Approval to Operate a Caravan Park, Camping Ground or Manufactured Home Estate (New or Renewal) – Application Instructions

Section 68, Part F - *Local Government Act* 1993

Please follow the steps below to prepare and submit your application to apply for approval to operate a caravan park, camping ground, or manufactured home estate through the NSW Planning Portal.

Prepare the supporting documentation

It is suggested that you prepare the supporting documentation prior to starting your application. Later in the application you will be prompted to upload any relevant documentation required to complete your application, as well as any additional information you wish to provide for Council's consideration.

The supporting documentation relevant to complete this application is outlined below.

File name	Information to be provided	Category for upload (further information on categories on page 9)	☑
Description of Works	Provide a document including details: • Application type (e.g., New Approval to Operate, Annual Renewal of the Approval to Operate, Change of Ownership) • Property type (e.g., Camping Ground, Caravan Park, Manufactured Home Estate, Primitive Campground) • Number of sites including a breakdown of long-term sites, short term sites, campsites, sites with ensuites, and the total number of sites • Flood liable status	Description of Works	☐
Current Fire Hose Reel Certificate	The certificate must state: (a) the fire hose reel has been inspected and tested by an appropriately qualified person, and (b) on the date of inspection and testing, the fire hose reel is capable of performing to the required standard (AS/NZS 1221:1997).	Other	☐
Current Flood Emergency Management Plan (FEMP)	Applicable to flood prone land only*.	Other	☐

Current Flood Emergency Capability Assessment (FECA)	Applicable to flood prone land only*.	Other	☐
Current Community Plan	Provide a site plan identifying: • Sites • Facilities and other buildings • Roads and walkways	Other	☐
Owners Consent	The form can be found on the Shoalhaven City Council website with the NSW Planning Portal instructions.	Owners Consent	☐

Notes:

- This application can be used to apply for a new approval to operate, a renewal of a pre-existing approval to operate, or to notify of a change of ownership, for a caravan park or camping ground, or manufactured home estate.

- Any changes to the breakdown of sites (i.e., where there are alterations from the existing approval to operate including the number of, or breakdown of sites) may require a development application. For clarification and further assistance contact Shoalhaven City Councils Environmental Services Team on 1300 293 111.

Welcome to the NSW Planning Portal – How to start your application

To access the NSW Planning Portal, you must have a NSW Planning Portal account.

You may already have an account from a previous application. If you have created an account please Log In. If you have not, please refer to the instructions below for how to create an account.

Create an account & login

1. Click on the link
https://www.planningportal.nsw.gov.au/

2. Select 'My Account' in the top right-hand corner.
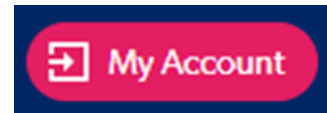
3. Click the 'Create account' to start the registration process or log in with your existing account.

4. Select 'Applicant for Development Applications, Complying Development Certificate, Smart Places, etc'.

5. Answer the prompted questions and confirm your password.

6. Tick to agree to the Terms and Conditions.

It is important to retain your login details to view your application progress and for any future applications, you may require.

Assistance creating an account

For in-depth instructions on creating an account, see the Register for a Planning Portal Account quick reference guide.

How to start your application

1. Once logged into the NSW Planning Portal **click** on 'New' in the top left corner, then **click** 'S.68 of the Local Government Act' from the menu options.

Note:
Once logged in the 'Applicant details' screen is displayed. Some of the boxes will be filled in based on your registration profile, however you are able to change these if necessary.

3.
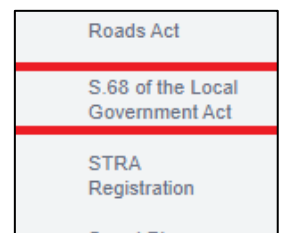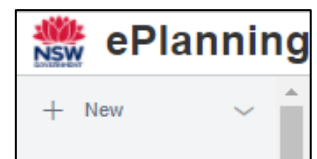
Applicant Details

2. Indicate if the applicant is a company by **selecting** 'Yes' or 'No'.

If you selected 'No', proceed to step 3.

If you answered 'Yes':

2.1. Search for the company by choosing a search field type from the drop-down options including operator, ACN, ABN, or Name.

2.2. Enter the search term in the search field and click the search icon.

2.3. Select a result and enter the company email and address.

If you cannot locate an appropriate result, you may select the textbox to enter the details manually.

3. Enter the contact details.

4. Verify (and adjust if needed) the application contact details including first and family name, contact number and a valid email address in the corresponding textboxes.

