

Planning Information Sheet

Starting a:

TOURIST DEVELOPMENT OR CARAVAN PARK/CAMPSITES IN REMOTE LOCATIONS



This information sheet gives guidance on the Shire of Broome's role in tourist developments in its area. It includes information relating to the Shire's Planning and Environmental Health services areas. People and organisations with an interest in developing tourism businesses in remote locations are also welcome to contact the Shire directly to learn more about what is needed.

WHAT IS A TOURIST DEVELOPMENT OR CARAVAN PARK/CAMPSITE?

A tourist development is buildings constructed to provide short-term accommodation for guests. A campground or caravan park is where someone makes land available for people to camp or park a caravan for short-term accommodation.

Campgrounds and caravan parks must be designed to meet the requirements applicable to the licence type under the *Caravan Parks and Camping Grounds Act 1995*. Further advice regarding these requirements can be obtained by contacting Shire Environmental Health Services on 9191 3456.

BUSHFIRE REQUIREMENTS

Land use and development proposals on land designated as bush fire prone must satisfy the requirements of the Planning for *Bushfire Protection Guidelines* further to *State Planning Policy 3.7 – Planning for Bushfire Protection (SPP 3.7)*. A suitably certified bushfire assessor will need to prepare a Bushfire Attack Level (BAL) assessment for the proposed development.

Tourist Development or campsites are a 'vulnerable land-use' under the SPP 3.7 and when proposed in a bushfire prone area a Bushfire Management Plan (BMP) will need to be prepared by a level 3 assessor. The Shire will refer the BMP to the Department of Fire and

Emergency Services (DFES) for advice and approval of the BMP.

Mapping of Bushfire Prone Areas is available via <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

For info on the State Bushfire Policy Framework please refer to <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>.

For info regarding certified assessors you may wish to contact the Fire Protection Association of Australia via <https://connect.fpaa.com.au/Connect/Registers/BPAD/register.aspx>



COASTAL PLANNING REQUIREMENTS

If you are looking to establish a **LITD** within proximity to the coast you will likely need to address the requirements of *State Planning Policy 2.6 – Coastal Planning (SPP 2.6)*. Essentially, the application for approval will need to demonstrate how risk associated with coastal processes will be managed and/or addressed into the future. Info regarding SPP 2.6 and matters to be addressed can be found via <https://www.dplh.wa.gov.au/spp2-6-coastal-planning>.

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A Coastal Vulnerability Study has been prepared for some parts of the Shire which identifies whether land may be subject to either erosion or inundation from coastal processes.

You are encouraged to discuss a planning officer at the Shire to discuss this further.

DO I NEED DEVELOPMENT APPROVAL?

Yes, Development Approval is required if you want to operate tourist development or campsite. The information contained in this information sheet provides a general outline of matters that may need to be addressed in an application. For more detailed advice as to requirements specific to your proposal please contact Planning Services on (08) 9191 3456.

HOW TO MAKE AN APPLICATION FOR DEVELOPMENT APPROVAL

Your application for Development Approval must include the following:

- A completed Shire of Broome Application for Development Approval Form: (<https://www.broome.wa.gov.au/Shire-Services/Planning/Planning-Forms-and-Fees>) signed by the landowner (s) or responsible authority for the property (i.e. ALT, Department of Planning, Lands and Heritage, etc).
- Payment of the application fee
- A **Location Plan**
- A **Site Plan** drawn to-scale showing:
 - Boundaries of the property (or lease area)
 - Vehicle access
 - Existing and proposed development/structures
 - Services (i.e. water connections, existing or proposed onsite wastewater treatment systems, bin-storage, dump-point if applicable)

- Layout of proposed campground (including type of sites) or position or accommodation units and finished floor levels
- Significant landscape features such as creeks, high water marks and so on
- Areas of vegetation to be cleared
- A **Cover Letter** providing an overview of the proposal including:
 - number of sites and persons to be accommodated at any one time
 - persons to be employed and/or management arrangements
 - How the sites are services with power, water, effluent disposal and rubbish collection
 - How the development will address matters under State Coastal Planning Policy 2.6 (if applicable).
 - Type of caravan park/ campground licence
- **Floor Plans and Elevations** for proposed structures (i.e. camp kitchen, ablutions, chalets etc.)
- **Bushfire Attack Level Assessment and Bushfire Management Plan and Emergency Evacuation Plan** (if applicable).

WHAT HAPPENS WHEN YOU SUBMIT YOUR APPLICATION?

Once received, your application will be assigned to a Planning Officer who will assess your application. You will receive an acknowledgement letter which will include contact details for the Planning Officer handling your application.

Once the Planning Officer has reviewed your application and determined that sufficient information has been provided, the proposal and BMP will be referred to DFES for advice and/or approval. Following the completion of required referral processes the Shire

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will determine your application. You will be notified within 2-3 business days of the Shire's decision.



OTHER APPROVALS

Caravan & Camping license

If your development involves camping or caravans, it be licenced under the *Caravan Parks and Camping Grounds Act 1995*. The facility will be required to comply with the *Caravan Parks and Camping Grounds Regulations 1997* and any Shire policies which apply.

The proposal should be discussed with the Shire's Environmental Health Services before an application is submitted.

More information can be found here -

<https://www.broome.wa.gov.au/Community/Environmental-Health/Caravan-Parks-Camping-and-Accommodation#section-1>

Waste Water

Any on-site waste water disposal (including grey and black water) requires the approval of the Shire's Environmental Health Services.

Once your application is submitted with the Shire, it will be referred to the Department of Health. You are encouraged to discuss your proposal with one of the Shire's Environmental Health Officers and further information can also be accessed here:

<https://www.broome.wa.gov.au/Community/Public-Health-and-Safety/Water>.

Sale of food

If you are intending to provide or sell food, you will be required to register as a food business with the Shire's Environmental Health Services in accordance with the *Food Act 2008*.

Contact the Shire's Environmental Health Services to discuss the requirements for food businesses. More information can be found here -

<https://www.broome.wa.gov.au/Community/Environmental-Health/Food-Safety>

FURTHER INFORMATION

If you have any further questions or would like additional assistance in preparing your application, please contact Planning Services on (08) 9191 3456.