



CARAVAN PARKS AND CAMPING GROUNDS APPLICATION

For use when lodging an application for Local Government
(Manufactured Home Estates, Caravan Parks, Camping
Grounds and Moveable Dwellings) Regulation, 2021

Revision No. 12-10-2021

OFFICE USE ONLY

Place Stamp Here

Receipt No:

Date:

Application No:	Parcel No:
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PART 1 – APPLICATION DETAILS

INFORMATION FOR APPLICANT

Prior to lodging this form, please Submit a current copy of the community map and completed Annual Fire Safety Statement Form. Failure to submit all necessary information may result in a delay in the processing and finalisation of your application. Fees must be paid at the time of lodgement.

APPLICANT DETAILS *Please indicate by 'X'*

INDIVIDUAL LODGEMENT <input type="checkbox"/>		COMPANY LODGEMENT <input type="checkbox"/>	
Surname		Company	
First Name		Company Contact	
Address	Phone	PO Box	Telephone
Suburb	Mobile	Postcode	Mobile
Email		Customer Reference	

CARAVAN PARK DETAILS

Caravan Park Name			
Unit No	House No	Street	
Suburb	Site Area m ²		
Lot(s)	Section	Deposited Plan (DP)	
Other	Strata Plan (SP)		

PART 2 – ADDITIONAL INFORMATION

CARAVAN PARK FACILITIES

LONG TERM RESIDENCE:		
Number of Sites		Identified as site numbers
SHORT TERM RESIDENCE:		
Number of Sites		Identified as site numbers
CAMP SITES:		
Number of Sites		Identified as site numbers
TOTAL NUMBER OF SITES		

CARAVAN PARK FACILITIES PROVIDED

Are private facilities provided for any long term or short term sites? Yes No

If yes please indicate which sites are affected and the facilities which are provided::

Site Numbers			
Facilities Provided:			
<input type="checkbox"/> Toilets	<input type="checkbox"/> Showers	<input type="checkbox"/> Handbasins	
<input type="checkbox"/> Tubs	<input type="checkbox"/> Washing Machine	<input type="checkbox"/> Dryers	
<input type="checkbox"/> Line Space	<input type="checkbox"/> Ironing Facilities	<input type="checkbox"/> Other	

CARAVAN PARK COMMUNAL FACILITIES *provided for use by both long and short term residence*

Toilets	Male	Female	Disabled
Showers	Male	Female	Disabled
Handbasins	Male	Female	Disabled
Laundry	Washing Machines	Line Space	Washing Tubs
	Ironing Facilities	Clothes Dryers	

Other Facilities Provided.

PART 3 - OWNER(S) DETAILS AND CONSENT**OWNER(S) DETAILS AND CONSENT**

Name(s)		Company	
		Position Title	
Postal Address		State	PO Box
Telephone	Mobile	Post Code	Mobile

I/We the undersigned are the owner(s) of the property described in the application and consent to its lodgement. I/We hereby permit a duly authorised officer of Cessnock City Council to enter the land or premises to carry out inspections and undertake work as required for the administration of the Acts, Regulations or Planning Instrument. I/We authorise Cessnock Council to provide copies of notice(s) / Order(s) relevant documentation and communication with contactors relating to the works. I/We understand that as owner(s) of the property I/We have an obligation to fulfill the terms and conditions of the order otherwise penalties may apply

Signature(s)

Name of
Person signing *(Please print)*

Please indicate by 'X' Private Land Owner Sole Director Director, Secretary & Company Seal

Note: If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc).
Note: In the case of land that is the subject of a strata scheme under the [Strata Schemes \(Freehold Development\) Act 1973](#) or the [Strata Schemes \(Leasehold Development\) Act 1986](#), the owners corporation for that scheme must be constituted under the [Strata Schemes Management Act 1996](#). **Note:** In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the [Community Land Development Act 1989](#), the association for the parcel must provide consent.

Note: If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4100, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website www.ipc.nsw.gov.au.

HOW TO LODGE YOUR APPLICATION

Address the application to

General Manager
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325

Payment Method

By mail - Cheque, Money Order or Credit Card (complete the section below)

**Lodge in person
(between 9am – 4.30pm) at
Council's Administration Building**

Cessnock City Council
62-78 Vincent Street
CESSNOCK NSW

You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application

Payment Method

In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.

How to Contact Us

Phone: (02) 4993 4100
Fax: (02) 4993 2500
Email: council@cessnock.nsw.gov.au
Website: www.cessnock.nsw.gov.au

Office Hours

9am to 5pm Monday to Friday
*Payments are accepted until 4.30pm

Duty Officers are available weekdays:

Planning - 9am to 5pm

Building - 9 to 10am & 1 to 5pm

Fees

Fees are calculated in accordance with Council's adopted fees and charges.

If you require further information regarding this request, please contact Council's Customer Service Centre on (02) 4993 4100.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council's Call Centre using a call in or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

Payment Contact Name:

Payment Contact Phone Number:
