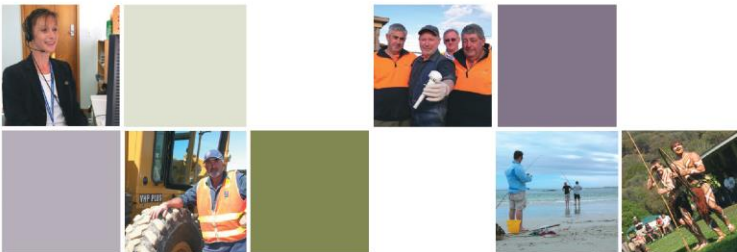




Caravan Parks Information Guide

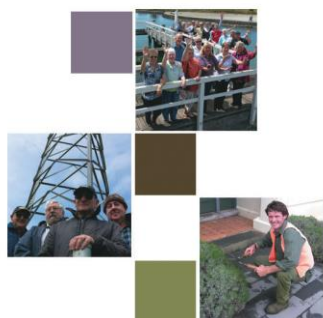


Moyne Shire - a safe, vibrant, liveable, and prosperous community



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Section 1 - Introduction

In Victoria, all caravan parks are required to be registered with their Local Government Authority in accordance with the Residential Tenancies Act 2010.

Council is able to grant registration of a caravan park if satisfied the park complies with the Residential Tenancies (Caravan Park & Movable Dwellings Registration & Standards) Regulations 2010.

The Residential Tenancies Regulations outline:

- **standards for fire prevention and safety** – requiring caravan park owners to have up to date fire safety measures;
- **emergency management planning requirements** in case of possible emergencies such as bushfires, floods, and severe storms;
- **construction standards** for new movable dwellings including minimum energy efficiency requirements, and referencing the Building Code of Australia for the relevant technical specifications for unregistrable movable dwellings; and
- **caravan park registration periods**

The information contained within these guidelines has been prepared as guidance material to assist local businesses to comply with the *Residential Tenancies Act 2010* and *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standard) Regulations 2010*.

It is recommended the *Residential Tenancies Act*, *CFA Caravan Park Fire Safety Guideline* and *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standard) Regulations 2010* are used in conjunction with these guidelines.



Section 2 - Setting up a new caravan park

Introduction

To ensure your proposed caravan park complies with the *Residential Tenancies Act*, prior to commencing construction or any structural works, you are required to complete the 'Application for Registration'.

[Application form caravan parks\(PDF, 200KB\)](#)

Council's Environmental Health Officers are able to provide you with specific information on the requirements of your new caravan park after your application has been submitted.

Planning and Building Departments

It is advisable to contact Council's Planning and Building departments early in the planning process for advice on obtaining necessary approvals and permits.

Inspection of the proposed site

You are encouraged to request a site assessment of the caravan park prior to signing the lease or commencing construction to ensure the property is suitable for the operation of the proposed business. An inspection will be arranged by a Council EHO within seven days.

2.1 Submitting, assessing and approving plans

Site plan

Two copies of a detailed site plan, drawn to scale of not less than 1:100, must be submitted. The plans must clearly indicate all:

- caravan sites (long & short term)
- camp sites
- amenity buildings and facilities
- firefighting equipment
- roads & paths



Approval of plans

An Environmental Health Officer will assess the submitted plans in accordance with the *Residential Tenancies Act 2010* and the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010* within 10 working days.

Once the assessment of the submitted plans is complete, Council's Environmental Health Unit will then advise you in writing of the approval, or any additional requirements that have not been shown on the plans.

An approved copy of the plans will be returned for your records. Please note Council is unable to approve plans that fail to provide the necessary information.

Final inspection

Once construction is complete, an inspection must be arranged with an Environmental Health Officer to verify all works have been completed in accordance with the *Residential Tenancies Act*, associated standards, and the approved plans.



Application for registration

Once the final inspection has been completed and approved by an Environmental Health Officer an application for registration will be provided. This form must be completed and submitted to Council with the prescribed fee before the premises is permitted to open for trade. The application for registration must be accompanied by:

1. *A completed application form;*

The application form must be in the form of Form 1 prescribed in the regulations.

2. *A plan of the park showing the sites and all buildings*

A map or plan of the caravan park must be submitted which clearly shows the location of all buildings, facilities, long-term sites, short-term sites, and camp sites. Plans must be up to date and accurately reflect the nature of the park.

3. *A copy of the emergency management plan prepared for the park*

A caravan park owner must prepare an emergency management plan for the caravan park. A copy must be provided to Council as part of the registration process.

4. *A copy of the most recent Fire Safety Report for the park*

At the caravan park owner's request, the fire authority will inspect a caravan park and provide a written report to the caravan park owner outlining compliance. The most recent written report produced by the relevant fire authority must be submitted with the application to register/renew.

5. *Any schedule of works and evidence of compliance*

Where it is necessary for a caravan park owner to carry out works in order to meet the requirements of the fire safety or amenities regulations, a schedule of works may be agreed between Council and a caravan park owner. The schedule of works will set out the required works and will specify acceptable timelines for their completion.

6. *The relevant registration application fee (contact an EHO for current fee)*



2.2 Registration of your Caravan Park

Upon granting registration, the business shall be supplied with a certificate of registration.

The certificate must be displayed in a prominent position within the premises and remain at the premises at all times.

Upon receipt of the certificate of registration, the premises will be permitted to open for trade. Registration of your business is for a 3-year period.

2.3 Renewing an existing caravan park registration

To renew the registration of an existing caravan park, the owner of the park must provide the following documents to Council:

- The most recent report given to the applicant by the relevant fire authority (CFA)
- The Schedule of Works for the caravan park, if any, and evidence of the status of compliance with the Schedule of Works
- The Emergency Management Plan for the caravan park
- A Plan of the caravan park clearly indicating the location and number of all buildings and facilities and all long term sites, short term sites and camp sites
- Be accompanied by the prescribed fee and a renewal application form completed by the owner

To re-register an existing caravan park, the caravan park owner must submit an application to Moyne Shire Council, Environmental Health Unit by **1 October** in the year in which the current registration expires.

