**Ningaloo Eclipse 2023**

**Temporary Camping**

 **Application Package**

|  |  |  |
| --- | --- | --- |
|  | PO Box 21Exmouth WA 6707Tel: (08) 9949 3000Fax: (08) 9949 3050 | **APPLICATION FOR DEVELOPMENT APPROVAL AND TEMPORARY CAMPING/CARAVAN LICENCE** |
| Administered: Town Planning and Health | Next review: December 2022 |

|  |  |
| --- | --- |
| **FACILTIY NAME OR PROPOSED NAME:** | Click or tap here to enter text. |

**PLEASE USE BLOCK LETTERS AND COMPLETE ALL BOXES**

|  |
| --- |
| PART A - OWNER DETAILS |
| Name/s:  |   |
| Director/s (if applicable): |  |
| Address :  | ABN (if applicable) |
| Phone(s)/ Fax: |  Contact Person: |  |
| Email:  |
| Signature/s: |  | Date: |  |
| The signature of the owner(s) is required on all applications. This application will not proceed without that signature(s).  |
| PART B - APPLICANT DETAILS (if different from owner) |
| Name/s: |  |  |
| Director/s (if applicable): |   | ABN (if applicable): |  |
| Postal Address: |   | Phone:  |
| Email: |   | Contact Person: |  |
| The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. 🞎 Yes 🞎 No |
| Signature/s: |  |  Date: |
|  |  |  |  |
| PART C - PROPERTY DETAILS |
| Lot No: |  | House/Street No: |  | Location No: |  |
| Diagram or Plan No: |  | Certificate of Title Vol No:  |  | Folio: |  |
| Title encumbrances (e.g. easements, restrictive covenants): |  |  |
| Street Name: |  |
|  |

|  |
| --- |
| PART D – PROPOSED DEVELOPMENT DETAILS |
| Nature of Development: □ Works □ Use □ Works and Use |
| Is an exemption from development claimed for part of the development? □ Yes ☑ No |
| If yes, is the exemption for: □ Works □ Use □ Works and Use |
| PROPOSED works and /or land use description: Ningaloo Solar Eclipse Temporary Camping Caravan Facility |
| Nature of any EXISTING building and/or land use: |  |
| Approximate cost of proposed development: |  |
| Estimated time of completion: |  |
| PART E - QUANTITY OF SITES AND TYPEPlease specify the number of sites the park is proposing: |
| Camp Sites: Sites which may be occupied by those camping | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Caravan Sites: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Self Contained: Self contained vehicle must provide own water, toilet, shower and have the capacity to retain or manage wastewater. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Not Self Contained | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Requested time period: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PART F – FEES |
| Development up to $50,000 | $147 |
| Developments over $50,000 but < than $500,000 | 0.32% of the estimated cost of development |
| Title Search Fee (Landgate fee, excluding encumbrances) | $27.20 per lot |
| Temporary Licence | Pro rata of (based on duration of licence):Camp Site $3.00/siteShort Stay Site: $6.00/siteMinimum $100 |
| NOTE:This form should be completed and forwarded to the Shire of Exmouth, PO Box 21 Exmouth WA 6707 or via e-mail to info@exmouth.wa.gov.au together with copies of plans showing complete details of the development including a site plan showing the relationship of the land to the area generally. In areas where close development exists, or is in the course of construction, plans shall show the siting of buildings and uses on lots immediately adjoining the subject land. The plans should also show “off street” parking spaces if applicable.  |

**OFFICE USE ONLY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Assessment Number***  | *A* | ***Application Ref*** | *DA* | ***Receipt Number*** |  |
| ***Acceptance Officer*** |  | ***Required Fee $*** |  | ***Date Received*** | */22* |

**DISCLAIMER**

The following application checklist has been compiled to ensure that applications lodged are complete and provide all information required. This will assist the Shire of Exmouth to expedite processing of applications. Please note that the Shire reserves the right to request additional information for specific applications such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports. For large scale development, applicants are encouraged to arrange an appointment with a planning officer, prior to lodgement. This publication is intended to provide general information only. Verification with the original local laws, planning schemes and other relevant documents is required for detailed references.

**APPLICATION CHECKLIST**

This checklist has been introduced to assist in the application process and to ensure applications are complete before they are registered as applications. The reasons for requiring complete applications include:

1. The information is required pursuant to Local Planning Scheme 4 and *the Planning and Development (Local Planning Schemes) Regulations 2015* (i.e. therefore required by law);
2. Assessment cannot be carried out by Planning and Health departments until all information is received; and
3. Complete information reduces processing delays arising from an incomplete application.

Shire of Exmouth officers are available to assist you through this process, please contact 9949 3000 and request either the Club Development Officer or Environmental Health Officer if you have any questions.

1. **Certificate of Title and Signatory – could be ordered from the Shire at an additional fee of $27.20**

Note: All applications are required to be signed by the owner of the land or alternatively a letter of authorisation from the owner being submitted with the application. For the purposes of signing this application an owner includes the persons referred to in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 clause 62 (2).

1. **Site Plan – preferably to a recognised scale, however clear and accurate hand drawn plans with key areas measured will be accepted.**

Please consider the following when developing your site plan:

* The location of the property including street names, lot number(s), North point (facing up) and the dimensions of the lot boundary;
* Type of all existing and proposed structures and sites – denoting the type of sites and camp host site
* Vegetation proposed to be removed
* Existing and proposed means of access for pedestrians and vehicles to and from the site, and crossover details;
* Location, number, dimensions and layout of all car parking spaces intended to be provided;
* Storm water disposal and sewer connection details, location of existing septic system and leach drains (length and distance from other buildings etc);
* The location of fire hoses, fire hydrants and extinguishers



*This is an example of a Site Plan*

1. **Bushfire requirements**

Located within Townsite:

* Please provide an Emergency Evacuation Plan specific to bushfires, template available here, [Emergency Evacuation Plan template for WA (www.wa.gov.au)](https://www.wa.gov.au/system/files/2021-06/BF_Emergency-Evacuation-Plan-template-for-WA.pdf) and within the application pack.

Located outside Townsite:

* Check the Department of Fire and Emergency Services website to see if the property is located in a Bushfire prone area [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au). If yes;
* Contact the Shire of Exmouth to check if a Bushfire Attack Level (BAL) assessment or Bushfire Management Plan along with an Emergency Evacuation Plan is required with your application.
1. **Covering Letter**

The existing and proposed use of the site and buildings to be erected on the site;

Any screening measures and details;

How the site will be returned to pre-development once the use is finished;

1. **Temporary Caravan Park and Camping Ground Management Plan**

This guides how you will ensure the site is maintained and operated in a manner that ensures:

* + Patrons health and safety is maintained
	+ Emergency services are aware of the site and how to access the site
	+ Patrons are aware of the emergency procedures in place

The plan will contain:

* + Details of the site
	+ Risk management plan
	+ Emergency management plan
1. **Copy of Public Liability Insurance – minimum cover of $20,000,000**

**Note:** Depending on the nature of your application additional information may be requested. You should review the relevant part of the Local Planning Scheme and/or R-Codes where relevant

**TO BE COMPLETED BY APPLICANT**

Name of person submitting the application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has all information required by this checklist been provided? 🞎 Yes 🞎 No

Signature of person submitting the application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: The information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that the proposed will be approved.**

 **Club Name** Click or tap here to enter text.

**Temporary Caravan Park and Camping Ground Management Plan**

**Period of Operation:**

From Click or tap to enter a date. To Click or tap to enter a date.

# Key Contacts

Licence Holder Click or tap here to enter text. Phone number Click or tap here to enter text.

Primary contact Name Click or tap here to enter text. Contact number (tel.) Click or tap here to enter text.

Secondary contact Name Click or tap here to enter text. Contact number (tel.) Click or tap here to enter text.

Camp Host Contact Click or tap here to enter text. Contact number (tel.) Click or tap here to enter text.

[If different to the above contacts. If this is still to be confirmed at time of application please leave blank and ensure these details are provided at a later date.]

# Address of Lot

The temporary accommodation is located at: Click or tap here to enter text.

Nearest intersecting road is [insert street name].

In the case of an emergency our address is: Click or tap here to enter text.

# Quantity and description of Sites

There are [Quantity] sites located within the lot. Each site is delineated by [describe how each site is separated] and identified by [describe how each site is numbered/lettered].

