

Schedule 1 — Forms

List of Forms

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Form 1. Application for Grant or Renewal of Licence

<i>Caravan Parks and Camping Grounds Act 1995, sec. 7 (1) (a)</i>			
APPLICATION FOR GRANT OR RENEWAL OF LICENCE			
To	Local Government		
Facility name or proposed name			
Applicant/s [Each applicant to provide these details.]	Family name:		
	Other names:		
	Postal address	No.:	Street name:
		Suburb:	Postcode:
	Phone numbers (H):		(W):
	Fax number:		Email:
Land on which the facility is situated or is to be situated	Address: or Land description:		
Land owner/s [1. Only necessary if applicant does not own the land referred to above. 2. Details to be provided in respect of each land owner.]	Family name:		
	Other names:		
	Postal address	No.:	Street name:
		Suburb:	Postcode:
	Phone numbers (H):		(W):
	Fax number:		Email:
Declaration [Making a false statement may be an offence]	I/We declare that all details in this form are true and correct.		
	Signature of applicant/s:	Date:	

Notes

Documents to be attached [Not necessary if application is for renewal of licence]	<ol style="list-style-type: none">1. The written approval of the owner of the land referred to in this form for the applicant/s to make this applicant, or proof that the applicant/s is/are the owner/s of that land.2. A plan of the proposed facility showing —<ol style="list-style-type: none">(a) the sites, and where applicant, denoting the types of sites;(b) the buildings;(c) the roads and paths;(d) the drainage and waste water disposal systems; and(e) the location of fire hosts, fire hydrants and extinguishers.
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Form 2. Licence*Caravan Parks and Camping Grounds Act 1995, sec. 7 (4)***LICENCE**

Expiry date			
Local government	Name of local government:		
Type of licence			
Facility details	Name:		
	Address: Or Land description		
Licence holder/s details	Family name:		
	Other names:		
	Postal address	No.:	Street name:
		Suburb:	Postcode:
	Phone numbers (H):		(W):
	Fax number:		Email:
Licence conditions	Conditions:		
	Special conditions to which section 13 of the Act applies:		
Details of sites authorized [Maximum number and type]			
Overflow area details	Address or land description:		
	Details of sites [maximum number and type]:		
	Conditions:		
Issued by:	Local Government:		Date:

Form 3. Infringement Notice*Caravan Parks and Camping Grounds Act 1995, sec.23 (3)***INFRINGEMENT NOTICE**

Local government	Name of local government:		
Alleged offender	Family name:		
	Other names:		
	Postal address	No.:	Street name:
		Suburb:	Postcode:
Alleged offence	Section of the Act: Or		
	Provision of the Regulations:		
	Description of alleged offence:		
	Where and when:		
Amount of modified penalty	\$		
Authorized person who issued this notice	Name:		
	Signature:		
	Date:		

Notes

WHAT YOU MUST DO	<p>1. You may dispose of this matter within 28 days after the service of this notice by paying the modified penalty —</p> <p>(a) BY POSTING a cheque or money order made payable to; or</p> <p>(b) IN PERSON AT (address of local government offices)</p> <p>OR</p> <p>2. Elect to have this matter dealt with before a COURT.</p> <p>Should you not pursue on any of the above options within the time specified above, additional administrative charges may be incurred and action may be taken to suspend your Motor Driver's Licence until you have paid in full the modified penalty and any additional charges OR you have elected to have this matter dealt with before a Court.</p>
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Form 4. Withdrawal of Infringement Notice*Caravan Parks and Camping Grounds Act 1995, sec. 23 (7)***WITHDRAWAL OF INFRINGEMENT
NOTICE**

Local government	Name of local government:		
To [Details of alleged offender]	Family name:		
	Other names:		
	Postal address	No.:	Street name:
		Suburb:	Postcode:
AN INFRINGEMENT NOTICE SERVED ON YOU HAS BEEN WITHDRAWN AND			
<ul style="list-style-type: none">• NO FURTHER ACTION WILL BE TAKEN*• A SUMMONS WILL BE ISSUED*			
[* delete whichever is not applicable]			
Details of withdrawn notice	Date notice given:		
	Alleged notice:		
Authorized person who issued this notice	Name:		
	Signature:		
	Date:		

Form 5. Identity Card

<p>WESTERN AUSTRALIA <i>Caravan Parks & Camping Grounds Act 1995</i></p> <p>IDENTITY CARD AUTHORIZED PERSON</p>	
<p>[Photograph of authorized person]</p>	<p>This is to certify that[name of person] is an authorized person under section 17 (1) (b) of the <i>Caravan Park and Camping Grounds Act 1995</i>.</p>
<p>..... Signature</p>	<p>..... Date</p>
<p>Issued by the chief executive officer of the Department of Local Government* or *[name of the local government].</p>	

* Delete whichever is not applicable.

