parking spaces for visitors.

3. At least 10% of the total area of the facility is to be recreational area and facility roads are not to be included in the calculation for the recreation area. Two thirds of the recreation area of the facility is to be in one area.
4. There shall be at least one toilet and one shower within 90 metres of each site.
5. Every site, caravan, camp, building and other structure on the facility shall be within reach of the nozzle end of a fire hose when the hose is fitted to the reel and laid to avoid any obstructions or physical barriers.
6. Every caravan site at a facility is to be supplied with electricity.
7. A potable water supply is to be provided at a capacity of at least 300 litres per day for each site.
8. There shall be a tap connected to a supply of potable water for every long stay site and within at least 10 metres of every short stay site on a facility. There is to be a tap within every 30 metres of each camping site.
9. There shall be provided a communal chemical soil waste dump point in accordance with the requirements of AS/NZ 3500.2.2 that is connected to an approved wastewater disposal system.
10. Each caravan site is to be within 10 metres, and a campsite within 30metres, of a sullage waste dump point which is in accordance with the requirements of AS/NZS 3500, or an approved alternative system.
11. There shall be at least one rubbish bin with a capacity of not less than 80 litres within 90 metres of each site.
12. There is to be only one caravan per site.
13. Distance between caravans, annexes, carports and the like are to comply with distances specified in Schedule 7 of the Regulations.
14. Any on-site caravan is to have floor area of at least 15 square metres (excluding the annex), a refrigerator and a stove.
15. Ablution facilities are to be provided for both male and female clients as per regulations and shall include WCs, urinals, showers, hand basins, baby baths, power points and napkin disposal units.
16. The shower cubicles are to include an area for dressing, a lockable door, a permanently affixed seat, clothes hook and soap holder and have hot and cold running water.
17. Each ablution block is to have a babies bath which has a capacity of 45 litres, is of stainless steel or other approved material, has a drain plug, with at least 0.45m² of waterproof bench and has a water mixing device which keeps the temperature of the running water at not more than 38 degrees C.

18. The facility shall have a laundry and fittings as per regulations and shall include washing machines, troughs and adequate bench space.
19. Independent approval is required from Council for the construction of park homes and rigid annexes proposed for the facility.
20. A building application must be submitted for any carport, pergola or other building proposed for the facility.

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

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CITY OF ALBANY

CARAVAN PARKS AND CAMPING GROUNDS ACT 1995, SEC. 7 (1) (A) APPLICATION FOR GRANT OR RENEWAL OF LICENCE

To	City of Albany
Facility name or proposed name	

Applicant/s	Family name:		
[Each applicant to provide these details]	Other names:		
	Postal address	No.:	Street name:
		Suburb:	Post Code:
	Phone numbers (H):		(W):
	Fax number:		Email:

Land on which the facility is situated or is to be situated	Address: or Land description:
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Land owner/s	Family name:		
[1. Only necessary if applicant does not own the land referred to above.]	Other names:		
	Postal address	No.:	Street name:
		Suburb:	Post Code:
2. Details to be provided in respect of each land owner]	Phone numbers (H):		(W):
	Fax number:		Email:

Declaration	I/We declare that all details in this form are true and correct.	
[Making a false statement may be an offence]	Signature of applicant/s:	Date:

Notes

Documents to be attached	1. The written approval of the owner of the land referred to in this form for the applicant/s to make this application, or proof that the applicant/s is/are the owner/s of the land.
[Not necessary if application is for renewal of licence]	1. A plan of the proposed facility showing - (a) the sites, and where applicable, denoting the types of sites; (b) the buildings; (c) the roads and paths; (d) the drainage and waste water disposal systems; and (e) the location of fire hoses, fire hydrants and extinguishers.