



Property Address: _____ Trading Name: _____

Privacy Collection Notice: The Shire of Denmark collects your personal information to deliver services and meet our legal obligations under relevant laws. We handle your information in accordance with the *Privacy and Responsible Information Sharing Act 2024* and other applicable legislation. Your information is stored securely and kept only as long as required. It may be shared internally at the Shire of Denmark to aid our customer service delivery and may be shared with other government agencies if required by law. If you do not provide your information, the Shire may not be able to provide services to you.

You can request access to or correction of your personal information by contacting the Shire of Denmark Privacy Officer at info@denmark.wa.gov.au. For more information, visit www.denmark.wa.gov.au/privacy

Caravan Parks and Campgrounds Checklist

APPLICATION CHECKLIST:

- Development application form (2 pages)
- Caravan park/ camping ground license application form
- Cover letter detailing proposal
- Application fees

Planning application fee (2023/24) – Change of Use \$295

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 complete the following templates – all forms are required.

For more information 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

MARKET SEGMENT:

This park is aimed at accommodating the following market segments (*please choose which applies*):

- Fully self-contained vehicles only Non self-contained vehicles Details:

CARAVAN/ CAMPING SITES:

_____ Total number of sites to be provided

_____ Maximum number of nights that guests may stay (*see note below*)

_____ Seasonal operation

- Minimum 3 metres between each site
- No buildings on designated camping sites
- Location is BAL-29 or lower

*Note: The Shire’s Caravan Parks & Camping Grounds Policy supports a **maximum of 4 sites** and **maximum length of stay of 3 nights** in a nature based park in the Rural Zone. This may only be varied where a park provides on-site toilets, showers, handbasins, kitchen, washing up and other facilities at a rate that will appropriately service park guests, in accordance with the Caravan Parks and Camping Grounds Regulations 1997 and to the satisfaction of the Shire.*

FACILITIES/ AMENITIES:

The following mandatory facilities are to be provided on site (*please also show on site plan*):

- Potable (drinking) water supply (*minimum supply of 10,000 litres per site plus 20,000 litres for fire fighting purposes*)
- Toilet/s (*must be provided for non self-contained vehicles, including sanitary napkin disposal and baby changing facilities*)
- Dump point (*if not provided on site, a license must be in place to use a public dump point or private dump point on another nearby property*)
- Telephone (*must be made available if no mobile coverage is available*)
- Rubbish and recycling bins
- Fire extinguishers

(minimum requirement is 1 rubbish bin, 1 recycling bin and 1 fire extinguisher)

The following additional facilities will be provided on site (*please tick all that apply, list any others, and show the location of all facilities to be provided on your site plan*):

- Hand basins
- Laundry
- Electrical power points
- Hot water
- Shower/s
- Camp Kitchen
- Recreation area

Details:

TRAFFIC MANAGEMENT:

All properties must meet the following minimum requirements (*please tick to confirm if provided*):

- One-way driveways are 4m wide
- Two-way driveways are 6m wide
- Turnaround or through access for long vehicles

All properties that are in a designated 'bushfire prone' area must also meet the following minimum requirements (*please tick to confirm if provided*):

- Public road access in two directions
- Two entry/exit points from the property
- Driveways have 4.5m vertical and 6.0m horizontal clearance
- Maximum slope/ grade of 1:10 (10%)
- On-site signage of all access roads and exits

If a new crossover (driveway access to public road) is proposed please complete the application form available at: www.denmark.wa.gov.au/documents/infrastructure-services-documents-and-forms/forms

WASTE MANAGEMENT:

Rubbish and recycling collection and disposal will occur by *(select which option applies)*:

- Shire collection service
- Commercial collection service
- Property manager will transfer to waste management facility

Wastewater from on-site facilities *(including toilets, dump point, kitchen and laundry)* will be treated and disposed of by the following means *(select which option applies)*:

- Property is connected to reticulated sewerage system
- Existing on-site treatment system
- Proposed on-site treatment system
- No on-site disposal of wastewater *(for parks catering for self-contained vehicles only – a license to use community funded dump points will be required as a condition of approval)*

Details:

RISK MANAGEMENT:

- Fire pits are provided *(required if campfires will be allowed on site – no open fires are permitted in restricted periods)*

If the property is located within a designated 'bushfire prone area' the following is required:

- Bushfire Attack Level Assessment *(all sites must be BAL-29 or lower unless a Bushfire Management Plan is prepared detailing on-site sheltering and tolerable loss considerations)*
- Bushfire Management Plan *(required to be prepared by an accredited bushfire consultant and comply with the requirements of Element 5 of the 'Guidelines for Planning in Bushfire Prone Areas')*

More information about development

in a designated 'bushfire prone area' can be found at:

www.denmark.wa.gov.au/plan-build-develop/planning-building-services/guidelines-information-sheets.aspx

Please provide details of any other risks and how they will be managed:

For example, how will access to dams, interactions with livestock and seasonal flooding risks be managed? Are there any commercial farming operations on site, including the use of chemicals?

ENVIRONMENTAL IMPACTS:

Please provide details of any environmental features on the site and how they will be protected:

For example, how will the property manager ensure that campers dispose of rubbish and wastewater appropriately and preserve high value environmental areas? Are any other actions to improve sustainability proposed?



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 **emergency evacuation plan** and **guest code of conduct** 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.
- Advise guests when bushfire risk in the local area is classified as 'Extreme' or 'Catastrophic'.
- 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.

I accept and acknowledge the above responsibilities and agree to maintain the property in compliance with the requirements of the *Caravan Parks & Camping Grounds Regulations 1997*.

Full Name: _____ Date: _____

Signed: _____



EMERGENCY EVACUATION PLAN:

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 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.

On days where bushfire risk has been classified as 'Extreme' or 'Catastrophic' no guests are permitted to be at the site without access to a vehicle to leave in the event of an emergency.

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



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)

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 nature based park.
- A maximum of ____ (*no more than 10*) guests are permitted to stay on a designated campsite. All staying guests 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:

- 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:

- 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:

- On days where bushfire risk has been classified as 'Extreme' or 'Catastrophic' no guests are permitted to be at the site without access to a vehicle to leave in the event of an emergency.

If tenants are found to have contravened the above Code of Conduct 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. No refunds will be made.