Each site is designed to be accessed by Choose an item. with the tow hitch facing the facility road.

# Length of Stay

The maximum duration of stay {please provide maximum stay}:

# Type of vehicle accommodation

The facility can accommodate [delete what is not applicable]:

* Self-contained caravans/buses
* Camper Trailers
* Tents/Wicky Vans

NOTE: The type of recreational vehicle/camp permissible will depend on the type of facilities provided. This will be assessed and adjusted during the application process.

#

# Facility Roads

Facility roads are Choose an item. with a width of [width] constructed out of [describe type of road, gravel, bitumen, sand]. Signage has been installed indicating the maximum permissible speed onsite is **8km/hour**.

NOTE: This first page will be provided with an approved site map to the Exmouth Branches of the Police, St Johns Ambulance and Fire Brigade, by the Shire of Exmouth to further assist in the event of an emergency.

# Register of Campers Process

Campers details will be recorded in [outline how these details will be recorded]

and kept onsite/offsite by Choose an item.

The register of campers will contain the following details:

* Duration of stay
* Next of kin
* [Add any further details that will be captured]

#

# Ablution and Facilities

There are the following ablutions onsite that are accessible to all sites.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Female** | **Male** | **Unisex** | **Disabled Accessible** |
| **Toilets** |  |  |  |  |
| **Showers** |  |  |  |  |
| **Handwash Basins** |  |  |  |  |
| **Baby Baths** |  |  |  |  |

All ablutions are well lit and discourage undesirable behaviour. There is a clear smooth accessible path to ablutions accessible from all sites.

Cleaning Schedule and Record Keeping

All ablution facilities will be cleaned twice a day.

All camp washing facilities will be cleaned once a day.

The cleaning procedure will be as per Department of Health Guidelines, using a 2 step clean, detergent and then sanitise. Chemical use and storage will be as per the label and SDS.

Records kept for 28 days after the temporary licence period has ceased.

Washing up Facilities

There are [quantity] washing up facilities provided and indicated on site map. The washing up facilities are accessible to all campers.

Lighting

The temporary accommodation has lit the following areas to allow easy access:

* Ablutions
* Pathways to ablutions

Potable Water Supply

There [is/isn’t] access to a potable water supply.

Potable water access points are located as indicated on the site map.

If there isn’t a potable water supply guests are fully informed on booking they must provide their own water.

NOTE: Non-scheme water supplies will not be permissible for temporary facilities due to the additional health risk and monitoring requirements.

Rubbish

There are [quantity] rubbish bins available for guests to utilise. [Waste service provider] will remove waste [daily/weekly].

Wastewater Management

All chemical toilet cassettes are to be disposed of at the Shire of Exmouth Chemical Toilet Dump Point located on Willersdorf Road, near Talanjee Oval and behind Exmouth Cultural Arts Building, Murat Road.

All caravan and camper sullage is to be disposed of at an approved facility.

Sullage – Wastewater produced from daily activities such as showering and washing dishes.

Fire Safety

No open fires are permitted on site.

At least 1 fire extinguisher (45kg) is available and easily accessible per every 6 sites.

There is 1 fire blanket available within 2m of a cooking facility.

All fire equipment servicing is up to date.

First Aid

A first aid point will be provided and located onsite.

[Can be co located with camp host]

Cyclone/Weather Management

Cyclone season is from 1 November to the 30 April each year. If a cyclone Alert is issued, this will be communicated through the local radio and TV stations. Tune in to ABC Radio (1188AM) for the main source of information. Any direction given by an emergency service provider will be followed and provided to guests as per the Emergency Management Procedure.

High rainfall can also be received during this time period, the following safeguards have been placed to ensure patron safety during this time:

[Outline how flood/rainfall event will be managed].

Infectious Diseases

This management plan recognises the operations are subject to the relevant State Emergency COVID-19 Directions applicable at the time, which may restrict the type, scale or conditions under which the temporary facility is operated. It is the responsibility of the licence holder to ensure they are aware of any relevant changes.

Signage will be placed around the site where possible reminding guests to maintain physical distance, hand hygiene and responsibilities in relation to COVID-19.

Hand sanitiser and/or soap and water will be provided at all communal areas. Upon the notification of a communicable disease within the facility, instructions from the Department of Health will be sort and followed.

