

In person: 104 Hovell St, Wodonga, VIC 3690

Phone: (02) 6022 9300

Post: PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** info@wodonga.vic.gov.au

Required under the *Residential Tenancies Act 1997*.

PLEASE NOTE: This registration is not official until the council has approved the application. For this application to proceed, all relevant sections must be completed.

Before you commence have you:

A) Statutory planning approval

To ensure the proposed location meets the correct planning requirements, phone the council's planning team on (02) 6022 9300. Registration cannot be issued until the development has met all planning permit requirements (if applicable).

B) Building Services approval

To ensure permanent fixed structures met the requirements of the Building Code of Australia, please contact council's Building Services team on (02) 6022 9300. Registration cannot be issued until the development has met all building requirements (if applicable).

Information required to be submitted to register the facility:

1) Application form

Required to be completed correctly, signed and dated.

2) Application fees

Fees are determined by the number of sites, please phone the environmental health team on (02) 6022 9300 to determine correct fee. Fees are due upon lodgement of application. The application will not be processed until the required payment has been received.

3) Facility plans

A final plan of the caravan park is required, as per regulation 11 of the *Caravan Parks and Movable Dwellings (Registration and Standards) Regulations 2010*. The plans of the caravan park must clearly show the location and number of all buildings and facilities, all long-term, short term and camping sites and the location of firefighting equipment.

4) Fire Safety Report

A current fire authority report must be supplied. Please contact the CFA to arrange an inspection.

5) Emergency Management Plan

A current copy of the facilities emergency management plan for the caravan park must be prepared and supplied to the council.

6) Schedule of works

Schedule of works must be supplied (if applicable) and supporting evidence of the status of compliance.

Definitions:

(Section five of the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010*)

Camping site - a site that is not provided with individual electrical power or other individual site services, used to place a tent, intended for short-term occupation;

Long term - a site designed for a movable dwelling and intended for use by a resident; and

Short term - a site designed for a movable dwelling and intended for use by a short-term occupier.

General Information:

It is a requirement under the provisions of the Residential Tenancies (Caravan Parks and Movable Dwelling Registration and Standards) Regulations 2010 to be registered. The following information must be supplied as per the requirement of the said legislation.

Premises details	Trading name:			
	Trading address:			
	Suburb:	State:	Post code	
	Phone (work):		Phone (home):	
	Mobile:		Fax:	
	Email:			
Proprietor details	<input type="checkbox"/> Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company			
Proprietor one	Company/partnership name:			
	Authority: For example, director			
	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss			
	Given name/s:			
	Surname:			
	Date of birth:			
	Postal address:			
	Suburb:	State:	Post code	
	ABN:		ACN:	
	Phone (work):		Phone (home):	
	Mobile:		Fax:	
	Email:			
	Proprietor two If applicable.	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
Given name/s:				
Surname:				
Date of birth:				
Postal address:				
Suburb:		State:	Post code	
ABN:		ACN:		
Phone (work):		Phone (home):		
Mobile:		Fax:		
Email:				
Contact for this application Please provide details of the person you want the council to communicate with about the application.	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss			
	Given name/s:			
	Surname:			
	Postal address:			
	Suburb:	State:	Post code	
	Phone (work):		Phone (home):	
	Mobile:		Fax:	
	Email:			
Number of sites	Long term:			
	Short term:			
	Camp sites:			

Declaration This form must be signed by the person making the request. It is against the law to provide false or misleading information, which could result in a fine.	I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge. This application is a legal document and penalties exist for providing false or misleading information.						
	If the business is owned by a sole trader or a partnership, the proprietor/s must sign and print name/s. If the business is owned by a company or association - the applicant on behalf of that body must sign and print their name.						
	Proprietor one						
	Name (print):						
	Signature:						
	Date: / /						
	Proprietor two						
	Name (print):						
	Signature:						
	Date: / /						
Attached items	Please tick the items that you have attached to this application: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Application fee</td> <td><input type="checkbox"/> Emergency management plan</td> </tr> <tr> <td><input type="checkbox"/> Facility plan</td> <td><input type="checkbox"/> Fire safety report</td> </tr> <tr> <td><input type="checkbox"/> Schedule of works (if applicable)</td> <td></td> </tr> </table>	<input type="checkbox"/> Application fee	<input type="checkbox"/> Emergency management plan	<input type="checkbox"/> Facility plan	<input type="checkbox"/> Fire safety report	<input type="checkbox"/> Schedule of works (if applicable)	
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<input type="checkbox"/> Facility plan	<input type="checkbox"/> Fire safety report						
<input type="checkbox"/> Schedule of works (if applicable)							

OFFICE USE ONLY		Version 2: May 2018
		Review date: May 2021
Application number:	Application date:	
Receipt number:	Registration date:	

Personal and or health information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and or health information will be used solely by the council for these purposes and or directly related purposes. The council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and or health information provided is for the above purpose and that he or she may apply to council for access to and/or amendment of the information. Request for access and or correction should be made to the council's privacy officer.