

POLICY NO.	HLT 3
POLICY TYPE	Health
POLICY NAME	Temporary Caravan Parks and Camping Grounds
POLICY OWNER	Chief Executive Officer

Objective

To clarify the requirements of the Caravan Parks and Camping Grounds Act 1995 and Regulations 1997, where a local government is empowered to approve a Temporary Facility (i.e. Caravan Park and/or Camping Ground).

Statement

Clause 6 of the Caravan Parks and Camping Grounds Act 1995 requires that any person who operates a caravan park or camping ground (including a Temporary Facility) must be licensed. The *Caravan Parks and Camping Grounds Regulations 1997* provide that a Local Government may issue a license for a Temporary Facility for a stipulated period under 12 months. Prior to giving this written approval the local government must be satisfied that the land is a suitable place for camping especially with respect to:-

- safety and health; and
- access to services

Application for Temporary License

Application for approval shall be made in the form prescribed in the Regulations, together with a site plan and prescribed application fee (minimum \$100.00). Full details of the toilet/ablution facilities for caravans/camps, vehicle roadways, provision of potable water, refuse collection and disposal, supervisory arrangements and any other information required by the local government, must be provided.

A licence for a Temporary Facility will stipulate the period/s of license and shall be issued for no more than one year prior to a license period.

Minimum Standards/Conditions

1. Limit to Number of People on a Site
No more than ten people are to camp on a site at any one time.
2. Distances between Caravans, Camps, Buildings etc
There is to be a least 3 metres between a caravan, annex or camp on a site and;
 - a caravan, annexe or camp or any other site;
 - any building on the facility; or
 - an access road.

3. Tent/Camping Sites
A tent or camping site must have a minimum area of 25 square metres.
4. Access
Access to all caravan or camping sites shall be at least 6 metres wide.
5. Fire Prevention and Protection
 - The lot shall comply with the local government's Fire Break Order (or variations thereof).
 - There shall be an adequate volume of water on-site with appropriate appliances, or alternative arrangements for fire fighting purposes.
6. Ablution and Toilet Facilities
The number of showers, toilets and hand basins shall be as per the following table. This table relates to a Nature-Based Park, which may be occupied for up to 3 consecutive nights. For occupation beyond 3 consecutive nights, the number of toilet/ablution fixtures will be derived from Schedule 7 of the *Regulations*.

No. of Sites	Toilets			No. of Showers (each sex)	No. of Hand Basins (each sex)
	Male		Female		
	No. of pedestals	mm of urinal trough	No. of pedestals		
1-10	1	0	1	1	1
11-17	1	600	1	1	1
18-20	2	600	2	1	1
21-25	2	600	2	2	2
26-34	2	1200	2	2	2
35-50	2	1200	3	2	2
51-75	3	1800	4	3	3
76-100	4	2400	5	4	4

- In calculating the number of sites above, two camping sites are equal to one caravan site and for each 600mm or urinal trough, a toilet may be provided instead.
- Caravans or Recreational Vehicles containing independent toilet and ablution fixtures, with sufficient fresh water and wastewater storage capability can be excluded from calculations based on the above table. However, such vehicles shall be generally accommodated in a dedicated area and the supervisor must record the vehicle type and registration number.

- At least one hand basin must be provided in a toilet block for the use of each gender.
- Where the lot is used for no more than two consecutive nights per license period, the requirements for showers will not apply.
- An adequate supply of running water must be provided for all ablution facilities.

7. Rubbish

There is to be at least one rubbish bin with a capacity of not less than 80 litres for every five sites. Bins will be emptied as necessary to prevent overflow of refuse or a nuisance being created.

8. Waste Water Disposal

Having regard for the temporary nature of the Facility, there shall be an adequate number of septic tank and leach drains servicing the ablution and toilet facilities as per the Health Department of Western Australia regulations.

9. Supervision

The Temporary Caravan Park or Camping Ground will be provided with suitable on-site supervision. As a minimum, supervision must be provided when clients are booking-in and a phone help/contact number, which is accessible throughout the license period, must be posted for the notice of all patrons.

The supervisor must record the number of caravan and camping sites allocated and the number of vehicles with independent sanitary fixtures (see item 6 above).

Exemptions

A rural lot may be used as a Caravan Park and Camping Ground without seeking the approval from the local government if the lot is used for no more than three consecutive nights and not more than ten nights per year.

A local government owned lot or land vested with the local government which is formally controlled by a community organisation may be used as a Caravan Park and Camping Ground without seeking the approval from the local government if the lot is used for no more than three consecutive nights and not more than ten nights per year. .

These exemptions only apply on condition that the use of that land for a Caravan Park and Camping Ground is in compliance with the above minimum standards.

Licence

Upon planning approval being given, a planning consent will be issued requiring the standards outlined in this policy and any other condition that the local government sees fit to impose shall be complied with prior to the

grounds being occupied. The planning consent shall be regarded as the licence.

A licence for a Temporary Caravan Park and Camping Ground shall be applied for on an annual basis.

Related Policies:	LPP016 (Adopted 23/2/2012 Revoked 25/6/2015)
Related Procedures/ Documents	
Delegation Level:	
Adopted:	OM 25 June 2015 #9218
Reviewed:	OM 25 January 2018