# Appendix A: - Camp Rules

[Please list camp rules to be provided to occupants upon arrival.]

**Appendix B: Site Map**

Clear hand drawn maps are permissible, however must be accurate and contain key measurements. Don’t forget to include a map legend.

**Appendix C: Risk Assessment and Register**

**Appendix C: Emergency Management and Evacuation Plan**

[This template is a guide only, you are more than welcome to utilise your own templates. Please ensure the plan reflects your own individual business needs]

**[Club name]**

**EMERGENCY MANAGEMENT AND EVACUATION PLAN**

**Emergency Management Team**

List people who you would utilise in the event of an emergency.

|  |
| --- |
| **Name Organisation Contact details** |
|  |  |  |
|  |  |  |

Type of facility: Click or tap here to enter text.

Number of buildings/sites: Click or tap here to enter text.

Number of employees: Click or tap here to enter text.

Number of occupants: Click or tap here to enter text.

Number of occupants with support needs: Click or tap here to enter text.

Provide description of support needs: Click or tap here to enter text.

Occupants with support needs are people with physical, intellectual, visual, or auditory disability or impairment, either temporary or permanent. It also includes aged persons and juveniles who are dependent on others for their care and wellbeing.

**The following roles and responsibilities are assigned to:**

[Outline key positions and contact numbers]

If necessary you may need to assign positions to emergency type.

**In the event of an emergency the following procedure is to be followed:**

1. Verify and assess the emergency
* Confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.
* Assess the danger posed by the emergency
1. Notify emergency services

|  |  |
| --- | --- |
| **Fire/Police/Ambulance** | **000** |
| **SES – State Emergency Services** | 132 500 |
| **Exmouth Hospital, Lyon Street Exmouth** | 9949 3666 |
| **Exmouth Police** | 9947 8700 |
| **Department of Fire & Emergency Services - Emergency Information** | 13 33 37 |
| **Emergency WA – Warning and incidents** | www.emergency.wa.gov.au |
| **Shire Rangers** | 0428 518 413 |

**BUSINESS DETAILS**

The following will be asked when on the phone to emergency personnel.

|  |  |
| --- | --- |
| Business Name  |  |
| Alternative/previous name |  |
| Street address |  |
| Office Phone number  |  |
| Mobile Phone Number |  |
| Nearest cross road |  |

1. Act

Take action based on the assessment of danger or as directed by authorities:

* Evacuate to assembly areas.
* Ensure that injured campers are not exposed to further injury or danger.
* Contain the emergency if safe to do so.
* Follow emergency procedures as outlined.
1. Await advice from authorities
2. Recover – debrief those affected and commence necessary clean ups to ensure site is safe for use.

**Emergency kit located at [provide location of kit] contains the following:**

* [List items]

**Emergency Procedures**

Outline what actions will be taken for the following emergencies (please delete/add emergency incidences relevant to you). We have provided some wording as a guide, it is the responsibility of the Club to ensure the action is relevant and applicable to their operations.

**Building/Facility Fire:**

The following links and resources will assist when compiling your building fire procedure: [Publications (dfes.wa.gov.au)](https://publications.dfes.wa.gov.au/publications/fire-extinguishers)

The following acronym might also be of assistance:

**R** - Remove people from immediate danger

**A** - Alert people in the immediate vicinity – phone Triple zero, 000

**C** - Contain the fire – use equipment to stop the fire spreading to other areas if safe to do so

**E** - Evacuate

* 1. Ensure the immediate safety of anyone within the facility.
	2. Call fire brigade, 000
	3. If necessary to evacuate an alarm will sound, (insert alarm type ie air horn), to communicate to patrons.
	4. Exit routes will be assessed for safety during the emergency and the appropriate route taken to assembly area.
	5. (Assign individual) will check the register of occupiers to ensure all occupants are present and accounted for.
	6. (Assign individual) will sweep the area to ensure no occupants are left on site.
	7. If safe to do so mitigation measures will be taken to contain the fire.
	8. Once deemed safe by emergency services, debrief will be given to occupants.