Form 6. Appeal to the Minister for Local Government

<p><i>Caravan Parks and Camping Grounds Act 1995, sec. 27</i> APPEAL TO MINISTER FOR LOCAL GOVERNMENT</p>			
<p>Person/s lodging appeal</p>	Family name:		
	Other names:		
	Postal address	No.:	Street name:
		Suburb:	Postcode:
	Phone numbers (H):	(W):	
	Fax number:	Email:	
<p>Notice appealed from</p>	Date of notice:		
	Local Government which gave the notice:		
<p>Grounds for appeal</p> <p>[Add more pages if necessary]</p> <p>[* Delete where not applicable]</p>	<p>I*/We* appeal against the decision referred to in this notice under section 7*, 10*, 12*, 21*, or 34 (3)* of the <i>Caravan Park and Camping Grounds Act 1995</i> on the following grounds:</p>		
<p>Signature of person/s lodging appeal</p>	Date:		

Notes

<p>Attach notice</p>	<p>A copy of the notice appealed form should accompany your appeal</p>
<p>Where to send your appeal form</p>	<p>When you have completed and signed this form, send it to the Chief Executive Officer of the Department of Local Government at the offices of the Department of Local Government.</p> <p>You may send your appeal form by post, by fax or by other electronic means so long as it is capable of being printed in its entirety, including signature/s. If you send it by fax or other electronic means you should check that it has been received.</p>

Schedule 2 — Types of Facilities and licences

[Regs. 41 and 42.]

LICENCE	TYPE OF FACILITY
1. Caravan park licence	Caravan park
2. Camping ground licence	Camping ground
3. Caravan park and camping ground licence	Caravan park and camping ground
4. Park home park licence	Park home park
5. Transit camp licence	Transit camp
6. Nature based park licence	Nature based park

Schedule 3 — Fees

1. Application for grant or renewal of licence — reg. 45

The fee for an application for the grant or renewal of a licence is —

- (a) \$200; or
- (b) the amount calculated by multiplying the relevant amount set out in column 2 by the maximum number of sites (including any sites that may be used in an overflow area) of the particular type specified in the application,

whichever is the greater amount.

<i>Column 1</i>	<i>Column 2</i>
Long stay sites	\$6 per site
Short stay sites and sites in transit camps	\$6 per site
Camp site	\$3 per site
Overflow site	\$1.50 per site
2. Additional fee for renewal after expiry — reg. 53	
Additional fee by way of penalty for renewal after expiry	\$20
3. Temporary licence — reg. 54	
Temporary licence	<i>pro rata</i> amount of the fee payable under item 1 for the period of time for which the licence is to be in force with a minimum of \$100
4. Transfer of licence — reg. 55	
Transfer of licence	\$100
5. Appeal to Minister — reg. 69	
Appeal to Minister under section 27 of the Act	\$100

Schedule 4 — Modified penalties

[Regs. 61 and 62.]

	Offence	Modified penalty
	PART 1 — SECTIONS OF THE ACT	\$
1.	Section 10 (4)	200
2.	Section 13 (1) (b) and (c) and (2)	50
3.	Section 21 (7)	200
	PART 2 — REGULATIONS	\$
1.	Regulation 9	200
2.	Regulation 10	100
3.	Regulation 12 (1)	100
4.	Regulation 14	100
5.	Regulation 15	100
6.	Regulation 16 (a), relating to Schedule 5, clauses 1 and 4 (2)	100
7.	Regulation 16 (b), relating to Schedule 5, clause 1	100
8.	Regulation 17 relating to Schedule 7 —	
	(a) clauses 1 and 52	100
	(b) clause 48	200
9.	Regulation 19 (1) (k)	100
10.	Regulation 22 (a), relating to Schedule 5, clauses 1 and 4 (2)	100
11.	Regulation 22 (b), relating to Schedule 6, clause 1	100
12.	Regulation 23, relating to Schedule 7 —	
	(a) clause 16 (1)	50
	(b) clause 48	200
	(c) clause 52	100
13.	Regulation 25 (2)	100
14.	Regulation 26	50
15.	Regulation 30 (1) (b)	200
16.	Regulation 34 (1) (b) (i)	200
17.	Regulation 39 (1) (c) and (2) (b)	200

Schedule 5 — Standards for Caravans

[Regs. 16 (a) and 22 (a).]

Division 1 — Standards applying to all caravans

1. Caravans not to be attached to each other

A caravan is not to be attached to another caravan.

Division 2 — Standards applying to park homes

2. Park homes to be of one storey

A park home is to have only one storey.

3. Park home to have chassis, wheels, tie down points etc.

- (1) A park home, or where the park home is assembled from components, each component of the park home, is to have a chassis with an axle and wheel assembly attached at all times.
- (2) A park home, or where the park home is assembled from components, each component of the park home is to have a draw bar which need not be attached at all times.
- (3) A park home is to have tie down points, chains or similar devices and a device to provide and adjust tension so that the park home can be attached to permanent anchor blocks in the ground.

4. Park home stabilized and secured

- (1) A park home is to be stabilised as approved.
- (2) A park home is to be secured to anchor points at the site where it is parked.

5. Corrosion protection

Metal coverings and exposed metal on a park home are to be of corrosion resistant materials, or are to be treated to resist corrosion.

Schedule 6 — Standards for Annexes

[Regs. 16 (b), 22 (b) and 34 (3) (a).]

1. Annexes

- (1) An annexe is to be attached to one caravan only and is not to be attached to anything other than a caravan.
- (2) A caravan may have only one annexe attached.
- (3) An annexe is not to be attached to a park home which is assembled from 2 or more components.

2. Size of annexes

An annexe —

- (a) is not to be longer than the caravan to which it is attached;
- (b) may be higher than the caravan to which it is attached by not more than 300 mm; and
- (c) is not to be wider than 3.6 metres.

3. Flexible annexes

- (1) A flexible annexe is not to be attached to a park home.
- (2) A flexible annexe which has a glass component is to be installed and maintained in accordance with the relevant requirements of —
 - (a) AS 1288—1994 “Glass in buildings — Selection and installation”; and
 - (b) AS/NZS 2208:1996 “Safety glazing materials in buildings”.
- (3) A flexible annexe is not to contain a shower, wash basin, toilet (other than a portable, self contained chemical toilet) or any laundry facility.

