

# Accommodation Park Approval

## Subordinate Local Law 1.8 (Operation of Accommodation Parks)



### Application Type

- ☐ **New Approval** – Complete sections 1, 2, 3, 4, 8, 9 & 10
- ☐ **Amendment** – Complete sections 1, 3, 5 & 10
- ☐ **Transfer** – Complete sections 1, 2, 3, 4, 6 & 10  
(The current owner must complete a separate Accommodation Park Approval form to surrender their approval)
- ☐ **Surrender** – Complete sections 1, 3, 7 & 10

### 1. Applicant Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Given name(s)

Surname

Postal address

Company name

ABN

Suburb

Postcode

Phone ☐ (W) ☐ (H)

Mobile

Email address

Please note the email address listed above will be used for the delivery of your renewal notice/inspection report. Text message reminders will also be sent to the above mobile number. It is important these remain up to date at all times. If you would prefer to receive your renewal notice via post, please advise Council's Health & Environment Unit in writing.

### 2. Certificate of Approval

Who is to be listed as the Approval Holder on the Certificate of Approval?

- ☐ Company ☐ Person

The Approval Holder must be a legal entity (e.g. Person(s) or Company). A business name, trust or shop name is not a legal entity and cannot be the approval holder.

### 3. Business Details

Approval number

AP

Business name

Address

Suburb

Postcode

Business Phone

### 4. Resident Manager Details

Full Name of Resident Manager

Address

Suburb

Postcode

Phone – work

Mobile

### 5. Amendment to Approval

Are you applying for an Amendment to Approval?

- ☐ Yes ☐ No

**Note:** You already hold the approval and plan on making alterations to the park.

- ☐ Amendment to business name ONLY (no fee applies)

Current name

Proposed name

- ☐ All other amendments – please provide details below:

### Office Use Only

AP number

CSC

Amount

Date

Receipt #

- ☐ Relevant sections completed

CSHE019 – 6/3/2023

### CREDIT CARD DETAILS – VISA / MASTERCARD ONLY

Charge amount \$

Expiry

CCV

Card holder name

Card number

Signature

**Information Privacy Act 2009** – Redland City Council is collecting your personal information in accordance with the Local Law No.1 (Administration) and Subordinate Local Law 1.8 Operation of Accommodation Park in order to process this application. The information will only be used by authorised Council Officers for the purpose of this Public Health application and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

Redland City Council PO Box 21 Cleveland QLD 4163 | T 07 3829 8999 | F 07 3829 8765 | E [rcc@redland.qld.gov.au](mailto:rcc@redland.qld.gov.au) | W [www.redland.qld.gov.au](http://www.redland.qld.gov.au)

# Further Information

## 6. Transfer of Approval

Does the business hold a current approval?

☐ **Yes** – The current Approval Holder must complete a separate Accommodation Park Approval form to surrender their approval (please attach)

☐ **No** – A transfer application is not applicable if the business does not hold a current approval.

Are any major changes being made to the park?

☐ No ☐ Yes – please note changes below  
(a transfer application may not be applicable):


The Environmental Health Team will contact you to pay the pro-rata Approval Fee.

## 7. Surrender of Approval

Are you surrendering your approval?

☐ Yes ☐ No

Date operation ceased:

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Is someone taking over the business?

☐ No ☐ Yes – new owner must complete a separate Accommodation Park Approval form to transfer the approval.

**Note:** The approval that is to be surrendered must accompany this application.

## 8. Plan Requirements

☐ Attach a plan of the proposed accommodation park (which must be drawn to scale) showing:

- Location and real property description of the place at which the accommodation park is to be operated;
- Boundaries of the accommodation park;
- Division of the accommodation park into sites, including the location and number of potential sites, separation distance between each site, with each site clearly defined and bearing a distinguishing mark or number;
- Location of each road and building situated within the accommodation park;
- Details of the water supply system, including the position of all water points;
- Position of all waste containers;
- Details of the sewerage system including the position of each sanitary convenience, ablution and laundry building;
- Details of the on-site sewerage facilities and the waste water disposal system;
- Position of all fire places; and
- The nature and position of:
  - fire safety installations;
  - electrical installations;
  - food preparation areas;
  - recreational facilities; and
  - car parking facilities.

## 9. Application Requirements

**All requirements are to be provided with your application and all boxes are to be ticked:**

- ☐ A copy of the resident manager's agreement accepting the responsibilities of resident manager of the accommodation park.
- ☐ Details of the facilities for sanitation, washing and laundry to be provided for users of the accommodation park.
- ☐ Details of water quality, reticulation and drainage facilities to be provided for users of the accommodation park.
- ☐ Details of the maximum number of persons who can be accommodated at:
  - the accommodation park; and
  - each site within the accommodation park.
- ☐ A copy of the rules of use of the accommodation park, including rules which prohibit or control the keeping of dogs at the accommodation park.
- ☐ A fire safety audit report conducted in accordance with AS 4655 – Fire Safety Audits, taking into account:
  - AS 2444 – Portable fire extinguishers and fire blankets – selection and location;
  - AS 2293 – Emergency escape lighting and exit signs; and
  - AS 1851 – Maintenance of fire protection system and equipment.
- ☐ A report from an approved electrical contractor, taking into account:
  - AS/NZS 3760 - In-service safety inspection and testing of electrical equipment; and
  - AS/NZS 3001 - Transportable structures and vehicles including their sites.

## 10. Applicant's Declaration

I hereby declare that the above information is true and correct.

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Applicant's name

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Signature

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Date

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