This is to enable Council the time to assess the application and to provide the registration certificate to the caravan park owner prior to the expiry of the existing registration. It also is intended to provide the caravan park owner an opportunity to resolve any outstanding compliance issues with the Council (and/or to agree a schedule of works) before the end of the existing registration.



2.4 Grant or renewal of registration

Council will assess each registration application to determine if the caravan park complies with the regulations at the time of application. This assessment may reasonably be expected to include a physical inspection of the caravan park.

When assessing an application Council must have regard to:

1. The most recent report of the relevant fire authority; and
2. Where an agreed schedule of works exists: any appropriate evidence of compliance with the works and timelines set out in the schedule of works; and
3. The caravan park's Emergency Management Plan prepared in accordance with Regulation 22; and
4. If the caravan park complies with the standards which are set out in Part 3 of the regulations 20-46; and
5. Any previous non-compliance issues with these regulations and any order issued under Part 14 of the Act (i.e. compliance orders or closure orders)

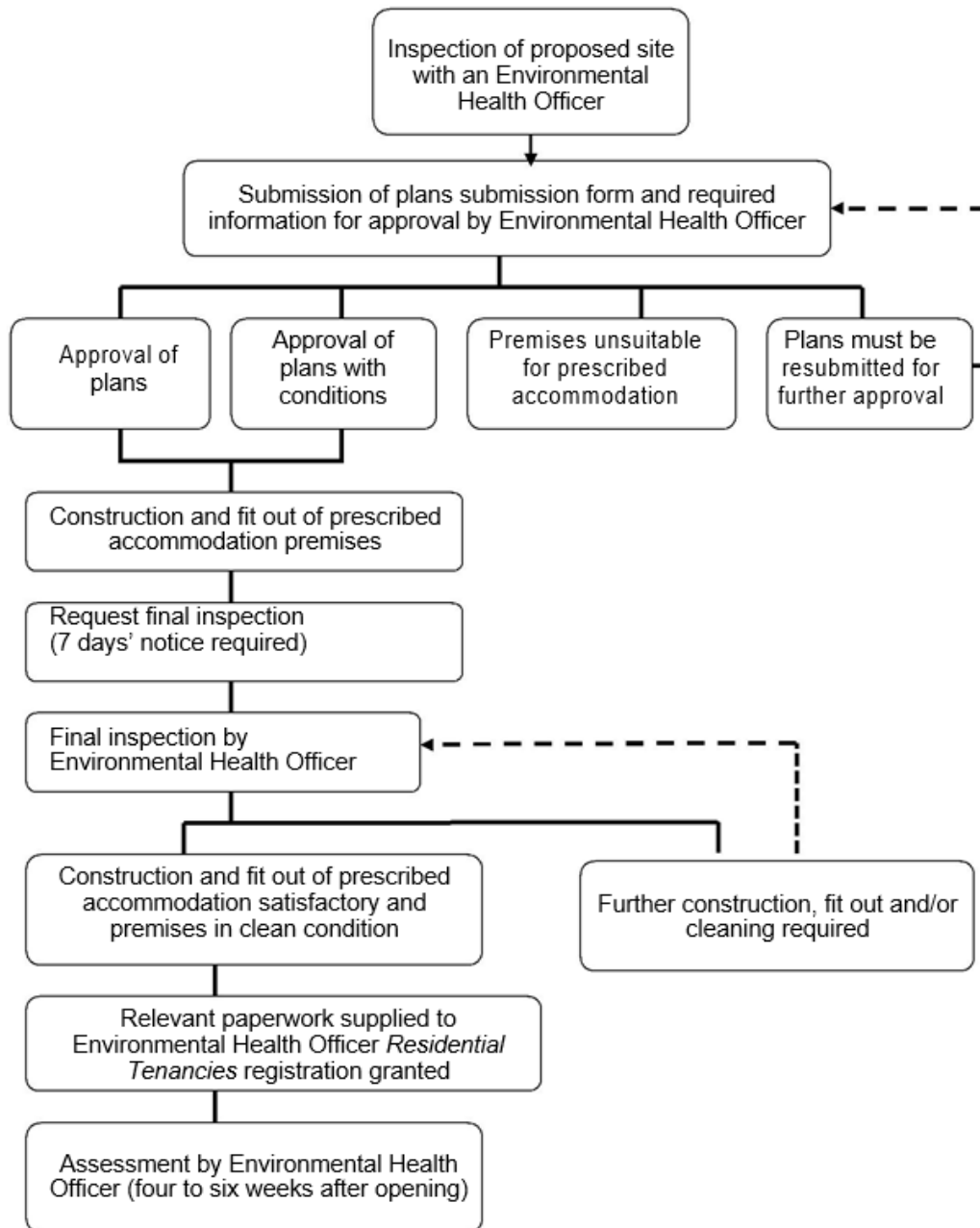
If areas of non-compliance are identified during the registration application process, Council will work with the caravan park owner to resolve any issues *if possible*, or agree to a schedule of works to allow for re-registration *if possible* by 31 December.

2.5 Period of registration

Registration of a caravan park is for three years. Registration runs from the date specified in the Certificate of Registration until it expires on 31 December of the year that is no less than 2 years, and no more than 3 years after the year in which registration was granted.



Setting up a new caravan park



Section 3 - Purchasing an existing caravan park

Transfer of Registration

A request to have a transfer inspection carried out by Council's Environmental Health Officer of a caravan park prior to purchase is recommended to determine if:

1. the caravan park is in compliance with the regulations;
2. there are any outstanding orders or notices issued to the owner; and
3. the registration is current with the Council.

On receiving a notice of transfer of ownership under *Regulation 15*, Council will transfer the registration to the new caravan park owner if satisfied the caravan park complies with the Regulations.

Before you purchase a caravan park business you should:

1. Check with Council's Environmental Health Unit to determine if the business has current registration with Council; and
2. Request a pre-transfer inspection of the business.

In order to legally operate a caravan park business, the Residential Tenancies Registration must be transferred from the name of the existing proprietor to the name of the proposed purchaser.

Pre-transfer inspection

A pre-transfer inspection of an existing caravan park premises will ensure the premises complies with the requirements of the *Residential Tenancies Act & Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010*.