4. Rigid annexes

A rigid annexe is to —

- (a) have walls of prefabricated modular panels or sections;
- (b) have walls attached to the ground in such a way that the structure of the annexe is sound; and
- (c) be capable of withstanding —
 - (i) winds of a velocity of 42 metres per second, or such higher velocity as is approved; or
 - (ii) the design wind speed for the area where it is to be constructed,

whichever is the highest velocity.

Schedule 7 — Caravan Parks and Camping Grounds

[Regs. 17, 23, 34 (3) (a), 39 (2) (a) and 40 (2) (a).]

Division 1 — General provisions

1. Only one caravan on a caravan site

There may be only one caravan used for habitation on a caravan site at any one time, unless otherwise specified in this Schedule.

2. Caravans to be freely movable from sites

A facility is to be set out so that a caravan situated on any site is able to be moved, either under its own power or by being towed, as soon as any services attached to it are disconnected without the caravan or any vehicle towing the caravan, entering or causing disruption to any other site on the facility.

3. Tent may be on caravan site

- (1) A tent may be on a caravan site.
- (2) A tent may be on a caravan site where there is a caravan only if the caravan is occupied by a person or people who are associated with the person or people occupying the tent.

4. Limit to number of people on site

- (1) No more than 10 people are to camp at a site at any one time, other than as described in subclause (2).
- (2) More than 10 people may camp on a site in a camping ground at the one time if the licence holder of the facility agrees that the tents of a group of people who are associated may be pitched together on the site.

5. On-site caravans

An on-site caravan is to have —

- (a) a floor area of at least 15 square metres (excluding any annexe);
- (b) a refrigerator; and
- (c) a stove.

6. Part D3 of Building Code to be complied with “Access for People with Disabilities”

- (1) A caravan park is to comply with Part D3 of the Building Code in as far as the provisions of that Part can be applied to a caravan park.

- (2) For the purpose of applying Part D3 of the Building Code to a caravan park —
 - (a) a reference to a building of “Class 3” is to be taken to be a reference to a caravan park; and
 - (b) a reference in that Part to a “*sole-occupancy unit*” is to be taken to be a reference to a park home at the caravan park owned, or under the control of, the licence holder of the park.

Division 2 — Distances between caravans, camps, buildings, etc.

7. Local government or licence holder may increase minimum distances in particular cases

- (1) The distances specified in this Division are minimum distances only and, if, in a particular case, the licence holder of a facility or the local government directs in writing that a distance is to be increased, then the distance is to be increased as directed.
- (2) A local government may only direct that a distance be increased under subclause (1) in a respect of a facility which has fire extinguishers.

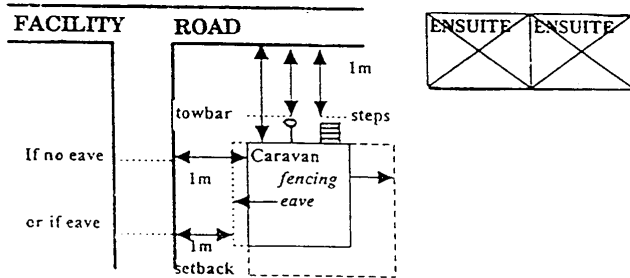
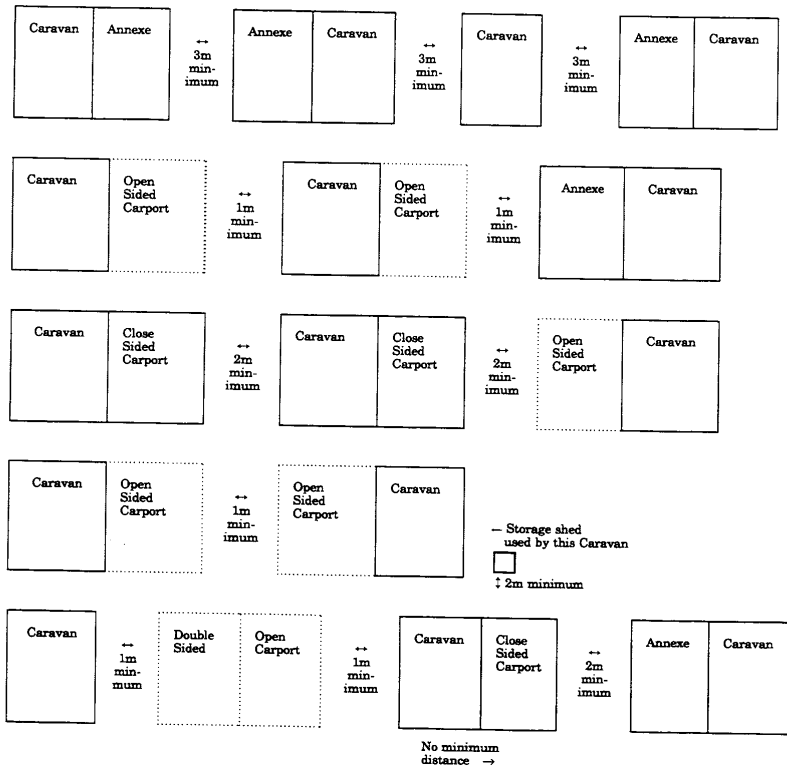
8. Position of caravans, annexes and camps

