



## Application to register a caravan park or camping ground

Please use this form to notify us of your intent to register a business under the *Residential Tenancies Act 1997*

### Business owner – personal details

Owner	Title	
	Name (s)	
	Surname	
Postal address		
	Town	Postcode
Email		
Telephone	Phone	Mobile

Is the primary contact the business owner  Yes  No (Please complete below)

### Primary Contact (if different from above)

Owner	Title	
	Name (s)	
	Surname	
Postal address		
	Town	Postcode
Email		
Telephone	Phone	Mobile

Are you completing this form on behalf of the business owner?  Yes  No

Business type (please tick appropriate box):

- Sole trader
- Partnership
- Company

## Business details

Business trading name		
Company name (if different to trading name)		
Business Trading address (if different from owner's postal address)	Town	Postcode
Australian Business Number (ABN) – if available		
Australian Company Number (ACN) – if available		

Please note: trust funds are not acceptable as company or proprietor name.

## Site Details

Number of long-term sites:	Number of short-term sites:	Number of camp sites:
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## Documents

The following documents must be included with this application under Regulation 11 and Regulation 12 of the *Residential Tenancies Act 1997*.

<ul style="list-style-type: none"> <li>Site plan of the caravan park indicating the location and number of buildings and facilities (including long term, short term and camp sites) and facilities (including numbers and locations)</li> </ul>
<ul style="list-style-type: none"> <li>Safety report: a caravan park fire safety report from the CFA</li> </ul>
<ul style="list-style-type: none"> <li>Emergency management plan for the caravan park</li> </ul>
<ul style="list-style-type: none"> <li>Schedule of works for the caravan park (if applicable)</li> </ul>

## Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application forms a legal document and penalties exist for providing false or misleading information
- I am over 18 years at the time of completing this application

By marking this checkbox, I confirm that I have read and understood the above statements\*

Name of person completing this  
application\*

Signature of person completing this  
application\*

Date\*

## Lodgement

- Email: [council@wangaratta.vic.gov.au](mailto:council@wangaratta.vic.gov.au);
- In person at Wangaratta Government Centre, 62-68 Ovens Street, Wangaratta.  
Opening hours are Monday to Friday, 8.30am - 5pm.
- By post: PO Box 238, Wangaratta Vic 367

## Registration and renewal fees

Once your application has been received, we will contact you with an invoice and payment options for your registration fee.

Registration needs to be renewed every three years.

Up to 25 sites	\$251.77 (GST exempt)
25 – 50 sites	\$503.54 (GST exempt)
50 – 100 sites	\$1,007.08 (GST exempt)
100 – 150 sites	\$1,525.43 (GST exempt)
150 – 200 sites	\$2,028.97 (GST exempt)