TEMPORARY CAMPING PERMIT APPLICATION

Community Living Local Law 2018
(Local Laws permits are exempt from GST)

Group Name _____

Commercial/Non Profit Org _____

ABN _____ **Charity Number** _____

Name of Event (if applicable) _____

Contact Person _____

Postal Address _____

Email Address _____

Telephone **AH** _____ **BH** _____

Proposed date(s) **From** _____ **To** _____

Proposed times **Start** _____ **Finish** _____

Location of proposed Camping _____

If granted how would you like to receive your permit? ☐ Via post ☐ Via email

Activity (Select applicable)

- ☐ Individual camper
- ☐ Event / Group camping
- ☐ Caravan
- ☐ Tent
- ☐ Prefabricated holiday unit
- ☐ Other temporary structure

Location (Select applicable)

- ☐ Council land
- ☐ Public land
- ☐ Privately owned land

A COPY OF YOUR CERTIFICATE OF CURRENCY FOR $20 MILLION PUBLIC LIABILITY INSURANCE MUST BE SUBMITTED WITH THIS APPLICATION.

Application Fee **(not for profit / charity may be exempted)**	**$611.90**
PAYMENT OPTIONS	
✉ **By Mail** Please attach a cheque or money order made payable to the **Greater Shepparton City Council** to this renewal form and mail to the Greater Shepparton City Council, Locked Bag 1000, SHEPPARTON VIC 3632.	**In Person** Cash, cheque, eftpos or credit card (Visa or Mastercard) payments can be made at 90 Welsford Street, Shepparton between 8:15am and 5:00pm Monday to Friday.
Office Use **Date Paid:**	**Receipt Number:**
Amount Paid: $	**Ledger No – Local Laws Prepayments**

M18/53386

Greater Shepparton City Council
Building, Planning and Compliance
Locked Bag 1000, Shepparton 3632
90 Welsford Street, Shepparton 3630
Ph: (03) 5832 9730 Email: council@shepparton.vic.gov.au
www.greatershepparton.com.au
ABN 59 835 329 843

APPLICATION

If you wish to camp on Council land or on any privately owned land within the municipality that is not within a designated camping area, a Temporary Camping permit is required. A person is exempt from the requirement of a permit if, in relation to privately owned land;

- camping is in connection with the seasonal employment of that person on a property on which an agricultural business is being conducted and provided the person has the permission of the owner to camp on that land; or
- camping is for no more than 14 days within any 90 day period, with no more than 10 people at any one time, and the persons have the permission of the owner to camp on that land.

APPLICATION PROCESS

Complete the following application form and submit to Council with the permit Application fee to Building, Planning and Compliance, City of Greater Shepparton, Locked Bag 1000, Shepparton, Vic, 3632. For all inquiries please telephone: 03 5832 9730.

- The application fee is non-refundable and is payable upon applying for a permit.
- Applications must be received by Council's Building, Planning and Compliance department at least 30 days prior to the proposed date otherwise approval cannot be guaranteed.
- Permits can only cover a maximum of a 3 month period.
- If any other Council permits are required, please contact the required Council department at least 8 weeks prior to the proposed event or activity.
- The declaration must be signed by the Contact Person and returned with the application.
- If approved, a Temporary Camping permit will be forwarded to the Contact Person advising of approval and any specific terms and conditions.
- Booking fees, bonds, costs or other permits may be required from other Council departments, depending on the nature, size and time of the camping. These costs may only be determined after an application is assessed.

DECLARATION

The following declaration is to be signed by the Contact Person.

I accept and understand the terms and conditions of applying for a Temporary Camping Permit.

Name: _____ (Please Print)

Position: _____ (Please Print)

Signature_____Date:_____

PUBLIC LIABILITY INSURANCE

Public Liability Insurance cover for a minimum of $20,000,000 must be supplied for all applications. A Temporary Camping Permit will not be approved if evidence of current Public Liability Insurance is not supplied.

	YES	NOTES
Have you attached a copy of your current Certificate of Currency for $20 million Public Liability Insurance?	☐	

TERMS AND CONDITIONS

Please ensure that you read all conditions and requirements.

- Permission to camp on Council land is only granted once a written permit has been issued.
- Council land and facilities must only be used for the approved purpose and at the approved times.
- All conditions set by Council for this permit will be outlined in the permit. If all conditions are not met, the permit may be revoked.
- A permit may be revoked, altered or amended by Council at any time.
- The permit holder must not (whether by act or omission) cause any damage to Council or public land or facilities or leave the area in an untidy state. The cost to restore any damage to Council or public land or facilities as a result of the activity will be borne by the permit holder.
- The permit holder must not do anything that will void or otherwise negatively affect the insurance policy obtained and must, as soon as is practicable, inform the Council in writing of any such voidance or negative effect.
- The permit holder must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
- The permit holder indemnifies Council against any claim, demand, action, suit or proceeding that may be made or brought against the Council arising from the permit or use of the facilities, except where the claim, demand, action, suit or proceedings relates to the negligent act or omission of the Council.
- The permit holder must ensure that no nuisance is caused to properties within the surrounding neighbourhood.
- Vehicle access is not permitted on any Council park or sport field at any time.
- The permit holder must, as soon as practicable, make good any damage caused (whether by act or omission) to the facilities/area. The Council may remedy any breach, the cost of which shall be a debt due to the Council from the permit holder.
- A person who camps or who occupies a campsite on Council owned or managed land or in a public place must at all times maintain the campsite in a clean and tidy condition.