Once an Environmental Health Officer has conducted the inspection, you will be issued with a report identifying any works required to ensure the business complies with applicable regulations.

An application for a pre-transfer inspection must be completed and returned to Council with the prescribed fee prior to the inspection.



Transfer of registration

Once the caravan park has been purchased and settlement has occurred, a transfer application form must be completed and returned to the Environmental Health Unit. Upon receipt Council shall issue a Certificate of Registration in the name of the purchaser.

Operating a caravan park premises without registration is an offence under the *Residential Tenancies Act* and a person found guilty of an offence is liable to a fine of up to approximately \$1300.00.

The current proprietor and purchaser can negotiate who will take responsibility for undertaking any necessary works.

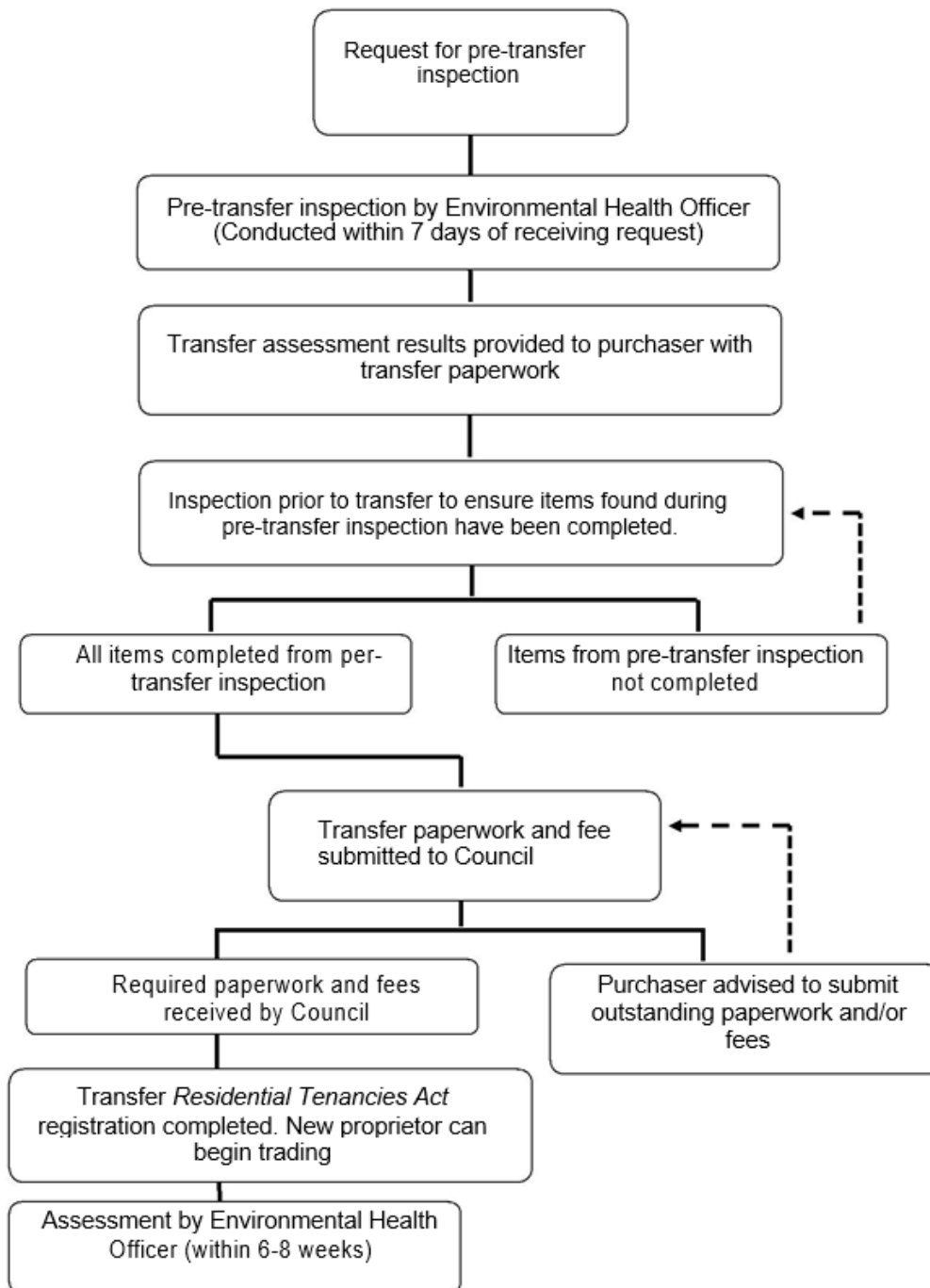
The caravan park owner must also inform all park users of the change of ownership by displaying a copy of the notice of transfer in a prominent position at the caravan park office for 30 days after the notice has been lodged by the caravan park owner with the Environmental Health Unit.

Applications for transfer must be accompanied by the parks Emergency Management Plan, CFA report and schedule of works.

Note: Any schedule of works which is in place for a caravan park at the time ownership is transferred, becomes the responsibility of the new owner.



Purchasing an existing caravan park



Section 4 - Construction Guidelines

Part 3 of Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2010 has four Divisions which set out the standards for caravan parks and for the construction of movable dwellings:

http://www.dtpli.vic.gov.au/_data/assets/pdf_file/0014/265100/1-2034493-Caravan_Park_Regulations_Guide_Version_2_September_2011.pdf

Division 1 – Fire and emergency management

Division 1 outlines the requirements for fire safety in caravan parks and for the preparation of emergency management plans.

1. Fire prevention and safety—equipment

Caravan park owners must provide and maintain firefighting equipment for their park. Suitable and adequate equipment enables people, including residents, to fight a fire initially, until the relevant fire authority arrives to assist.

Detailed requirements of fire prevention and safety equipment can be found in the *CFA Caravan Park Fire Safety Guideline* (the CFA Guideline). The current copy of the guideline can be found at: http://www.cfa.vic.gov.au/documents/guidelines_caravan_parks.pdf

A caravan park owner must regularly maintain fire safety equipment to ensure it is maintained in good working order and operates as intended.

