

Register or transfer ownership of a caravan park





REGISTERING OR SALE OF A CARAVAN PARK

The following pages have been developed to assist business owners to register a new caravan park with the City and to assist with the transferring of a caravan park registration. If you require further assistance, please contact the Environmental Health Unit on **1300 002 642** or health@bendigo.vic.gov.au

Registering a new caravan park **Section(s) to complete**
• Section 1 - Proposed Licensee/Proprietor details

Sale of a caravan park **Section(s) to complete**
• Section 1 - Proposed Licensee/Proprietor details
• Section 2 - Notice of transfer of ownership of a caravan park (3 pages)

Have you sought the relevant approval(s) from other relevant departments at the City of Greater Bendigo:

- **Planning** Yes No
- **Building** Yes No
- **Local laws** Yes No

For further information please browse through www.bendigo.vic.gov.au/building-and-business/business/resources-new-businesses to familiarise yourself with the relevant requirements in relation to your proposed business application request.

LOGGING YOUR APPLICATION

By email

Environmental Health Unit:
health@bendigo.vic.gov.au
An invoice will be sent once the application is received.

In person

City of Greater Bendigo
Galkangu - Bendigo GovHub
189-229 Lyttleton Terrace
Bendigo, Victoria
Office hours: Monday, Wednesday, Thursday and Friday 9am – 4.30pm
Tuesday 9am – 4pm

By mail

Environmental Health Unit
City of Greater Bendigo
PO Box 733
BENDIGO 3552

Disclaimer: The City of Greater Bendigo will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the Information Privacy Act 2000 (Vic) and City of Greater Bendigo Privacy Policy.

SECTION 1 – PROPOSED LICENSEE/PROPRIETOR DETAILS

! Please note - all sections of this form must be completed to process your application.
Invoice will be issued once application is lodged.

Name of Proprietor/Licencee:

Mailing Address:

(this address will be used for all correspondence)

Contact Person:

Contact Person Address:

Contact Numbers: *Business* *Mobile*

Email

Name of Caravan Park:

Address of Caravan Park:

Number of long term sites: Number of short term sites: Number of camp sites:

Documents that are required to be included with this application, under regulation 11/regulation 12, have been included:

- A plan of the caravan park as specified in regulation 11 (2) (b) / regulation 12 (2) (b);
- The most recent report from the relevant fire authority;
- The emergency management plan

Proposed opening date *(Please allow a minimum of 15 business days for processing)*:

(You cannot operate the caravan park until an Environmental Health Officer has inspected the premises and a Certificate of Registration is issued to you.)

! Full names **MUST** be printed clearly

Name:

Signature: Date:

This information is collected under the requirements of the Residential Tenancies Act 1997 (the Act) for enforcement and Public Health purposes. It may be provided to the Department of Human Services for the same purposes, and for statistical purposes related to the application of the Act. It will be treated in compliance with The Department of Human Services Information Privacy Principles and the Information Privacy Act 2000.

SECTION 2 – NOTICE OF TRANSFER OF OWNERSHIP OF A CARAVAN PARK

Complete pages 3, 4 and 5 if you are selling the caravan park. Both parties must complete.

CURRENT OPERATOR

I:
(full name of registered caravan park owner)

of:
(Residential address)

the holder of a certificate of registration of:
(name of caravan park)

situated at:
(address of caravan park)

provide notice that ownership of:
(name of caravan park)

has been transferred to:

Signature of Current Vendor

PROPOSED NEW PROPRIETOR

! Please note - all sections of this form must be completed to process your application.
An invoice will be issued once application is lodged.

Full name of Proposed NEW Proprietor:

Mailing Address of Proposed NEW Proprietor:

Proprietor contact details: Phone Mobile

Email

Name of Caravan Park:

Address of Caravan Park:

Caravan Park Contact Details: Phone Mobile

Email

Number of long term sites: Number of short term sites: Number of camp sites:

Proposed transfer date (Please allow a minimum of 15 business days for processing):

(Application to transfer MUST be submitted 15 business days prior to settlement. A Certificate of Transfer will be issued once settlement has occurred. Proof of settlement MUST be in writing in order to release certificate.)

SECTION 2 – NOTICE OF TRANSFER OF OWNERSHIP OF A CARAVAN PARK

 **Full names MUST be printed clearly**

New Proprietor Name:

Signature: Date:

APPLICATION FEES

- New or transfer of caravan park - \$84.05
- Inspection and report - \$410.00

THREE YEARS REGISTRATION PERIOD

Classification	Fee
Small caravan park (0-50 guests)	\$285.75
Medium caravan park (51-100 guests)	\$571.55
Large caravan park (>100 guests)	\$1,075.85

This information is collected under the requirements of the Residential Tenancies Act 1997 (the Act) for enforcement and Public Health purposes. It may be provided to the Department of Human Services for the same purposes, and for statistical purposes related to the application of the Act. It will be treated in compliance with The Department of Human Services Information Privacy Principles and the Information Privacy Act 2000.

SECTION 2 – NOTICE OF TRANSFER OF OWNERSHIP OF A CARAVAN PARK

LETTER OF CONSENT

Consent to release information

Mr A Cooney
Chief Executive Officer
City of Greater Bendigo
PO Box 733
BENDIGO VIC 3552

Dear Sir

I/we:
(Current proprietor)

of:
(Residential address)

Being the current proprietors of the following caravan park known as

Caravan Park Trading Name:

Caravan Park Address/Location:

I, HEREBY CONSENT to the City of Greater Bendigo disclosing information and documents obtained from me and/or via an inspection of the caravan park by the Environmental Health Officers of the City of Greater Bendigo to

..... (insert name of prospective purchaser) for the above caravan park.

DATED the day of 20

I am the proprietor

OR

I am authorised to complete and sign this letter of consent on behalf of the registered company

Full name of person completing this form:

Signature:

If signing on behalf of a company, please specify your position:

Contact Phone Number for current proprietor: