



Residential Tenancies Act 1997

## Application to Register a Caravan Park

APPLICATION TO REGISTER

Council Use Only	
Receipt No. ....	Certificate No. ....
Amount Paid.....	Date Issued.....
Date Paid.....	

APPLICATION MUST BE FULLY COMPLETED AND THE ORIGINAL SUBMITTED TO BE PROCESSED

Proposed opening date     /     /20

### PROPOSED NEW PROPRIETOR

Fields marked with a red asterisk (\*) are mandatory and must be completed

Title	Surname*	Given Name(s)*
<input type="text"/>	<input type="text"/>	<input type="text"/>

*\*If the proprietor is a company or association, specify name of person completing the application and authority (e.g. Director of Company)*

Authority (i.e Director of Company)	ABN*	ACN (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company Name (Not Trading Name)

Postal Address (All correspondence will be sent to this address)\*

Suburb/Town*	State*	Postcode*
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Please provide at least one phone number and include the area code\**

Business phone	Business fax	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

## PREMISES DETAILS

Trading Name/

Street Address\*

Suburb/Town\*

State\*

Postcode\*

## Caravan Park Details

### DOCUMENTS THAT ARE REQUIRED TO BE INCLUDED WITH THIS APPLICATION

- A metric site plan of the caravan park
- The most recent report from the relevant fire authority
- The emergency management plan
- Schedule of Works (if applicable)
- Note : Failure to supply these documents may restrict Council's ability to renew your registration

## DECLARATION

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.

Applicant Signature\*

Applicant Signature

Print Applicant Name\*

Print Applicant Name

Date\*

Date

**PLEASE NOTE:** You cannot trade at the premises until an Environmental Health Officer has inspected the premises and a certificate of Registration is issued to you.

**PRIVACY:** Your personal information is being collected by City of Ballarat for the purpose of complying with provisions of the Environmental Protection Act. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au)

## LODGEMENT & FURTHER ENQUIRIES



In person –  
City of Ballarat  
The Phoenix  
25 Armstrong Street South, Ballarat  
Office hours – 8.15am – 5pm Monday to Friday



Contact –  
Environmental Health Unit  
(03) 5320 5702  
[environmentalhealth@ballarat.vic.gov.au](mailto:environmentalhealth@ballarat.vic.gov.au)



By mail –  
Environmental Health Unit  
City of Ballarat  
PO Box 655  
Ballarat Vic 3353



Payment can be made online via B-Pay or on the City of Ballarat's website. Please contact the Environmental Health Unit to determine the fees and reference number for this application.