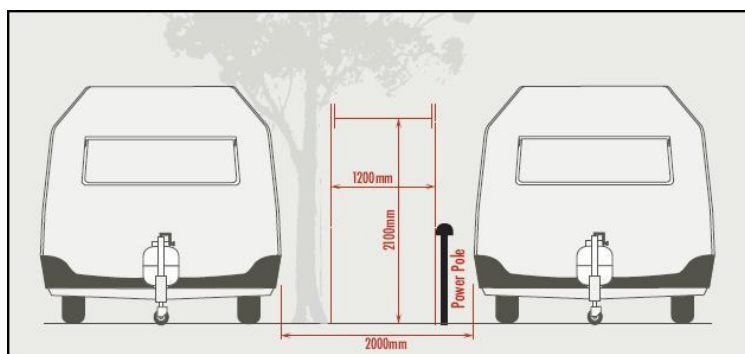
Where significant works are required to install fire equipment in order to meet this requirement, a caravan park owner and Council *may* enter into a schedule of works to enable the caravan park owner to complete the works over an agreed period of time (within the registration period).



2. Fire prevention and safety—access and separation

Caravan park owners must provide and maintain distance between UMDs (cabin-type dwelling), rigid annexes, caravan sites, and other structures in the caravan park.

Fire-fighters must be able to access any part of the park in order to fight fire and reduce the risk of fire spreading from one dwelling to another.



The detailed requirements are outlined in the *CFA Guideline* which sets out the Performance Measures and also details Prescriptive Provisions. A caravan park owner can decide which of these two approaches is appropriate for their park.

Division 2 – Amenities

Division 2 outlines the standards for services and amenities in caravan parks including the supply of water, managing waste water, and the provision of sanitary and laundry facilities, and refuse bins and lighting.

1. Water supply

A continuous and adequate supply of water must be available to all caravan park sites intended for caravans, UMDs or rigid annexes, and all sanitary and laundry facilities.

Hot and cold running water must be supplied to all sanitary and laundry facilities at all times. Any water which is intended for drinking must comply with the *Australian Drinking Water Guidelines 2004*.

In existing caravan parks where significant works are required to install additional water infrastructure in order to meet these requirements, the caravan park owner and Council *may* enter into a schedule of works to enable the caravan park owner to complete the works over an agreed period of time (within the registration period).



2. Sewage and waste water

The effective management of sewage and waste water is essential for protecting the health and safety of caravan park users and residents.

The discharge of sewage and waste water from buildings in caravan parks, including sanitary and laundry facilities and from UMDs or rigid annexes, must be in accordance with Part 12A (plumbing work) of *the Building Act 1993*.

The discharge of sewage and waste water from movable dwellings must be to a reticulated sewerage system or to an approved septic system or such other system as is approved by Council's Environmental Health Unit.

3. Sanitary facilities

Sanitary facilities must be provided for all occupants of the caravan park. The *Building Code Australia* outlines the requirements for the number of sanitary facilities per sites in the park.

As a guide, for every 10 sites without private facilities, one bath or a shower, and one closet pan and washbasin, must be provided. Sanitary facilities must be provided on the basis of equal numbers of males and females. For accurate information regarding the sanitary facilities at your caravan park, contact Council's Building Unit on (03) 55680555.

In existing caravan parks where significant works are required to install additional sanitary facilities in order to meet the requirements, a caravan park owner and Council *may* enter into a schedule of works, to enable the caravan park owner to complete the works over an agreed period of time (within the registration period).

4. Laundry facilities

Laundry facilities must be provided for up to every 25 long-term sites which do not have private laundry facilities. A wash trough, washing machine, dryer or clothes line, and an ironing board and power outlet must be provided.

In existing caravan parks where significant works are required to install additional laundry facilities in order to meet the requirements, a caravan park owner and Council *may* enter into a schedule of works to enable the caravan park owner to complete the works over an agreed period of time.



5. Garbage bins

A caravan park owner must arrange for the collection of garbage from the park regularly to prevent a nuisance or public health risk. All bins must be vermin proof and regularly cleaned.

6. Lighting

Lighting must be provided to all areas of the park which are in use including pathways, roadways, common areas, and recreation. Areas which are not in use (for example: sections closed in low season) do not have to be illuminated until they are in use.

In existing caravan parks where significant works are required to install additional lighting in order to meet this requirement, a caravan park owner and Council *may* enter into a schedule of works to enable the caravan park owner to complete the works over an agreed period of time (within registration period).

Note: Any electrical work must be carried out by a licensed electrician who must issue a certificate of electrical safety for any installation. Any plumbing work must be carried out by a licensed plumber who must issue a certificate of compliance for any works completed.



Division 3 – Standards for movable dwellings and annexes

Division 3 outlines the standards for the design, construction, and installation of unregistrable movable dwellings (UMDs – park cabin type dwellings) and rigid annexes (fixed structures for attachment to caravans), including the compliance and certification requirements.

1. Design, construction and installation standards—unregistrable movable dwellings & annexes

The technical specifications for the design, construction and installation of UMDs and annexes are set out in the *Building Code Australia* and Part 2 of Schedule 3 of the *Residential Tenancies (Caravan Parks and Movable Dwellings Registrations and Standards) Regulations 2010*.

2. Smoke alarms for movable dwellings

Smoke alarms must be fitted to all UMDs, caravans and rigid annexes. Where mains power is supplied to the movable dwelling, the smoke alarm must be connected to the mains power. All smoke alarms must be maintained in working order. Part 3.7.2.2(b) of the *Building Code Australia* requires that all smoke alarms must comply with AS3786 – Smoke Alarms, and be installed on or near the ceiling.

3. Compliance plate

Compliance plates are an important aspect of the self-certification of construction standards. A person who constructs a UMD or rigid annexe to be installed in a caravan park must be able to state on the compliance plate that the dwelling complies with the regulations.

Seeking advice from a building practitioner is **recommended** to confirm compliance has been achieved. A compliance plate must be permanently fixed onto a UMD (including “ensuite” type UMDs) or rigid annexe at construction. A compliance plate must also be provided if additions (such as a deck or verandah) or alterations (such as increasing the size of a dwelling) are undertaken following initial installation.



