

# Application for Permit to park a caravan on private or Council land

## 1. Your details

Name			
Business Name (if applicable)		ABN (if applicable)	
Street address			
		Postcode	
Mailing address			
		Postcode	
Phone number		Mobile number	
Email address			

## 2. Information required for this application

I have contacted the Environmental Health Team regarding sewerage or sullage (toilets, sinks, shower etc)

- ☐ YES – continue with application
- ☐ NO – please contact the Environmental Health Team on 9747 7200.

Each applicant must have a **Public Liability Insurance Policy** that has a Principles Indemnity Clause.

You must provide a copy of your Certificate of Currency containing the following information, as a minimum (a Certificate of Currency can be obtained from your insurer/insurance agent):

- name of the insurance company
- name of the business
- name of the insured
- a business description
- type of Insurance
- period of insurance cover
- sum insured for minimum value of \$20,000,000.00
- policy cover for principles indemnity

Please return completed form to:

**Mail:**  
Melton City Council  
PO Box 21,  
Melton VIC 3337

**Email:**  
locallawsadmins@melton.vic.gov.au  
(max. file size: 10MB)



### 3. Details to occupy or use a caravan on private or Council land

Address where caravan will be parked. Please also provide a map or diagram

Street address \_\_\_\_\_

Postcode \_\_\_\_\_

What days and times will the caravan be parked on the land?

Day	Time	
<input type="checkbox"/> Sunday	From:	To: <input type="checkbox"/> All day
<input type="checkbox"/> Monday	From:	To: <input type="checkbox"/> All day
<input type="checkbox"/> Tuesday	From:	To: <input type="checkbox"/> All day
<input type="checkbox"/> Wednesday	From:	To: <input type="checkbox"/> All day
<input type="checkbox"/> Thursday	From:	To: <input type="checkbox"/> All day
<input type="checkbox"/> Friday	From:	To: <input type="checkbox"/> All day
<input type="checkbox"/> Saturday	From:	To: <input type="checkbox"/> All day

Reason why the caravan will be parked on the land and specify duration required:

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Number of people who will occupy the caravan:

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Caravan dimensions

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How sewerage or sullage will be disposed of? (list all fixtures including toilet, sink, shower etc)

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How garbage will be disposed of?

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Service connection: how will applicable services be connected to the caravan (eg. electricity)

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Do you have the consent of the landowner to park the caravan on their land? ☐ Yes ☐ No

Have you attached a copy of a letter of consent from the landowner? ☐ Yes ☐ No

## 4. Fees and charges

Please Tick: Application Fee \$121.00

☐ **New Permit**

☐ **Permit Renewal**

### Payment Options:

Applications will not be processed until payment of the application fee is received by Council. Incomplete applications will not be accepted. This fee is non-refundable if the permit is rejected.

#### In Person

Payments can be made in person at Melton City Council offices:

- Melton Civic Centre - 232 High Street, Melton VIC 3337
- Melton Library & Learning Hub - 31 McKenzie St, Melton VIC 3337
- Caroline Springs Civic Centre/Library - 193-201 Caroline Springs Blvd, Caroline Springs VIC 3337

#### By Mail

Cheques or money orders are payable to City of Melton:

Melton City Council  
PO Box 21  
Melton VIC 3337

## Declaration

I (name) \_\_\_\_\_ of (address) \_\_\_\_\_  
in the state of Victoria do solemnly and sincerely declare that all information I have provided is true  
and correct at time of application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Privacy Statement:** The personal information requested on this form is being collected by Council for the purpose of meeting its legal obligations under the Road Safety Act 1986, Environment Protection Act 1970, Summary Offences Act 1966, Local Government Act 1989, Impounding of Livestock Act 1994, Domestic Animals Act 1994, Infringements Act 2006 and associated or related legislation. The information will be kept confidential and identifying information will not be disclosed to any person for any other purpose. You may access your own information by contacting Council's Amenity Protection unit on 9747 7200.