5. Enter your postal address. The system will provide suggestions based on the information entered. Select the correct postal address.

If your address is not offered, 'Save and exit' your application. Try restarting your webpage and re-entering your application.

Note:

If the applicant is not the registered landowner, be sure to complete step 6 to provide their contact details.

6. Select 'Add applicant' to enter further applicant details and follow the prompts to nominate the additional applicant's information.

7. Click 'Save and continue' to progress to the next step.

Note:

You can also **click '**Cancel' to exit, or 'Save and exit' to save all the information input to date and return to your dashboard. 'Save and exit' will only work if all mandatory fields have been completed.

4.

Application Details

Application Type

8. Indicate the type of application by selecting an option.

For a new application, please select 'Section 68 application'.

To modify an existing lodged application,
please select 'Section 68 modification application':

> ➢ Indicate whether the existing s.68 application was applied for via the NSW Planning Portal:
>> If it was, provide the portal reference number.
>> If it was NOT, enter the reference number of the s.68 application which is to be modified.
> ➢ Provide the date the s.68 application which is to be modified.
> ➢ Provide a description of the proposed modification.

To request an application's determination be reviewed,
please select 'Section 68 review of determination':

> ➢ Indicate whether the existing s.68 application was applied for via the NSW Planning Portal:
>> If it was, provide the portal reference number.
>> If it was NOT, enter the reference number of the s.68 application which is to be proposed to be reviewed.
> ➢ Provide the date the existing s.68 application determination which is to be proposed to be reviewed.

9. Indicate if this application is related to a:

- Complying Development Certificate (CDC),
  > ➢ Indicate whether that was applied for via the NSW Planning Portal.
  > If it was, provide the portal reference.
  > If it was NOT, enter the CDC number which is related to this application (please include the prefix).

- Development Application (DA)
  > ➢ Indicate whether that was applied for via the NSW Planning Portal.
  > If it was, provide the application number.
  > If it was NOT, enter the DA number which is related to this application (please include the prefix).

- No related application
  > ➢ If you do not have a current application submitted to Council related to the development, you will select 'No related application'.

Site Details

10. Enter the address by searching for the address or Lot /Section Number/Plan.

Note:

If the address is registered with the NSW Planning Portal, the address details will be displayed along with a map on the right-hand side of the screen as per the example below.
Please Note: Your address will not appear with a red line strikethrough.

11. If the Lot/Section/Plan number is correct, **check** both boxes below in red.

For unregistered addresses, there is no auto populate feature. **Click** the 'Address did not display?' box and enter the address, Lot/Section/Plan number and local government area name manually.

Hint:

If you have entered the wrong address, you can delete the address by clicking on the trash icon to the right of the 'Primary address' box.

Note:

The 'Land adjacent to selected lot' box is not relevant to this application.

Activity Details

12. Select 'Other' from the list of development types.

12.1. Select the required operation type for your application:

- ➢ 'Operate a caravan park or camping ground'.
- ➢ 'Operate a manufactured home estate'.

13. Provide a brief explanation of the proposed installation in the textbox provided.

Include the property name and application type.

14. The estimated cost of the works is not required for the assessment of this application. Please enter a number with a decimal point e.g., "1.00".

Site Access

15. Indicate if there are any security or site conditions (e.g., locked gates) that may impact a person undertaking a potential inspection. You will be contacted if an inspection is necessary.

If 'Yes' is selected, please provide details.

16. You do not need to select the day/s or hours of the week that works are being undertaken. Proceed to step 17.

Affiliations and Pecuniary Interests

17. Indicate if the applicant or owner is a staff member or Councillor of the council assessing the application.

18. Indicate if the applicant or owner has a relationship with any staff or Councillor of the council assessing the application.

19. Click Save and continue to progress to the next step.

Worker Details

Contractor/Licensee & Manufacturer Details

It is not mandatory to provide contractor/licensee or manufacturer details. Please proceed with your application to step 23.

22. Click 'Save and continue' to progress to the next step.

Payer Details

Once the application form is submitted to Council, an invoice for the application fee will be uploaded to the NSW Planning Portal. The application fee can be found on the Shoalhaven City Council website - Fees & Charges. The application may be rejected if the fee is not paid.

23. Indicate if the payer is a Company, Business, Government entity or other similar body by **selecting** 'Yes' or 'No'.

If you answered 'Yes':

> **Search** for the company by **choosing** an operator, ACN, ABN, or Name.
> **Enter** the search term in the search field
> **Click** the 'Search'.
> **Select** a result from the list provided.
> **Enter** the Company email and postal address.