4. Movable dwelling must not be installed without compliance plate

A person must not install a UMD or a rigid annexe into a caravan park unless it has a compliance plate. This requirement applies to new or relocated UMDs or rigid annexes, but not to those constructed prior to 1 November 1993 (when the requirement first came into effect).

5. Design information to be provided on sale of movable dwelling

A set of installation designs relevant to the location is to be provided to the purchaser by the seller of a UMD or rigid annexe when the dwelling is sold. For subsequent installations, there is no obligation to update or change this information. However, the documentation originally provided with the dwelling should be handed on to the new owner.

6. Notice to council

The notice to Council is another part of the certification process for the construction and installation of movable dwellings in caravan parks. A person who intends to install a movable dwelling in a caravan park within Moyne Shire must inform Council's Environmental Health Unit of this **prior to the installation** by sending Council the details of the proposed installation including details of the siting, the structural design of the dwelling, and details of the installation.

The notice to Council provides the opportunity to check the installation for any implications for planning, fire safety or emergency management, and to ensure the park facilities and amenities are sufficient. Where a new installation is replacing a previous similar dwelling, the Council's Environmental Health Unit may still need to check compliance with the fire separation requirements.

7. Installation certificate

An installation certificate must be provided to the owner of a UMD or rigid annexe by the person who installs the dwelling. The owner must then provide a copy to the caravan park owner and Council's Environmental Health Unit within 7 days of installation. The installation certificate forms another key part of the self-certification compliance process which the regulations require.



8. Termite information

Council may designate areas within Moyne Shire Council where buildings are likely to be attacked by termites (reg. 803 of the Building Regulations 2006). A caravan park owner should discuss these requirements with Council's Building Unit on (03) 55680555.

9. Change of use of structure

A non-habitable structure must not be used as a dwelling or as part of a dwelling unless the Council's Environmental Health Unit & Building Unit approves this use.



Division 4 – Maintenance of movable dwellings and sites

Division 4 outlines maintenance requirements for caravan parks including the maintenance and cleaning of movable dwellings that are hired to short term users.

1. Maintenance of movable dwellings and sites

Movable dwellings provided for short term hire, must be maintained in working order and in a good state of repair. Caravans must be cleaned between each hire to ensure all caravans are provided in a clean and sanitary condition. Site tenants should keep sites clear and clean to prevent unsafe or unsanitary conditions.

Part 2—Unregistrable Movable Dwellings (UMDs – cabin-type dwellings)

2. Design and construction

UMD dwellings must be structurally sound and incorporate anchor points for tie down gear so it can be securely and safely installed within the park. UMD dwellings used by a *resident* must have a floor area of at least 15 square metres, as a minimum dwelling area.

Where a two storey UMD is installed abutting the boundary of a caravan park and therefore may affect the neighbouring properties, they must comply with Building Regulations 418 (overshadowing) and 419 (overlooking). This only applies in relation to the boundary of the park, and not to site boundaries within the park. Please contact Council's Building Unit on (03) 55680555 for more information.

3. Energy efficiency

External doors, windows and vents to be sealed within UMDs must be sealed and the dwelling must be designed to retain heat in winter or keep heat out in summer. Awning windows limit cross ventilation and so alternative types should be used.

4. Installation

Footings for all UMDs and rigid annexes must be capable of supporting the weight of the structure, including when people are inside it, and constructed so the UMD or annexe can withstand wind forces which may affect a caravan park. UMDs and rigid annexes must comply with Australian Standard AS/NZS 1170.1 and AS/NZS 1170.2 which specify standards for the structural integrity of the dwelling using a design terrain category of not less than 2.5.



Part 3—Annexes

5. Design and construction

Rigid annexes must be constructed to comply with Australian Standard AS 1170.1 and AS 1170.2. These specify standards for the structural integrity of the dwelling using a design terrain category of not less than 2.5 (this reflects the current industry methodology but does not apply an increased standard from the previous regulations).

A rigid annexe may be 3.6 metres in width, but no wider, regardless of whether it is attached to a registered movable dwelling (caravan) or a UMD. A rigid annexe must be no longer than the body of the movable dwelling to which it is attached. These measurements refer to the enclosed area of the annexe and do not include a deck or veranda which is attached to the annexe.

Where a caravan park is in a flood prone area, and the floor of an annexe is to be raised up to the floor height of the attached caravan, the roof height of the annexe may protrude above the roof height of the attached caravan by the same amount (so the interior ceiling height is not reduced by raising the floor).

6. Installation

The installation requirements outlined in this section refer to the movable dwelling *to which the annexe is attached*. They require that the caravan is securely installed and will not move independently of the annexe. These specifications also provide for adequate ventilation and natural light by setting requirements for window areas in the caravan or UMD to which the annexe is attached.




Section 5 - Emergency Management Plan

A caravan park owner must prepare an emergency management plan (EMP) for their caravan park. An EMP is an essential tool for enabling a caravan park's safe operation. A caravan park owner must not operate a caravan park unless the caravan park owner has prepared an emergency management plan in accordance with the regulation.

Caravan parks face a number of different potential emergency risks. These can include bushfire, flooding, structure fire, gas leak or explosion, severe storms and high winds.

The preparation of an EMP includes a risk assessment of the caravan park. The risk assessment is a process of identifying the potential emergency risks and understanding how they might affect a caravan park and how they would be addressed.

The identified risks must be written into the EMP along with the Preventative Measures and Emergency Procedures for each identified risk.

EMERGENCY MANAGEMENT PLAN	INTRODUCTION
RECIPIENTS NAME	SECTION 1 – GUIDANCE NOTES
CARAVAN PARK NAME	SECTION 2 – SELF ASSESSMENT FORMS
STREET ADDRESS TOWN POSTCODE	SECTION 3 – EMERGENCY MANAGEMENT
MONTH YEAR VERSION #	SECTION 4 – REFERENCE DOCUMENTS
AUTHORISING PERSON	
DATE AUTHORISED	
	
THIS FOLDER CONTAINS SPECIFIC GUIDANCE DURING TIMES OF EMERGENCY	

A CFA Emergency Management Template is available from your regional Country Fire Authority at a cost.

