

Reference/s

Caravan Parks and Camping Grounds Act 1995
 Caravan Parks and Camping Ground Regulations 1997
 Shire of Cranbrook Local Planning Scheme No. 4
 Planning and Development (Local Planning Schemes)
 Regulations 2015

Date Proposed/Adopted

XX month XXXX

Motion Number xxxxxxxx

Adopted	New Policy
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This policy supports the delivery of the Shire of Cranbrook Vision

That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be

OBJECTIVE

To establish a clear and consistent process for assessing and determining applications for temporary accommodation on privately owned land for an initial 12 months and an extended 24-month period, ensuring compliance with relevant regulations and maintaining safety, health, and amenity standards.

SCOPE

This policy applies to:

- All applications made under **Regulation 11A** for permission to camp on land that is not a licensed caravan park or camping ground.
- Private individuals and landowners within the local government area that is the Shire of Cranbrook.
- Council officers responsible for assessing and determining such applications.
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This policy does **not** apply to:

- Camping on Crown land.
- Temporary accommodation related to emergency events or authorised under other legislative instruments.

POLICY STATEMENT

Camping on private land without appropriate approval is not permitted unless expressly authorised under the *Caravan Parks and Camping Grounds Regulations 1997*. This policy establishes a consistent approach for assessing applications and ensuring compliance with health, safety, and amenity standards.

Principle

- **Compliance:** All applications must comply with the Regulations and other relevant local planning, building, and health legislation.
- **Transparency:** The process for submitting and assessing applications must be clear and accessible to all applicants.

- **Public Health & Safety:** Proposals must safeguard the health, safety, and amenity of both the campers and the surrounding community.
- **Environmental Protection:** Consideration will be given to the environmental impact of camping activities.
- **Time-limited Use:** Approvals are to be temporary and will not be considered as a substitute for permanent accommodation
- **Visual Impact:** The location, type and setup of temporary accommodation must not unreasonably affect the visual amenity or sightlines of neighbouring properties or the broader community.

Criteria

Applicants must submit the following information:

1. **Completed Application Form** – including:
 - Applicant and landowner details.
 - Description of the land (lot number, address, size, zoning).
 - Number of persons and type of accommodation (e.g. caravan or temporary structure).
 - Duration and specific dates of proposed camping.
 - The caravan or temporary structure must be in accordance with the boundary setbacks stipulated by the Shire of Cranbrook Local Planning Scheme No. 4.
 - Building permit for a permanent dwelling
 - Utilities:
 1. The caravan must be connected to an approved potable water source and sewer/septic system.
 2. An effluent disposal system to be installed and a “Permit to Use” issued. (‘Application to Construct or Install an Apparatus for the Treatment of Sewerage’ is required to be submitted prior to installation)
 3. Power connections must comply with safety standards (e.g., overhead cables or protective measures)
2. **Site Plan** – showing:
 - Location of the camping area on the property.
 - Distance to property boundaries, buildings, and amenities.
 - Location of toilets, water supply, and waste disposal.
3. **Supporting Documentation:**
 - Written consent of the landowner (if different from applicant).
 - Risk management plan (for more than 3 campers or stays longer than 7 days).
 - Health and safety provisions (e.g., waste management, potable water supply).
 - Evidence of planning compliance or building permit (where applicable).
 - A BAL Report may be required for areas located within a Bushfire Prone Area.

Determination

Approval by the local government is not required for a short-term stay of up to 5 nights, but approval is required from the property owner.

Stays up to 24 months require approval from the property owner and the local government.

Applicants must re-apply after 24 months with approval required from both the property owner and the local government.

If the applicant is seeking to camp on a state or federal reserve, approval may also be required from the authority who manages that land.

Council (or delegated officer) may approve an application if satisfied that:

- The local government may approve the person camping on the land for a period specified in the approval not exceeding 24 consecutive months.
- The proposed use does not adversely affect neighbouring properties.
- Adequate sanitation, water supply, and waste disposal arrangements are in place.
- The proposal meets relevant planning scheme provisions and local laws.
- The local government is taken to have refused the application if the local government does not give the approval within 63 days of the application as per regulation 11A(4).

Minister for local government:

- In instances when the local government does not provide approval or revokes an approval, the Minister for Local Government has the power to provide an approval to camp which cannot be revoked by the local government.

Conditions of approval may include:

- Time limit of approval.
- Number of persons permitted.
- Requirement for planning and/or building approval already in place.
- Requirement to maintain sanitary facilities and remove all waste, requirements for a bin service may be imposed.
- Toilet, shower and laundry must be available. Use of the temporary accommodation may not be commenced until facilities are inspected by an Environmental Health Officer and a Permit to Use has been issued.
- Other conditions necessary to protect health, safety, and amenity.
- Section 11A(3) of the regulations state:
 - (3) The approval is subject to the following conditions —
 - (a) that any caravan or camp in which the person is camping on the land is maintained in such a condition that it is not a hazard to safety or health;
 - (b) that the land is maintained in such a condition that it is suitable for camping, particularly in relation to —
 - (i) safety and health; and
 - (ii) access to services;
 - (c) any other conditions specified by the local government in the approval.
- The number of caravans on a lot is to comply with Section 12. of the Regulations.

Rejected or Revoked Applications

Applications may be rejected if:

- Required information is incomplete or inadequate.
- The proposal contravenes health, building, or planning laws.
- The land is deemed unsuitable for camping.

- Section 11A(5) & (6) of the regulations state:
 - (5) The local government may revoke an approval given by the local government, by written notice to the holder of the approval, if the local government is satisfied that a condition of the approval has been breached.
 - (6) Before revoking the approval, the local government must —
 - (a) give written notice to the holder of the local government’s intention to revoke the approval unless, within 35 days after the notice is given, the holder shows cause why the approval should not be revoked; and
 - (b) consider any written response to the notice received from the holder during that period.

Applicants will receive a written notification of the refusal, including reasons and guidance on how to reapply or appeal (where applicable).

ROLES AND RESPONSIBILITIES

Elected Members

- Make decisions based upon the principles of this policy.

Executive Management Team

- Make recommendations based upon the principles of this policy.

RELEVANT DOCUMENTS

- **Caravan Parks and Camping Grounds Regulations 1997 (WA)**
- **Health (Miscellaneous Provisions) Act 1911**
- **Local Planning Scheme and Local Planning Policies**
- **Building Code of Australia (as applicable)**
- **Environmental Protection Act 1986**
- **Public Health Act 2016**
- **Shire of Cranbrook Local Laws**
- **Application Form**