- (1) There is to be at least 3 metres between a caravan, annexe or camp on a site in a facility and —
 - (a) a caravan, annexe or camp on any other site; or
 - (b) any building on the facility, other than an en suite on that site.
- (2) There is to be at least 3 metres between any camp described in clause 4 (2) and the camp of any person who is not a member of the group.
- (3) There is to be at least one metre between any caravan, camp, annexe, pergola, carport or other building and any facility road.
- (4) There is to be at least 6 metres between a caravan, camp, annexe, pergola, carport or other building on a facility and any land reserved or set aside by the Government of the State for a road unless —
 - (a) a shorter distance is approved; or
 - (b) in the case of a camp, the local government is satisfied that it is safe to pitch the camp closer to such land, but a camp is not to be pitched closer than 2.5 metres from such land.
- (5) There is to be at least one metre between the boundary of a facility and a caravan, camp, annexe, pergola, carport or other building on the facility.

9. Position of carports, en suites and other buildings

- (1) There is to be at least one metre between an open sided carport attached to a caravan and —
 - (a) any other caravan, annexe or camp; or
 - (b) any other open sided carport or pergola attached to a caravan on another site.
- (2) There is to be at least 2 metres between a close sided carport attached to a caravan and —
 - (a) any other caravan, annexe or camp; or
 - (b) any other open or close sided carport or pergola on another site.
- (3) There is to be at least one metre between an open sided double carport and a caravan, annexe, pergola or camp on another site.
- (4) There is to be at least 2 metres between a free standing storage shed on a site and a caravan, annexe, carport or pergola on another site.
- (5) An open sided double carport is not to be attached to a caravan if it is to be used by the occupants of a caravan on another site.
- (6) There is no minimum distance between a caravan, annexe, camp, pergola or carport and an en suite on the same site.
- (7) There is to be at least 3 metres between any building (other than an en suite) and a caravan or camp on a facility.

DIAGRAM SHOWING SOME MINIMUM SET BACKS



Notes

1. The distances are minimum distances only and may be increased by the licence holder of the facility or the local government. (See clause 7 of this Schedule).
2. An open sided carport is one which has 2 or more sides open and at least $\frac{1}{3}$ of the area of its perimeter open.
3. The distances are measured from the part of the caravan, carport, en suite or annexe which projects furthest.

Division 3 — Buildings, fences and hard stands

10. New material to be used for all buildings, unless otherwise approved

A building, fence or other structure on a site is to be built entirely of new materials, unless the use of other materials is approved and used in accordance with that approval.

11. Buildings on a facility

(1) Buildings on a facility may be only of the following types —

- (a) manager's house;
- (b) office;
- (c) storage shed;
- (d) toilets, ablution blocks and laundry buildings;
- (e) restaurant;
- (f) shop;
- (g) recreational facilities;
- (h) workshop;
- (i) carports and pergolas;
- (j) any other building approved.

(2) The buildings referred to in subclause (1) may not be located on a site, other than —

- (a) a carport;
- (b) a pergola; and
- (c) a storage shed,

for the use of the occupier of the site.

(3) A residential building at a facility, other than a manager's house, may not be occupied by the one person, or group of persons, for an aggregate period of more than 6 months in any consecutive period of 12 months.

12. Storage sheds

A storage shed on a site —

- (a) is not to exceed 4 square metres in area and 2.1 metres in height;
- (b) is to be made of the same material as any on-site caravan on the site or of contoured metal cladding; and
- (c) may adjoin, or form part of, a carport.

13. Paved areas and areas under some annexes

- (1) Every long stay site is to have either or both of the following —
 - (a) a hard stand for a vehicle other than the caravan;
 - (b) such additional amount of space as is approved on the side of the facility road next to the site for at least one such vehicle to park.
- (2) The construction of —
 - (a) a hard stand on a site;
 - (b) an area under an annexe attached to an on-site caravan; and
 - (c) an area under an annexe on a long stay site,is to be as approved.

14. Fences

- (1) A fence on a site is —
 - (a) not to be higher than 1.2 metres; and
 - (b) to be built of new, lightweight material or mesh.
- (2) A fence on a site is to be built in accordance with the prior written approval of the licence holder of the facility.
- (3) There is to be no fence in the set back area prescribed under clause 8 (3) between a facility road and a caravan.

Division 4 — Roads and parking

15. Facility roads

- (1) A facility entrance road is to be at least 6 metres wide.
- (2) A facility road which is a one way road is to be at least 4 metres wide.
- (3) A facility road which is a two way road is to be at least 6 metres wide.
- (4) Subject to subclause (5), a facility road is to be constructed and maintained as is approved.
- (5) A facility road in a transit camp or a nature based park need not be paved or sealed.

16. Parking

- (1) A vehicle is not to be parked on any facility road, other than in accordance with clause 13 (1) (b).
- (2) There is to be provided on each site parking for at least one vehicle, other than the caravan.

17. Car parks

- (1) A facility, other than a nature based park or a transit camp, is to have a car park which is constructed and maintained as is approved.
- (2) Part of a car park may be a grassed area, if approved.
- (3) A car park on a facility is to have at least one parking space per 20 caravan sites on the facility, and not less than 4 parking spaces in any event.
- (4) In calculating how many parking spaces are required in a car park in a facility, 2 camp sites are equal to one caravan site.

