

PROPERTY ADDRESS:

TRADING NAME:

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## APPLICATION CHECKLIST:

**Development application form (2 pages)**

**Cover letter detailing proposal**

**Application fees**

Planning application fee (2022/23) – Short Stay Accommodation \$222  
Licensing fee – per Schedule 3 of the Caravan Parks & Camping Grounds Regulations

**Site Plan**

Please ensure that site plan includes:

- Street names, lot number, north point, dimensions of the lot and location of easements if applicable.
- To a scale of not less than 1:500.
- Type and location of all existing and proposed land uses and development, including clear indication of distances to boundaries and other existing structures.
- Existing vegetation and location and type of any vegetation proposed for clearing.
- Location of driveways, vehicle crossover, car parking and manoeuvring areas.
- Location of existing/proposed on-site effluent disposal system (if unsewered).
- Location and size of rainwater tanks if required/proposed.

**Management Plan**

A management plan is required to provide details of the facilities and infrastructure on the site and how the Caravan Park/ Camping Ground will be operated.

Please refer to the *Caravan Parks and Camping Grounds Regulations 1997*, the Shire's Local Planning Policy No. 51, and for Nature-Based Parks please refer to the Nature Based Parks Guidelines available at [www.dlgsc.wa.gov.au/department/publications/publication/nature-based-parks](http://www.dlgsc.wa.gov.au/department/publications/publication/nature-based-parks)

All management plans are required to include the following completed forms:

**Duties of On-Site Manager**

**Guest Code of Conduct**

**Emergency Evacuation Procedures**

**Emergency Evacuation – Property & Locality Plans**

If the property is located within a designated Bushfire Prone Area:

**Bushfire Attack Level Assessment**

**Bushfire Management Plan**

Please ensure that a Bushfire Management Plan is compliant with the requirements of Element 5 of the Guidelines for Planning in Bushfire Prone Areas.

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### **DETAILS OF NOMINATED ON-SITE MANAGER:**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### **DUTIES OF ON-SITE MANAGER:**

The nominated on-site manager is to be resident at the site while the caravan park/ camping ground is being operated and is responsible for:

- Day-to-day management of the caravan park/ camping ground, including the maintenance of facilities and services.
- Receiving and responding to complaints from guests, neighbours or other members of the public to the satisfaction of the Shire of Denmark.
- Providing a copy of the guest code of conduct and emergency evacuation plan to all guests prior to or upon arrival, that guests comply with these conditions of stay, and that guests comply with seasonal fire restrictions during their stay.
- Ensure that guest stays are in accordance with local government approval conditions, including the maximum permitted length of stay.
- Maintaining the services, facilities (including potable water) and sites made available at the property in accordance with the *Caravan Parks & Camping Grounds Regulations 1997*.
- Maintain a register of all people who utilise the premises, available for inspection by the Shire of Denmark upon request.
- Ensure that the property is maintained in accordance with the Shire's Fire Management Notice including any additional requirements specific to the property (from an adopted Bushfire Management Plan or similar).
- Ensure the correct disposal of all rubbish and other wastes as specified in the approved management plan, including ensuring guests are aware of where to dispose of black and grey water and rubbish, recycling and green wastes.
- Inform the Shire as soon as any changes are made to trading name or management.

The manager is required to ensure that any operating conditions of planning approval are complied with and the property is maintained in compliance with the *Caravan Parks & Camping Grounds Regulations 1997*.

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## GUEST CODE OF CONDUCT:

The following expectations for the conduct of guests at this park forms part of the agreed terms of stay at this property.

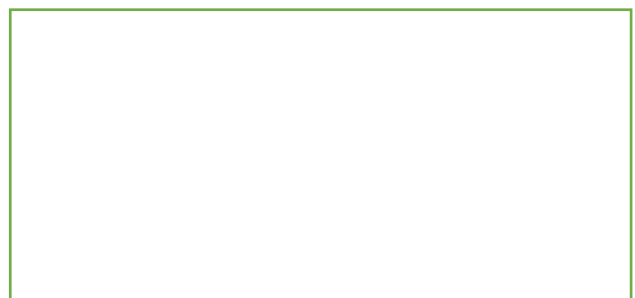
- Camping is permitted within designated camping areas on the property only.
- Guests are permitted to stay a maximum of 3 nights within this caravan park/ camping ground.
- A maximum of \_\_\_\_ (*no more than 10*) guests are permitted to stay on a designated campsite. All guests staying on the property are required to be included in the guests booking.
- Parking of vehicles is permitted at designated sites on the property and is not permitted on the verge or street outside of the property.
- Please respect other park guests and neighbours – offensive language, loud music, excessive alcohol consumption and other anti-social or disruptive behaviour is not permitted. Guests are required to keep noise to a minimum before 6am and after 9pm.
- Children and pets must travel with guests. When on site any children and pets must be under the supervision of a responsible adult guest (over 18 years of age).
- Any pets permitted on site must be kept in an enclosure or on a lead at all times.
- The speed limit of vehicles within this park is 8km/hour.
- Please respect our natural biodiversity and keep to maintained tracks and trails.
- Campsites and facilities are required to be left clean, tidy and free from rubbish after use, with rubbish disposed of in designated facilities only. Rubbish, recycling and compostable waste can be disposed of at:  

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- To keep our rivers clean, all black and grey waste water must be disposed of in designated facilities only. Waste water can be disposed of at:  

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- Due to the risk of bushfire, camp and cooking fires are not permitted during periods when seasonal fire restrictions apply. When restrictions do not apply, contained campfires are permitted in designated locations only. Please ask the property manager before starting any fire. Fire extinguishers and/or equipment is available at:  

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If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion.