<http://www.cfa.vic.gov.au>



Emergency procedures are instructions which set out what people need to do in the event of an emergency. They include actions to be undertaken by the caravan park owner and park users in an emergency and those for park users.

Emergency procedures for park users are often contained on an easy to read notice which includes a map of the park, a “you are here” marker, clear instructions for reporting an emergency, instructions for evacuating the park and clearly marked assembly points.

In determining what preventative measures to take to reduce the risk, the caravan park owner must consider the likelihood of the risk and its potential impact, the effectiveness of the preventative measures and the cost of reducing the risk.

When preparing the EMP, the caravan park owner must consult, with Council’s Environmental Health Unit and with the relevant *emergency services agencies*. These will include the relevant fire authority and the SES and in flood prone areas will also include the Catchment Management Authority.

Caravan Park owner to implement preventative measures

The preventative measures which have been identified by the risk assessment and detailed in the EMP must be carried out by the caravan park owner at the frequency set out in the EMP. This includes providing information to park users so they are made aware of what to do in an emergency.

The emergency procedures to be followed by the park occupants must be displayed in the office, and each communal amenities block, or otherwise as required by the local council. Good practice would also see them displayed in all dwellings which are available for short-term hire.

Caravan park owner to implement emergency procedures

In the event of an emergency affecting the caravan park, the caravan park owner must implement the emergency procedures documented in the EMP. When an emergency services agency issues a *public emergency warning* relevant to the park, a caravan park owner must display the warning in the park.



Flood areas—notification of residents

If a caravan park is in an area liable to flooding, then this information needs to be provided in writing to any owner of a UMD or rigid annexe prior to installation on the site or prior to a new resident moving into an existing UMD or rigid annexe.

An area liable to flooding is defined in Regulation 806 of the *Building Act 1993*. It broadly means land which is identified in a planning scheme or plan of subdivision as liable to flooding or which the local council has designated as likely to be flooded. Local council will be able to provide this information to caravan park owners.

If a caravan park is in or has land within it which is liable to flooding, then it is important the owner/proprietor consults with the relevant *catchment management authority* about the risks to the caravan park when developing the EMP for the park.



Section 6 - Schedule of Works Plan

A schedule of works is a document which specifies certain works to be undertaken by a caravan park owner and a timeframe for those works. The Schedule of Works sets out works that need to be undertaken by the caravan park owner to meet compliance with the fire authority assessment report. Your fire authority assessment report may have identified objectives that need to be met in order to comply with the Caravan Park Fire Safety Guidelines 2006.

The Schedule of Works report must also set out the timelines needed to undertake and complete the work. Generally, works should aim to be completed within a 3 to 5-year period commencing from the issue date of the fire authority report.

The method/s of how you propose to meet compliance with the fire authority objectives must be clearly documented in your *schedule of works plan*. An example schedule of works plan can be found in *Appendix 2*.

If you are unable to satisfy compliance with the fire authority objectives (those listed on the assessment report) using your own knowledge, you may need to call in a consultant to assist you.



Section 7 - Council Departments

- **Environmental Health Unit**

Further information and consultation can be provided in relation to:

Residential Tenancies Act 2010; Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010; and Food Act 1984.

Contact:

Environmental Health Unit

Phone: (03) 55680555

- **Moyne Shire Building Unit**

Further information and consultation can be provided in relation to:

Building permits:

A building permit is required when constructing a building and may be required when renovating/altering an existing building or constructing a new dwelling. Contact the Building Unit to determine what is needed for your situation.

Toilets:

Details on the number of hand wash basins, toilets and urinals.

Fire safety:

Details on emergency lighting, emergency exits, number, type and location of fire extinguishers/firefighting equipment.

Contact:

Phone: (03) 55680555



- **Moyne Shire Planning Unit**

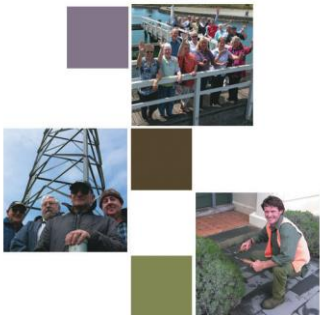
Further information and consultation can be obtained in regard to planning approvals:

- signage (apart from A-frame signs on the footpath);
- obtaining a permit for any proposed building works; and
- obtaining a permit for a proposed use of building/area.