Division 5 — Recreational areas

18. Recreational areas

- (1) At least $\frac{1}{10}$ of the total area of a facility is to be recreational area.
- (2) Facility roads are not included in calculating recreational areas.
- (3) Unless the local government approves otherwise, $\frac{2}{3}$ of the recreational area of a facility is to be in the one area.
- (4) In a facility, except a transit camp or a nature based park, there is to be —
 - (a) recreational facilities for children which are protected from the weather, and enclosed as is approved; and
 - (b) a building for communal or recreational activities, as is approved.

Division 6 — Ablution and toilet facilities

19. Location of toilets and showers

- (1) There is to be at least one toilet and one shower within 90 metres of each site.
- (2) Subclause (1) applies despite anything else in this division.

20. Number of showers, toilets and hand basins, except at transit camps and nature based parks

- (1) This clause applies to all facilities except transit camps and nature based parks.
- (2) A facility is to have at least as many showers, toilets and hand basins as is specified in the following Table opposite the number of sites the facility has.
- (3) Instead of each 600 mm of urinal trough there may be provided —
 - (a) a wall hung urinal; or

(b) with approval, a pedestal toilet.

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	600	1	1	1
11-15	1	600	2	2	2
16-20	2	600	2	2	2
21-30	2	1 200	3	3	3
31-40	3	1 200	4	4	4
41-45	3	1 800	5	5	5
46-50	4	1 800	5	5	5
51-60	4	1 800	6	6	6
61-75	5	2 400	7	7	7
76-80	5	2 400	8	8	7
81-90	6	2 400	8	8	8
91-100	6	3 000	9	9	8
101-105	7	3 000	9	9	9
106-120	7	3 000	10	10	9
121-140	8	3 600	11	11	10
141-145	8	3 600	12	12	11
146-150	9	3 600	12	12	11
151-160	9	3 600	12	12	11
161-170	9	4 200	12	12	12
171-180	10	4 200	14	12	12
181-190	11	4 800	14	14	13
191-200	12	4 800	14 plus 1 for every 20 sites over 190	14	13
over 200	12 plus 1 for every 25 sites over 200	4 800 plus 600 mm for every 30 sites over 200	—	14 plus 1 for every 20 sites over 200	13 plus 1 for every 30 sites over 200

21. Number of showers, toilets and hand basins at transit camps

- (1) A transit camp is to have at least as many showers, toilets and hand basins as is specified in the following Table opposite the number of sites the facility has.
- (2) A local government may approve of the use of ablution and toilet facilities located on a property adjoining a transit camp by occupiers of the transit camp if —
 - (a) the owner of the property agrees in writing; and
 - (b) the ratio of showers, toilets and hand basins is not less than that permitted under subclause (1).
- (3) Instead of each 600 mm of urinal trough there may be provided —
 - (a) a wall hung urinal; or
 - (b) with approval, a pedestal toilet.

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

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		
18-20	2	600	2	1	1
21-25	2	600	2	2	2
26-34	2	1 200	2	2	2
35-50	2	1 200	3	2	2

22. Calculation of sites for clauses 20 and 21

In calculating the number of sites a facility has for the purposes of clauses 20 and 21 —

- (a) a site with an en suite is not included;
- (b) a site used by a caravan with ablution, toilet and laundry facilities is not included; and
- (c) 2 camp sites are equal to one site.

23. Number of showers, toilets and hand basins at nature based parks

A nature based park is to have such toilets, showers and hand basins as is approved.

24. Showers

Each shower is to be enclosed in a cubicle which has —

- (a) an area for dressing;
- (b) a lockable door which either opens outwards or can readily be removed from the outside;
- (c) a permanently affixed seat, clothes hook and soap holder;
- (d) hot (not less than 45^o celsius) and cold running water; and
- (e) ventilation as is approved.

25. Babies bath

(1) Each ablution block, other than at a transit camp or a nature based park, is to have a babies' bath which —

- (a) has a capacity of 45 litres;
- (b) is of stainless steel or other suitable material;
- (c) has a drain plug;
- (d) is next to at least 0.45 square metre of waterproof bench, which has a minimum width of 450 mm; and
- (e) has hot and cold taps connected to a water mixing device which keeps the temperature of the running water at not more than 38^o celsius.

- (2) Where a facility is to have a baby bath, at least one baby bath is to be located in a facility in a position and area so that a male or female person in a wheelchair can use it to bath a baby.

26. Hand basins

- (1) Each hand basin is to have —
 - (a) a drain plug; and
 - (b) hot (not less than 45° celsius) and cold running water.
- (2) Towel rails or hooks, and a mirror and shelving is to be provided near hand basins.
- (3) A building containing toilets is to have at least one hand basin, which need not be in compliance with subclause (1) other than that it has cold running water.
- (4) At least one hand basin is to be located in an ablution block in a facility in a position and area so that a male or female person in a wheelchair can use it.

27. Power points

- (1) An ablution block is to have at least one power point.
- (2) If an ablution block contains more than 4 hand basins, there is to be at least one power point for —
 - (a) each group of 4 hand basins; and
 - (b) any number of hand basins remaining less than 4.
- (3) At least one power point is to be located in an ablution block in a facility in a position and area so that a male or female person in a wheelchair can use it.

28. Toilets

- (1) Each pedestal toilet is to be enclosed in a cubicle which has —
 - (a) a toilet roll dispenser;
 - (b) a coat hook;
 - (c) ventilation as is approved; and
 - (d) a lockable door which either opens outwards or can readily be removed from the outside.
- (2) A urinal is to be attached to the floor or the wall of the building.

29. Napkin disposal units

- (1) Each building on a facility which contains female toilets is to have at least one approved napkin disposal unit.

