

Application form for a camping ground licence

The Health (Registration of Premises) Regulations 1966
Camping-Grounds Regulations 1985



Location of Camp Ground (please tick)

To: Auckland Franklin Manukau North Shore Papakura Rodney Waitakere

Fee payable: \$

Licence period applicable:

Full name of licensee:

Postal address of licensee: Postcode:

Physical location of premises:

Trading name of business:

Telephone numbers: Business: Mobile: Other:

Email of licensee:

Licensee's signature: Date:

Name and address of Caretaker:

Capacity of signatory: Owner Business Partner Other (please specify)

Number of cabins:

Number of tent sites:

Number of caravan sites:

Number of Persons Using Common Facilities:

Please attach a plan of the camping ground plan showing any alterations undertaken since last registration. The camping ground plan must show the position and boundaries of the camp ground, the position and boundaries of every camp site, the number of each camp site, the position of every building, access road, path, cookhouse, caravan drainage point, ablution place, toilet, sewage tank, and disposal system within the camping-ground the position and boundary of any relocatable home park and the position and boundaries of every relocatable home site.

IMPORTANT PRIVACY INFORMATION

If you would like to request access to, or correction of, your details, please contact the Council

FOR OFFICE USE ONLY

New premises inspection date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approved – YES/NO	<input type="text"/>	Inspected by:	<input type="text"/>
Receipt No:	<input type="text"/>	Licence No:	<input type="text"/>

CAMPING GROUND REQUIREMENTS

1. **Registration** – Subject to regulation 14(1) of these regulations, no person shall use or permit to be used any land as a camping-ground unless that person is the holder of a current certificate of registration in respect of that land issued by the local authority in accordance with the Health (Registration of Premises) Regulations 1968.
2. **Camp plan** – For every camping-ground there shall be prepared, maintained and made available on request at all reasonable times for examination by an Inspector a camp plan showing the following matters:
 - (a) The position and boundaries of the camping-ground and every camp site, and every relocatable home park and site;
 - (b) The number of each camp site;
 - (c) The position of every building, access road, path, cookhouse, caravan drainage point, ablution place, toilet, sewage tank, and disposal system within the camping-ground.
3. **Marking of sites** – The boundaries of every camp site and every relocatable home site shown on the camp plan shall be kept plainly marked to the satisfaction of an inspector, and the number of every camp site shall be permanently displayed on, at, or near, the boundary of each camp site.
4. **Camp sites** – No area shall be used as a camp site unless it –
 - (a) Is shown on the camp plan; and
 - (b) Is no less than 52 square metres in area; and is not less than 8 metres wide; and
 - (c) Is accessible by an all-weather footpath, road, or other access way.
5. **Cabins** – The floor area of a cabin shall not be less than 7.5 square metres plus an additional 3.5 square metres for each additional person in excess of 2 that the cabin is designed to accommodate. No temporary living-place shall be erected or placed on any camp site within 3 metres of any other temporary living-place, or within 1.5 metres of any camp site boundary, as the case may be.
6. **Lighting** – Lighting shall be provided, to the satisfaction of the local authority, in buildings, at entrances to, and footpaths, roads, and other access ways within, the camping-ground. The lighting required shall be kept on during the hours of darkness in the occupied areas of the camp.
7. **Records** – There shall be provided, maintained and made available on the request at all reasonable times for examination by an inspector records showing the following:
 - (a) The name and address of the person occupying any camp site, or the person responsible for the group where there is more than 1 person;
 - (b) The number of the camp site occupied by that person;
 - (c) The date upon which occupation commenced and terminated;
 - (d) The number of persons occupying each camp site.
8. **General Standards** – The following requirements shall be complied with:
 - (a) The camping-ground shall be maintained, at all times, in a clean and sanitary condition to the satisfaction of the local authority;
 - (b) All rubbish receptacles shall be emptied at least once in every 24 hours when the camping ground is occupied, and all refuse shall be disposed of in a sanitary manner;
 - (c) Ablution, kitchen, laundry and toilet facilities shall at all times be kept clean and in good repair;
 - (d) The camping-ground shall be provided with safeguards against fire, and means of escape in case of fire, to the satisfaction of the local authority.

SCHEDULE STANDARDS FOR CAMPING GROUNDS

1. **Buildings** – The buildings shall be maintained in good repair.
2. **Water supply** –
 - (a) There shall be an adequate water supply of wholesome and potable water provided to the satisfaction of the local authority;
 - (b) There shall be an adequate supply of hot water, provided to the satisfaction of the local authority, to ablution, kitchen and laundry facilities;
 - (c) Water shall be reticulated throughout the camping-ground to taps, which shall be located not more than 25 metres from any camp site;
 - (d) Water shall be reticulated to every relocatable home site.
3. **Ablution and Sanitary Fixtures** – Ablution and sanitary fixtures shall be provided in accordance with the following table:

Number of Sanitary Fixtures

Nature of fixture	No. of fixtures	No. of persons to be served	
		Male	Female
Water closet pans	1	25	12
	2	50	25
	3	100	50
	4		75
	5		100
An additional fixture shall be provided for each 40 persons of either sex, or part thereof			

Nature of fixture	No. of fixtures	No. of persons to be served
Urinals	1	For every 50 males
Note: 600mm length of continuous wall urinal shall be the equivalent of 1 urinal stall		

Nature of fixture	No. of fixtures	No. of persons to be served	
		Male	Female
Washhand Basins	1	25	25
	2	50	50
	3	100	100
	4	150	150
	5	200	200
	6	250	250
An additional washhand basin shall be provided for each additional 60 persons of either sex, or part thereof			

Nature of fixture	No. of fixtures	No. of persons to be served	
		Male	Female
Showers	1	25	25
	2	60	60
	3	100	100
	4	140	140
	5	180	180
	6	220	220
An additional shower will be provided for each additional 50 persons of either sex or part thereof			

NB. In calculating the occupancy of a camping-ground or relocatable home park, no site shall be deemed to accommodate less than 3.5 people.

- (a) Ablution and sanitary fixtures shall be readily accessible, and shall be located not more than 75 metres from any camp site or relocatable home site that they are required to serve.
 - (b) Surfaces of internal walls of buildings containing sanitary fixtures shall be constructed of materials that are durable and capable of being readily cleaned.
 - (c) Every room or compartment containing a bath, shower, urinal or water-closet pan shall be so constructed and situated as to ensure the privacy of the user.
4. **Refuse Disposal** – Refuse containers, of either a single-use disposable type, constructed of metal or other materials that are durable and capable of being readily cleaned, with close-fitting lids, shall be provided not more than 50 metres from every camp site.
 5. **Cooking places** – Cooking places of a type, number and location shall be provided to the satisfaction of the local authority. Each cooking place shall be provided with adequate hot water, sinks, benches and cooking facilities, and surfaces of internal walls of kitchens shall be constructed of materials that are durable and capable of being readily cleaned.
 6. **Laundry facilities** – Clothes washing and drying facilities for the use of campers shall be provided so that the number of fittings is not less than 2 laundry tubs and 1 washing machine for every 200 persons, or part thereof.
 7. **Drainage** – A drainage system for the removal and disposal of foul water, waste water, and storm water shall be provided in accordance with the building code set out in schedule 1 to the Building Regulations 1992, or to the satisfaction of the local authority as may be required.