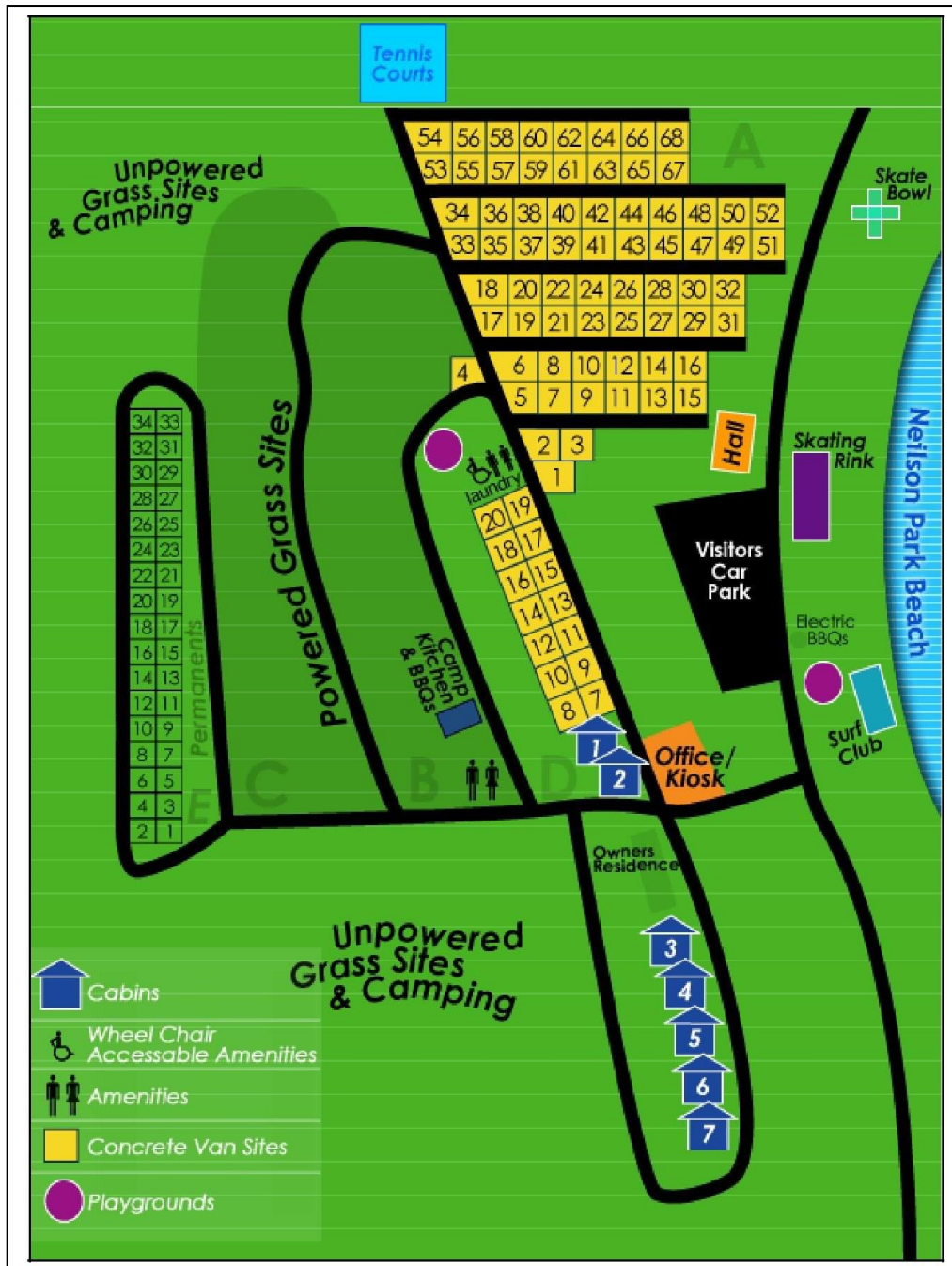
Contact:

Phone: (03) 55680555

*Information Guide adapted from existing Latrobe City Council, Warrnambool City Council, and Victorian Department of Health information.
Moyne Shire Council acknowledges these sources.*



Appendix 1 - Example Caravan Park Plan



Adapted from: Latrobe City Council (2015).



Appendix 2 - Example schedule of works plan

Risk Evaluation and Schedule of Works — fulfilling your legislative responsibilities.

Completing the actions required by this form will assist you to meet your legal obligations under the Residential Tenancies (Caravan Parks & Movable Dwellings) Regulations and Standards 2010. Your Schedule of Works should include a brief description of what you will need to undertake, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)

Answer Yes, No or NA (Not Applicable) for each of the risk treatments (*shaded boxes under NA - means may be required by law*). Treatment Priority is High, Medium, Low.

Date of Plan: _____

Name of Park: _____



1. FIRE EXTINGUISHERS / BLANKETS/SMOKE ALARMS

Refer CFA Caravan Park Fire Safety Guidelines, Page 18 – PP3 Occupant Fire Equipment

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Are portable fire extinguishers, fire blankets & smoke alarms located in:							
Each cabin / On site van							
Laundry							
Communal kitchen / recreation room							
Maintenance/equipment storage area							
Office / reception area							
Have all staff been trained in the use and safe operation of extinguishers and fire blankets?							
Do you have working smoke alarms installed in the managers residence?							
Are all smoke alarms regularly tested and maintained?							
Do you keep records of such testing?							
Have you advised all permanent/regular residents of the need to install and maintain a smoke alarm/fire extinguisher & fire blanket?							
Do you issue reminders?							
Do you advise all casual residents at the time of booking of the need to have a working smoke alarm, fire extinguisher & fire blanket in their caravan? Also advise that extension leads are to be tested & tagged & gas bottles secured?							



2. FIRE HOSE REELS

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Are sufficient fire hose reels provided to cover all sites and buildings, taking into account all obstructions?							
Do the hose reels meet Australian Standards or CFA requirements?							
Are hose reels tested every 6 months by a qualified tester?							
Have staff been trained in the safe operation of hose reels?							
Is all fire protection equipment installed within the caravan park regularly tested and maintained in accordance with the relevant Australian Standard.							



3. EQUIPPED FIRE HYDRANTS/STATIC WATER SUPPLIES

CFA Caravan Park Fire Safety Guidelines, Pg 19 - PP4 Fire Authority Equipment

Risk Treatments	Y	N	N/A	Treatment Priority	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Are there equipped fire hydrants installed in or adjacent to the entry of the caravan park, within 90m arc of all sites or buildings, or 120m laid to avoid all permanent and temporary obstructions and to comply with CFA caravan park fire safety guidelines?				High Medium Low			
OR							
In non-water reticulated areas or in the case of poor water flow and pressure, do you have a static water supply of not less than 45 000 litres equipped with 60m of 38mm hose with a controlled branch and appropriate fittings to allow pumping from the tank by park and fire brigade vehicle and to comply with CFA caravan park safety							
Are all equipped fire hydrants tested every 6months by a qualified tester?							
Have staff been trained in the safe operation of equipped fire hydrants?							



4. SEPARATION BETWEEN CARAVANS

CFA Caravan Park Fire Safety Guidelines, Pg 13 - PP1 Firefighter Access and Fire Separation

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg. immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Is the minimum separation between caravans/cabins/tents not less than 2.0 m and comply with CFA caravan park fire safety guidelines?							
Give actual distance							
Is there clear pedestrian access between each caravan/unit/site?							
Vegetation & storage around structures reduced as required and area maintained?							