- (2) If a building on a facility contains more than 10 female toilets, there is to be at least one approved napkin disposal unit for —
 - (a) each group of 10 toilets; and
 - (b) any number of toilets remaining less than 10.
- (3) Each building containing toilets and any area in a building set aside for changing babies napkins is to contain an approved napkin disposal unit.

Division 7 — Laundry facilities

30. Laundry facilities

- (1) A caravan park or camping ground is to have at least as many laundry facilities, as described in subclauses (2) and (3), as is specified in the following Table opposite the number of sites the facility has.
- (2) A laundry facility where there is access to a supply of electricity is to comprise —
 - (a) a washing machine that is connected to a supply of hot (not less than 45^o celsius) and cold running water, or which is capable of heating water to that temperature;
 - (b) a trough with a drain plug and hot (not less than 45^o celsius) and running cold water;
 - (c) at least 0.3 square metre of bench space suitable for ironing clothes, with access to a power point; and
 - (d) one electric clothes drier or 60 metres of washing line.
- (3) A laundry facility where there is no access to a supply of electricity comprises —
 - (a) a copper and an adequate fuel supply;
 - (b) a trough with a drain plug and hot (not less than 45^o celsius) and cold running water;
 - (c) at least 0.3 square metre of bench space suitable for ironing; and
 - (d) 60 metres of washing line.
- (4) A laundry facility is to have in, or next to it, a slop hopper which is located, installed and maintained as is approved.
- (5) The entry threshold and door types and widths in a laundry facility are to be in accordance with AS 1428.1—1993 “General requirements for access — Buildings” and the benches are to be in accordance with AS 1428.2 — 1992 “Enhanced and additional requirements — Buildings and facilities”.

TABLE OF LAUNDRY FACILITIES

No. of sites	No. of laundry facilities
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Up to 60	1 per 20 sites
61-120	1 per 30 sites
Over 120 sites	1 per 50 sites

Division 8 — Washing up facilities for campers

31. Washing up facilities for campers

- (1) A camping ground is to have at least one trough for the washing of utensils used for cooking and eating for each 20 camp sites.
- (2) There is to be at least one washing up trough within 90 metres of each camping site.
- (3) Each trough is to be of stainless steel and to have —
 - (a) a drain plug;
 - (b) hot (not less than 45^o celsius) and cold running water;
 - (c) a capacity of at least 45 litres; and
 - (d) next to it, at least 0.5 square metre of waterproof bench.

Division 9 — Lighting

32. Lighting

- (1) Each ablution block and each building containing a toilet is to be lit at night so that light of an intensity of not less than 100 lumens per square metre radiates throughout the building.
- (2) A building containing a laundry facility is to be lit at night so that light of an intensity of not less than 160 lumens per square metre radiates throughout the building.
- (3) The grounds of a caravan park or camping ground are to be lit at night so that occupants have sufficient visibility to go to and return from the nearest ablution block, and the nearest building containing a toilet, in safety.

Division 10 — Fire fighting equipment

33. Fire hose reels

- (1) Unless clause 35 applies, or the facility is a park home park to which clause 34 applies, every site, caravan, camp, building and other structure in a facility is to be within reach of the nozzle end of a fire

hose when the hose is fitted to the reel and laid to avoid any obstructions or other physical barriers.

- (2) A fire hose in a facility is to be on a fire reel which is to be installed in accordance with the requirements of —
 - (a) AS 1221-1991 “Fire Hose Reels”; and
 - (b) AS 2441.1-1988 “Installation of Fire Hose Reels”.

34. Park home parks

If a park home park serviced by a fire brigade constituted under a written law of the State has a water supply, which in the opinion of the officer in charge of that brigade, is adequate for fire fighting then a fire hydrant is to be installed in the park home park to the satisfaction of that officer.

35. Fire extinguishers

- (1) Where a local government is of the opinion that a facility’s water supply is not adequate to operate fire hoses effectively, the facility is to have fire extinguishers, in accordance with this clause.
- (2) Fire extinguishers in a facility are to be in accordance with the requirements of AS 2444-1995 “Portable fire extinguishers — Selection and location”.
- (3) A facility is to have at least one extinguisher for every 6 sites.
- (4) A facility is to have an extinguisher not more than 30 metres from each site, located in a central position in an area accessible to all persons in the facility.

36. Fire equipment to be maintained, accessible and ready

- (1) Fire equipment at a facility is to be accessible and ready for use at all times.
- (2) Fire equipment at a facility is to be maintained in accordance with the requirements of Part 1 or 2, as is appropriate, of AS 1851 “Maintenance of Fire Protection Equipment”.

Division 11— Electricity

37. Electricity to sites

- (1) All caravan sites at a facility are to be supplied with electricity, unless the local government has exempted a facility from this requirement.
- (2) All long stay sites are to have a separate meter to record the electricity, if any, supplied to that site.

Division 12 — Water supply

38. Interpretation

In this Division —

“**potable water**” means drink water within the meaning of the “Guidelines for Drinking Water Quality in Australia 1987” published for the National Health and Medical Research Council and the Australian Water Resources Council by the Australian Government Publishing Service, Canberra;

“**tap**” means a tap which is connected to a supply of water.

39. AS 3500.1

AS 3500.1—1992 “National plumbing and drainage code, Part 1: Water Supply” is to be complied with at a facility with respect to any supply of potable water.

40. Tap at transit camp and nature based park

There is to be a centrally located tap at a transit camp and a nature based park for use by all occupiers, unless otherwise approved.