SITE PLAN

A site plan is required to be completed for all permit applications. Site plans must include the area you wish to use, proposed location of all caravans, tents, equipment, amenities, waste disposal, traffic access etc.

INFORMATION

	NO	YES	NOTES
Do you propose to camp on Council land or Public land?	☐	☐	
Do you propose to camp on private land (that is not a designated camping area / caravan park)?	☐	☐	If Yes, written permission is required to be supplied from the owner of the property and all nearby property owners/occupiers or businesses.
If proposing to camp on private land, have you obtained written permission from the property owner and all nearby property owners/occupiers or businesses?	☐	☐	If Yes, supply a copy of the written permission. If No, written permission must be supplied from the owner of the property and all nearby property owners/occupiers or businesses.
Is the proposed camping part of an event or are more than 25 people proposing to camp?	☐	☐	If Yes, a Council Land Use Permit Application form must be completed from Building, Planning & Compliance. Telephone: 03 5832 9730.
What is the Planning Zone of the property where you propose to camp?			
What is the reason for the proposed camping?			

Estimated number of participants attending:

MACHINERY / VEHICLES	NO	YES	NOTES
Is vehicle or machinery access required?	☐	☐	If No, move onto next section. If Yes, a Local Laws Access from Public Place permit from Building, Planning & Compliance may be required. Telephone: 03 5832 9730. Details required include; location of vehicles; nature / size / number of vehicles; number of vehicle movements; purpose of access; registration numbers; description of vehicles, name of drivers and drivers licence numbers.
Has a Local Laws permit for vehicular access been obtained (if required)?	☐	☐	
Have you indicated the vehicle access corridor and vehicle locations on the Site plan?	☐	☐	
Do you require parking on Council roads or Council managed parking areas?	☐	☐	If Yes, a permit may be required from Councils Parking department. Telephone 03 5832 9730.

AMENITIES	NO	YES	NOTES
Will a generator or other power source be used?	☐	☐	If Yes, please provide details.
Will there be fresh water supplied?	☐	☐	If Yes, provide details If No, permit will not be provided.
Will toilet facilities will be available at the site? (One toilet is required per 10 people)	☐	☐	If Yes, provide details. If No, permit will not be provided.
Have you indicated the location of portable toilets on the site plan?		☐	
How will waste water, water discharge and grey water be adequately disposed of?			
How will sewage or sullage be disposed of?			

EQUIPMENT / SAFETY	NO	YES	NOTES
Do you propose to erect tents, marquees or other similar structures?* * Please note that due to the potential damage of underground services by using pegs, conditions will apply depending on site location. Any items must be removed as soon as possible after the use of the event.	☐	☐	If No, move onto next section. If Yes, provide dimensions and locations of marquees or tents.
List the main equipment that will be utilised whilst camping? eg: tents, toilets, cooking equipment etc			
Have you indicated the location of all caravans, tents, marquees, equipment etc on the Site Plan?		☐	

Will there be a public address system, speakers, or music devices used?	☐	☐	
Have you considered the safety of campers and security for the area? Note: The organiser must take suitable precautions to ensure the safety and orderly behaviour of all attendees.	☐	☐	If No, consideration for the safety of all campers and the community must be considered by the preparation of a written risk assessment. If Yes, provide a copy of your written Risk Management Plan.
What potential damage may be caused as a result of the camping?			

ANIMAL/S	**NO**	**YES**	**NOTES**
Do you plan to have animal/s at the site?	☐	☐	If Yes, supply a list of all animals including description of animals and proposed reason for attendance. Permits and/or compliance with state legislation and Codes of practice may be required. Contact Councils Building, Planning & Compliance department. Telephone 03 5832 9730.

FIRE IN OPEN AIR	**NO**	**YES**	**NOTES**
Do you plan to light a fire or allow a fire to remain alight in the open air?	☐	☐	If Yes, supply a description including location, type of fire, firefighting equipment and reason for fire. Permits and/or compliance with state legislation will be required. Contact Councils Building, Planning & Compliance department. Telephone 03 5832 9730.

ALCOHOL	**NO**	**YES**	**NOTES**
Is it proposed that alcohol be consumed whilst camping?	☐	☐	If Yes, a liquor licence from Victorian Commission for Gambling and Liquor Regulation may be required. Telephone 1300 182 457. If Yes, a liquor licence from Shepparton Police may be required. Telephone 03 5820 5777.
Have you obtained a Liquor Licence from Victoria Police or Liquor Licensing Victoria?	☐	☐	If Yes, supply a copy of the Liquor Licence.
A permit for consuming alcohol in a public place or on Council land may also be required. Have you obtained a Local Laws permit for alcohol in a public place?	☐	☐	If Yes, supply a copy of the Local Laws permit. If No, contact the Building, Planning & Compliance department for advice. Telephone 03 5832 9730.

SITE PLAN

Please provide a detailed and dimension site plan including location of all structures: caravans, tents, fire, vehicle access, marquees; portaloos; access path; emergency vehicle access etc.

If you wish to request an overhead map of the Council area please contact 03 5832 9700.

LIST OF ALL ATTACHMENTS

List all attachments and documentation provided.
Attach extra pages and all required documentation as required.