5. EMERGENCY MANAGEMENT PROCEDURES

CFA Caravan Park Fire Safety Guidelines, Page 21 - PP8 Emergency Management Plan

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Have you developed Emergency Management procedures in accordance with CFA Guidelines?							
CFA Template used?							
OR							
If your EMP has not used the CFA guidelines was it approved by CFA or other emergency services?							
Risk Assessment completed?							
Preventative Measures included?							
Does your EMP have up to date emergency contact list?							
Have you provided emergency procedure guides in all onsite accommodation, communal facilities and copies to permanent, regular and casual residents?							
Do emergency procedures include communication and response measures for both caravan park operators and residents?							
Are the preventative measures being implemented?							
Do you provide a copy of emergency guides to all casual residents?							



6. BUSINESS CONTINUITY PLAN

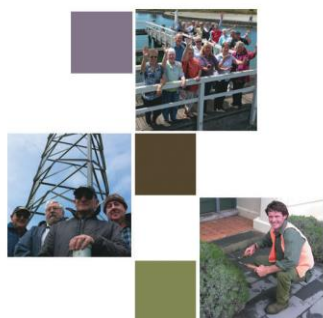
Section 2, Page 27 – 28, 56 - 57

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg. immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Has a business continuity plan been developed?							
Do you test the plan on an annual basis?							

7. EMERGENCY VEHICLE ACCESS

CFA Caravan Park Fire Safety Guidelines, Page 16, PP2 Fire Vehicle Access

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Do caravan park roadways meet CFA recommendations for emergency/fire vehicle access?							
Can emergency services gain immediate, unrestricted access to the park?							



8. DANGEROUS GOODS AND FLAMMABLE LIQUIDS

CFA Caravan Park Fire Safety Guidelines, Page 21 - PP7 Flammable Liquids

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Does your caravan park have dangerous goods or flammable liquids?							
Are Material Safety Data Sheets including a Contact List up to date?							
Are all Dangerous Goods stored in accordance with Dangerous Goods (Storage and Handling) Regulations 2000 and AS 1940.							



9. LP GAS CYLINDERS

CFA Caravan Park Fire Safety Guidelines, Page 20 - PP5 LP Gas

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Are all cylinders in the park restrained in accordance with AS/NZS 1596 and the Dangerous Goods Regulations?							
Are cylinder test dates checked each time a cylinder is filled?							
Are all staff properly trained in the safe use of LP Gas and decanting procedures?							
Are bulk cylinders or tanks protected by adequate fencing or bollards?							
Are valve enclosures securely locked?							
Are pressure relief valves facing away from buildings, caravans and flammable materials?							



10. ELECTRICAL SAFETY

CFA Caravan Park Fire Safety Guidelines, Page 21 PP6 Electrical Safety

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Have electrical hazards been assessed by a suitably qualified practitioner and risk reduction measures implemented? Are all extension leads tested & tagged in accordance with AS/NZS 3760?							
Have safety switches (RCDs) been installed on all external power heads?							



11. FIRES IN THE OPEN AIR

CFA Can I or Can't I & Caravan Parks Fire Danger Periods and Total Fire Bans

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Do you permit the use of solid fuel fires in the open air?							
Do you allow the use of portable fire enclosures (Drums etc) or insist that fire only be lit in permanent enclosures?							
Do all fireplaces comply with the CFA Act and guidelines							
Do you ensure that unattended fires are properly extinguished?							
Do you advise residents of Days of Total Fire Ban and ensure that no fires are lit or left burning?							
Do you have permanent gas or electric BBQs within the caravan park?							
Are they properly maintained?							



12. BUSHFIRES - FUEL REDUCTION WORKS

CFA Building in a Wildfire Management Overlay – Applicants Workbook 2010

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Do you have a fuel break or fuel modified zone around the perimeter of the caravan park?							
Do you regularly clean up fine fuels in and around the caravan park including under permanent caravans?							

13. SAFE ASSEMBLY AREAS

Section 2, Safe Assembly Areas Page 23-26

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Do you have a designated safe assembly area identified for caravan park staff and customers to take refuge should there be a threat from bushfire impacting on the park? Assembly area may be within or external to the park.							
Do you have a strategy to prevent or discourage caravan park customers from attempting to self evacuation in the event of a bushfire or other emergency in the area? Late evacuation could put caravan park customers at serious risk.							



14. BUSH FIRE SURVIVAL PLAN

Appendix, CFA Building in a Wildfire Management Overlay – Applicants Workbook 2010

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Have you developed a bush fire survival plan for the site using CFA Prepare, Act, Survive Kit as a guide?							

15. STAFF TRAINING

Section 2, Page 8 & Section 3 Page 52

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Have all staff been trained in the operation of this Emergency Management Plan and have all staff been trained in the safe operation of installed fire protection equipment by a qualified person?							
Do you conduct an exercise involving the local emergency services to test the Emergency Management Plan, assess staff readiness and understanding of their roles and responsibilities prior to each holiday period?							



16. FLOOD STORM

Risk Treatments	Y	N	N/A	Treatment Priority High Medium Low	Risk Reduction Plan (Brief description of what will be undertaken, eg installations, works, procedures and timetable, eg immediate, within 1 year, 2 yrs, 5 yrs)	Cost	Completion date
Is the caravan park on flood prone land?							
Have all park residents been notified in writing that their UMD/MD is in an area liable to flooding? Are proposed residents notified in writing prior to taking up residency?							
Has a flood level marker been installed? Is it maintained?							
Would access roads be blocked?							
Are there any other works required to address flood risk?							
Any other site specific works required as identified in the EMP?							
Park inspected annually by qualified arborist?							
Who will conduct these works?							

Completed by:	
Park owner: Signature:	
Date:	
Copy forwarded to Council:	
Authorised Council Officer:	

"This document has been produced to assist caravan park owners fulfil their requirements under the Residential Tenancies (Caravan Parks and Movable Dwellings) Regulations and Standards 2010 and CFA Caravan Park Fire Safety Guidelines. The Council will not accept responsibility for injury, loss or damage occasioned to any person acting or refraining from action as a result of any material in this publication, whether or not such injury, loss, or damage is in any way due to any negligent act or omission, breach of duty or default on the part of the authorised officer or Council employee. The completion of this document does not mean that the Renewal of Registration will be issued, or that the Caravan Park complies with all relevant legislation."







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