41. Tap at camping ground

There is to be at least one tap within 30 metres of each camping site at a camping ground.

42. Potable water for sites

- (1) A supply of potable water of at least 300 litres per day, or such lesser amount as is approved under subclause (2), is to be available for use by each site at a facility.
- (2) The local government may, with the written approval of the Executive Director, Public Health (within the meaning of the *Health Act 1911*), approve of a lesser quantity of water than that specified in subclause (1) being available at a facility.

43. Long stay sites to have own tap or connection

Subject to clause 42, there is to be a tap or water connection point with a supply of potable water at every long stay site.

44. Tap within 10 metres of short stay sites

There is to be a tap connected to a supply of potable water within at least 10 metres of every short stay site on a facility, unless otherwise approved.

Division 13 — Waste water, sewage and drainage

45. Interpretation

In this division —

“**AS/NZS 3500.2.2**” means AS/NZS 3500.2.2: 1996 “National Plumbing and Drainage. Sanitary plumbing and drainage — Acceptable solutions.”.

46. Waste water disposal

(1) Each —

- (a) caravan site at a facility is to be no more than 10 metres; and
- (b) camp site at a facility is to be no more than 30 metres,

from a sullage waste water dump point which is in accordance with the requirements of AS/NZS 3500.2.2, or the facility is to utilize other approved means of dealing with sullage.

(2) A long stay site with a caravan which has ablution, toilet or laundry facilities is to have a sewage connection point which is in accordance with the requirements of AS/NZS 3500.2.2.

47. Chemical toilet dump point

There is to be a communal chemical soil waste dump point, in accordance with the requirements of AS/NZS 3500.2.2., which is connected to an approved waste water disposal system at all facilities, other than park home parks, nature based parks and transit camps.

Division 14 — Miscellaneous

48. Cyclone activity

Where a facility is in an area in a cyclonic region each caravan, storage shed or other building or structure on a site is to be made safe, and in particular is to be tied down using anchor points, as approved, capable of securing the caravan, storage shed or other building or structure in winds at design wind speed for that area, during any cyclonic activity or while there is warning of possible impending cyclonic activity.

49. Rubbish

- (1) There is to be at least one rubbish bin with a capacity of not less than 80 litres within 90 metres of each site, other than sites at nature based parks or transit camps.
- (2) Rubbish bins at nature based parks and transit camps are to be provided as is approved.
- (3) Rubbish bins at facilities are to be water and vermin proof.

- (4) Rubbish bins are to be emptied, and the rubbish removed from the facility, as is necessary but at least once a week.
- (5) Rubbish bins at facilities are to be in a clean and hygienic condition.

50. Telephones

- (1) There is to be at least one telephone available at all times for the use of occupiers at a facility, unless otherwise approved.
- (2) Each long stay site and each site with a park home is to have all connections necessary to install a telephone on the site, unless otherwise approved.

51. Postal service

If mail is delivered to a facility by Australia Post —

- (a) the occupiers of each long stay site are to have a lockable mail box; and
- (b) there is to be a suitable central area which is open at least 2 hours a day from Monday to Friday from which mail can be collected.

52. Solid fuel fires and appliances

- (1) A caravan, other than a park home, is not to contain any solid fuel appliance.
- (2) A solid fuel fire is to be lit at a facility only in a place set aside by the licence holder of the facility for that purpose.

Schedule 8 — Definitions

[Reg. 3.]

In these regulations —

“**ablution block**” means a communal building which contains ablution facilities;

“**approved**”, in relation to a facility, means approved in writing by the local government;

“**AS**” followed by a designation refers to the Australian Standard having that designation that is published by Standards Australia, as amended from time to time;

“**AS/NZS**” followed by a designation refers to the Australian/New Zealand Standard having that designation that is published jointly by Standards Australia and Standards New Zealand, as amended from time to time;

“**assemble**”, in relation to a park home or annexe, means the work required—

(a) where a park home or annexe arrives at a site in more than one piece, to assemble, position and stabilize the park home or annexe; or

(b) to position and stabilize the park home or annexe on a site;

“**Building Code**” means the latest edition of the Building Code of Australia published from time to time by, or on behalf of, the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with that Code;

“**camp**”, when used as a verb, means to occupy a camp or caravan for at least 4 hours during any part of the night between 6 p.m. and 7 a.m.;

“**caravan site**” means a site which is marked or intended for the use of a caravan;

“**close sided carport**” means a carport on a facility which is not an open sided carport;

“**components**”, in relation to a park home which is to be, or has been, assembled from parts, means the 2 or 3 main parts of the park home;

“**construct**”, in relation to a park home or annexe, includes all work necessary to manufacture or construct the park home or annexe other than such work as is necessary to assemble the park home or annexe at a site;

“**cyclonic region**” means a cyclonic region within the meaning of AS 4055—1992 “Wind loads for housing”;

“design wind speed” means the maximum design gust wind speed for the area calculated in accordance with AS 4055—1992 “Wind loads for housing”;

“en suite” means a building on a site which contains ablution, toilet and laundry facilities, or some of these facilities, for the use of the occupiers of that site;

“facility road” means a road or path inside a facility for the use of vehicles;

“form” means a form in Schedule 1;

“flexible annexe” means an annexe made entirely of flexible material except for —

- (a) the supporting frame; and
- (b) any windows or doors, which may be made of flexible or rigid material;

“laundry facility” means facilities for laundering clothes;

“long stay site” means a site at a caravan park which is to be occupied consecutively by the one person or group of persons for any period of time;