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## EMERGENCY EVACUATION PROCEDURES:

### FOR ALL EMERGENCIES CALL 000

If a safety risk or concern is identified please contact the nominated on-site manager:

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Other contacts:

Denmark Police: 9848 0500

Shire of Denmark: 9848 0300

Health Direct: 1800 022 222

Denmark Hospital: 9848 0600

National Relay Service: 1800 555 660

SES emergency assistance 132 500

In the event of a fire or other emergency, evacuation information may be broadcast or available from the following sources:

ABC Radio: 630AM or 558AM E

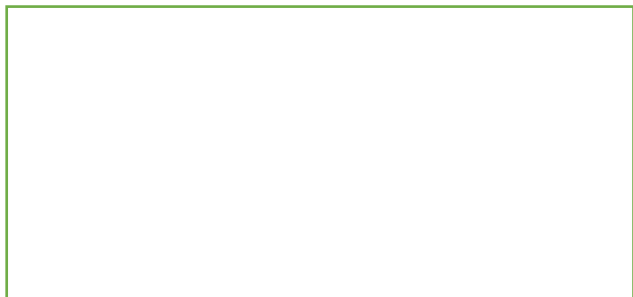
[emergency.wa.gov.au](http://emergency.wa.gov.au) or download the Emergency+ App

13 DFES (13 33 37) for emergency information

Before arriving at the property please make sure you have provided up to date contact details to enable the on-site manager to contact you.

A site plan and evacuation plan for the property via the nearest main arterial road is attached.

In the event of an emergency please follow the direction of the on-site manager and local emergency service representatives.



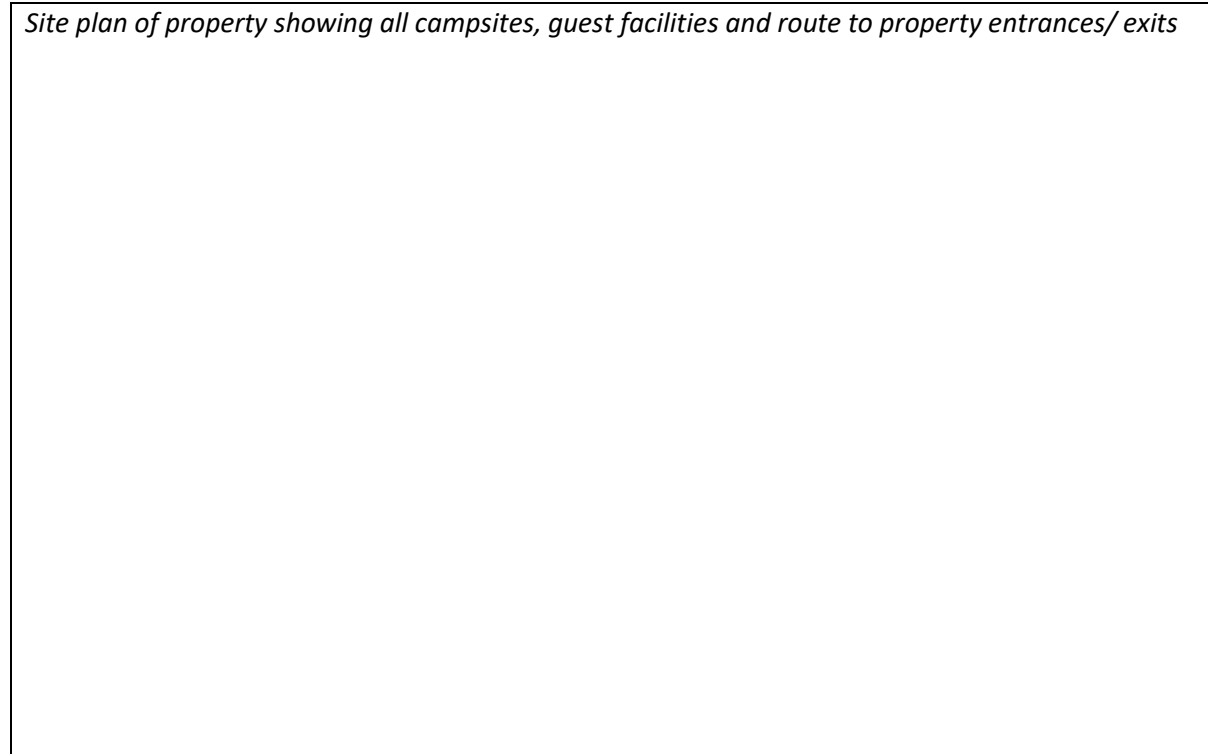
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**EMERGENCY EVACUATION – PROPERTY PLAN:**

*Site plan of property showing all campsites, guest facilities and route to property entrances/ exits*



**EMERGENCY EVACUATION – LOCALITY PLAN:**

*Locality plan showing route of evacuation from property to nearest main arterial road (eg. South Coast Hwy)*