**Bush Fire:**

Please refer to the following link as a guide when compiling your bushfire response

[GD-A-Guide-to-Developing-a-Bushfire-Emergency-Evacuation-Plan-Oct2019 (dplh.wa.gov.au)](https://www.dplh.wa.gov.au/getmedia/b63c56fc-b7a2-4d9e-9d4a-6eccfdfd342e/GD-A-Guide-to-Developing-a-Bushfire-Emergency-Evacuation-Plan-Oct2019)

To ensure the property is prepared and ready for bush fire the following steps will be taken:

Preparedness:

* 1. Ensure fire extinguishers, emergency lighting and other emergency resources are current, serviceable and accessible.
	2. Review Emergency Evacuation Plan to ensure details, procedures and contact phone numbers are correct.
	3. Place current version of site layout of the facility in visible location.
	4. Ensure no hazards are present (for example, rubbish piles) that could contribute to increased fire intensity.
	5. Primary action in a bushfire is to (Pick One : Shelter in Place/ Evacuate)
	6. Maintain Firebreaks (service roads)
	7. Maintain suitable Asset Protection Zones for all sites
	8. Evacuation Diagram is displayed for communal areas and facility
	9. Comply with the Shire of Exmouth Firebreak Notice (attached)

**Awareness and Pre-emptive Procedures**

On a Moderate Alert the following action will be taken:

On a High Alert the following action will be taken:

On an Extreme and Catastrophic the following action will be taken:

An ‘Advice’, ‘Watch and Act’ or ‘Emergency Warning’ alert or other communication has been issued by an emergency service authority

* + 1. Get an understanding of the situation by consulting a range of information sources including local ABC radio, the Emergency WA website (emergency.wa.gov.au), DFES, Facebook or Twitter, 13 DFES (13 33 37) information line and local emergency services.
1. Put evacuation plan into action.

|  |  |  |
| --- | --- | --- |
| **Trigger**  | **Action** | **Responsible person** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Recovery:**

**Medical Emergency:**

St John First Responder App is a great resource and assistance when responding to a medical emergency, please download onto your phone - [St John First Responder App | Download First Aid App - St John (stjohnwa.com.au)](https://stjohnwa.com.au/online-resources/st-john-first-responder-app)

There is a risk that an occupant in the facility will require urgent medical assistance.

In the event of a medical emergency that requires urgent assistance, the person discovering should:

1. Commence DRSABCD – Danger, Response, Send for help, Airways, Breathing, CPR and Defibrillate

2. Phone 000 for an ambulance if the situation is possible life threatening.

3. Stay with the casualty until help arrives.

4. If emergency services are required ensure someone is assigned to meet and direct emergency services on their arrival.

5. Liase with emergency services on their arrival.

**LPG Gas Leak:**

Confirm the area is safe to approach

Do not enter any confined area where there may be a risk of being overcome with gas.

Evacuate persons from the affected area and assemble in a well-ventilated area

If safe to do so, isolate gas supply

Notify fire brigade, phone 000

Ensure no naked flames and do not allow any electrical equipment to be operated in the immediate vicinity

[Insert responsible person] to complete an incident report and conduct debrief with relevant workers following the incident.

**Some concerns requiring responses and consideration are:**

Camper Assault:

Theft:

Lost Child:

Lost or Missing Camper:

First Aid Incident – [First Aid Information and Resources - Online Resources - St John Ambulance (stjohnwa.com.au)](https://stjohnwa.com.au/online-resources/first-aid-information-and-resources) – this link provides fact sheets on responding to various first aid incidents, please include what is relevant to your facility.

**Post Emergency Debrief**

In the event that the Emergency Response and Evacuation Plan is enacted a post response debrief will occur as soon as practicable after the situation has been normalised. The level of this debrief will be determined by the seriousness of the incident.

Any problems with the response and lessons that can be learned will be noted and adopted. Mental health support will be provided to affected parties and for major incidences a full debrief with all parties involved will occur.

**Emergency Management and Evacuation Plan Drills**

This emergency plan will be practiced prior to camp operations.

Emergency Drill Record

|  |  |  |
| --- | --- | --- |
| Date | Emergency | Comment/Learnings |
|  |  |  |
|  |  |  |

**Emergency Evacuation Plan**

Insert diagram of site indicating:

* Exits
* Assembly areas
* Fire Extinguishers