“nature based park” means a facility where an occupier may stay no longer than 3 consecutive months;

“number plate” means a number plate within the meaning of the *Road Traffic Act 1974*;

“on-site caravan” means a caravan owned by, or under the control of, the licence holder of the caravan park and available for hire at a site on the caravan park;

“open sided carport” means a carport on a facility which has 2 or more sides open and at least $\frac{1}{3}$ of the area of its perimeter open;

“overflow area” means an area of a facility specified as an overflow area in the licence for the facility;

“park home park” means a caravan park at which park homes, but not any other caravans or camps, are situated for habitation;

“professional engineer” means a corporate member of the Institution of Engineers Australia, or a person who is eligible to become such a member, who has appropriate experience and competence to construct, or supervise the construction of, park homes;

“service” means a supply of gas, water or electricity;

“short stay site” means a site at a caravan park which is to be occupied consecutively by the one person or one group of persons, for no longer than 3 consecutive months;

“shower” means a shower or a bath;

“rigid annexe” means an annexe which is not a flexible annexe;

“temporary licence” means a licence referred to in regulation 54;

“transit camp” means a facility where an occupier may stay no longer than 3 consecutive nights.

Schedule 9 — Transitional Provisions

[Reg. 73.]

1. Interpretation

In this Schedule —

“**commencement**” means 1 July 1997;

“**equivalent provision of the former legislation**” means any provision of the former legislation which dealt with substantially the same matter, although it may have imposed a different standard, as the relevant provision of these regulations;

“**equivalent provision of these regulations**” means any provision of these regulations which deals with substantially the same matter, although it may impose a different standard, as the relevant provision of the former legislation;

“**existing facility**” has the meaning given by section 34 (5) of the Act;

“**former legislation**” means —

- (a) local laws which, immediately before the commencement of the *Local Government Act 1995*, were by-laws made under section 200 of the *Local Government Act 1960* and which are in conflict, or inconsistent, with these regulations; and
- (b) the *Health (Caravan Parks and Camping Grounds) Regulations 1974*,
as in force on 30 June 1997.

2. Reference to “provision of the former legislation”

A reference in this Schedule to a provision of the former legislation refers only to a provision with respect to caravans and camps at caravan parks and camping grounds and does not include a reference to a provision with respect to —

- (a) the registration or licensing of facilities; or
- (b) the use of caravans or camps on land which is not a caravan park or camping ground.

3. One year to comply with new provisions

- (1) A provision of these regulations for which there is no equivalent provision of the former legislation does not apply in respect of —
 - (a) an existing facility;
 - (b) a caravan at an existing facility at the commencement for as long as it remains at that facility; or

- (c) a rigid annexe which is attached to a caravan at an existing facility at the commencement for as long as it remains at that facility,

until 1 July 1998, subject to any extension of time granted under clause 4.

- (2) Where a caravan, annexe or facility was not in compliance with a provision of the former legislation, the equivalent provision of these regulations does not apply with respect to that caravan, annexe or facility until 1 July 1998, subject to any extension of time granted under clause 4.
- (3) Where a caravan, annexe or facility was in compliance with a provision of the former legislation on 30 June 1997 but ceases to so comply, the equivalent provision of these regulations applies immediately.

4. Extension of time within which to comply

- (1) The local government of the district in which the facility or caravan is situated, may issue a certificate extending the time with respect to which a provision of these regulations referred to in clause 3 does not apply, for such period of time as is specified in the certificate.
- (2) A certificate may not be issued in respect of clause 42 or a provision of Division 10 of Schedule 7.
- (3) A local government may issue more than one certificate with respect to the same matter but all exemptions end on 1 July 2001 and any certificate purporting to extend the time with respect to which a provision does not apply after 1 July 2001 is of no effect.
- (4) Where the local government for a district refuses to issue a certificate under this clause, it is to advise the applicant in writing of that refusal.

5. New provisions do not apply where equivalent provision of former legislation is complied with

A provision of these regulations does not apply in respect of —

- (a) an existing facility;
- (b) a caravan at an existing facility at the commencement for as long as it remains at that facility; or
- (c) a rigid annexe which is attached to a caravan at an existing facility at the commencement for as long as it remains at that facility,

if the facility, annexe or caravan was in compliance with an equivalent provision of the former legislation which applied to it at 30 June 1997 and continues to so comply.

6. Where compliance at commencement, provision continues to apply

Despite anything else in this Schedule, where a provision of these regulations is being complied with at the commencement in respect of a caravan, annexe or facility that provision continues to apply in respect of that caravan, annexe or facility.

7. Registration or licence under local law

For the purposes of these regulations, from the commencement until the appointed day referred to in section 6 of the Act —

- (a) a certificate of registration or a licence issued under the former legislation in relation to a facility is to be taken to be a licence for that facility of such type specified in Schedule 2 as is appropriate for that facility, taking into account —
 - (i) the type of registration or licence;
 - (ii) any conditions imposed on the registration or licence; and
 - (iii) the position of the facility and the type of caravans and camps which use it;
- and
- (b) the owner of a facility referred to in paragraph (a) is to be taken to be the licence holder in respect of that facility.

8. Transitional provisions relating to Part 4

- (1) Despite anything else in this Schedule but subject to this clause, Part 4 of these regulations applies from the commencement.
- (2) Regulations 28, 33 and 37 do not apply until 1 January 1998 in respect of work under construction at the commencement .
- (3) Regulations 39 and 40 do not apply in respect of work under construction at the commencement.