If you answered 'No':

> **Enter** the following details of the person making the payment unless already completed correctly:
> o First name
> o Other given name(s)
> o Family name
> o Contact number
> o Email address
> o Billing address

Note: Your details will pre-populate based on your account set-up.

24. Click 'Save and continue' to progress to the next step.

Requirements and Uploads

The list of supporting documentation needed to make this application is outlined at the beginning of this document.

Additional formatting tips:

➢ Please upload files in one of the following file formats: **PDF**, **Word**, **Excel**, **JPEG**, **PNG,** or **ZIP**. Please ensure the ZIP file does not include any executable (.exe or .osx) file types.
➢ The maximum file size is <u>300 MB.</u>
➢ The name of the document has a <u>maximum of 150 characters</u>. If the name of your file exceeds this limit, you can change the document name to be within the 150-character limit.
➢ If you need to amend any attachments, please delete, and upload a replacement document.

25. To upload documents, **click** 'Upload'.

26. Click 'Select file(s)' to search for files saved to your computer. Alternatively, you can **drag and drop** files directly in the space provided.

27. After selecting the relevant file to upload, it will appear below in a table, as per the example to the right.

You will need to **categorise** each file by selecting a category from the drop-down menu on the right side of the table and **name** the file in the textbox on the left side accordingly.

28. Click 'Attach'.

Repeat steps 25-28 until all required documents are attached.

29. Click 'Save and continue' to progress to the next step.

Review and Submit

30. Review all of the information entered in your application by expanding each of the sections. Once you have reviewed all of the information, you will be required to complete the declarations at the bottom of the page.

Declarations *

☐   Select all

☐   I declare that all the information in the application and accompanying documents is true and correct to the best of my knowledge.

☐   I understand that the application and the accompanying information will be provided to the appropriate consent authority and relevant agency(ies) for the purposes of the assessment and determination of this application. I acknowledge that the information may be used for other Government purposes.

☐   I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

☐   I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection.

☐   The consent authority may use the information and materials provided for notification, advertising purposes, and materials provided may be made available to the public for inspection. Information related to the application may also become available via NSW Planning Portal.

☐   I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information.

☐   I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice

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34. Click 'Submit'.   **Submit**

Next Steps

- **Invoice** - Once processed, an invoice will be uploaded to the NSW Planning Portal.
- **Payment** - Once you have completed the invoice your application will forwarded to the Officer for assessment.
- **Determination -** Once your application has been assessed, the determination will be uploaded to the NSW Planning Portal.

Accessibility

| Help | Contact Us

If you need more information:

Click the 'Help' link at the top of the screen to access the NSW Planning Portal help pages and articles.

ServiceNSW: Call 1300 305 695 or email info@service.nsw.gov.au

Council: Call 1300 293 111 or email council@shoalhaven.nsw.gov.au

ePlanning Spatial viewer accessibility

The ePlanning program wants to make its information and services available to the general public that use their services. For any accessibility questions Call 1300 305 695 or email info@service.nsw.gov.au

People with disabilities

You can increase or decrease the size of entire webpage by holding the Ctrl key and rolling the scroll wheel of the mouse forward. Rolling the scroll wheel backward will reduce the page size back again.

If you are browsing the website with a screen reader and find information in PDF format that you cannot access, please contact ServiceNSW for assistance.

People with restricted internet access

Planning & Environment aims to keep the size of all PDF documents on the website below 10 megabytes. However, this may not always be possible in all cases. For example: large development proposals, or documents containing large images or maps.

Assistance using the Planning Portal

If you require assistance using the Planning Portal, and you were unable to find the answer within the Help and Support section, contact ServiceNSW for assistance.

Call 1300 305 695 or email info@service.nsw.gov.au.

The customer service centre is open Monday to Friday between 9am and 5pm (Sydney time).

Language Assistance

If you need help to translate this page in a language other than English, you can access a translating and interpreting service.

Call 13 14 50 and ask for an interpreter in your language and request to be connected to 1300 305 695. Local call cost from fixed phones. Calls from mobiles will be charged at applicable rates.

Speech to Speech Relay

For Speak and Listen (Speech-to-Speech Relay), please call 1300 555 727 or use the National Relay Service.

Contact Us

P 1300 293 111 (Mon-Fri – 9am-5pm)

E council@shoalhaven.nsw.gov.au

In-person (Digital meeting) At our office

36 Bridge Road, Nowra (Mon-Fri – 9am-5pm)

shoalhaven.nsw.gov.au