

Approval to Camp in Areas Other Than Caravan Parks and Camping Grounds

Policy Objective

To enable people to temporarily use caravan accommodation on private property subject to achieving and maintaining certain standards.

To prevent unapproved stays in certain areas, e.g. industrial areas.

To ensure the addition of caravan accommodation on rural residential and light industrial areas and other land areas without access to sewerage connection has adequate water supply and wastewater system capacity.

To optimise conditions for the health, safety and protection of people reliant on temporary caravan accommodation for long periods (greater than 3 months).

To minimise the volume of administrative matters being placed before Council and provide guidance for staff and the public regarding use of temporary mobile accommodation.

Policy Statement

In each instance:

1. The *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997* apply in this policy including but not limited to Regulations 11, 11A, 11B, 12-15 of the Regulations.
2. The terms 'caravan', 'camp', 'park home', 'flexible annexe' and 'rigid annexe' have the same meaning as used in the Act.
3. Application for approval must be made to the Shire of Broome by completing in full the Application to Camp in Areas Other Than Caravan Parks and Camping Grounds.
4. For the purpose of this policy, an application for a self-propelled vehicle such as a mobile home or a bus modified for the purpose of mobile accommodation can be assessed in the same way as a caravan.
5. One caravan/camp per property may be approved in accordance with the criteria listed in the table below..
6. Approval for more than one caravan/camp will only be given in special circumstances and for a period of not longer than three months providing there are adequate amenities, facilities and space (see below).

Zone	Period of Stay (As approved by the Shire of Broome)	Number of Caravans	A Requirement to Be Employed in Broome
Residential	Conditional approval up to 24 months. Can apply for further 24 months.	1 caravan or 1 tent	No
Rural residential	Conditional approval up to 24 months. Can apply for further 24 months.	1 caravan	No
Light industrial	Conditional approval up to 24 months. Can apply for further 24 months.	1 caravan	Yes
General Industrial	Not permitted	None	N/A

1. A park home cannot be occupied unless in a licensed caravan park or park home park.
2. Approval in writing from the property owner is required as part of the application.
3. The Applicant is to notify Occupiers of adjacent properties in writing and any responses are to be included in the application for consideration by the Shire. The Shire will contact occupiers of neighbouring properties for any application for greater than or equal to 12 months. Their feedback will inform the Shire's decision.
4. Shire officers will conduct an initial site inspection to assess the suitability of arrangements for the caravan accommodation.
5. The Shire can conduct a site inspection at any reasonable time for reasonable purpose to ensure the safety and amenity of the arrangements in place for the caravan and its occupants or to investigate complaints.
6. The occupant of the caravan is to have access to kitchen facilities including adequate refrigeration and hot and cold water. This can be as supplied within the caravan or within a building on the property.
7. The property is to have toilet, shower and laundry facilities, available for use by the person/people camping, that comply with the Building Code of Australia, and the Shire's Local Laws. If the premises is reliant on onsite treatment of wastewater (a septic tank type arrangement), compliance with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* is also required. Specifications of any onsite wastewater system including location of all associated equipment are required to be provided as part of the application via a suitable marked up site plan. This includes location and capacity of tanks, leach drains and their length, irrigation fields and their area, and other associated equipment as applicable. Evidence of service history for advanced treatment units is also required.
8. An approval will not be granted if:
 - a. the onsite wastewater system has insufficient loading capacity for the additional occupants.
 - b. The caravan will be located within 1.2m of the wastewater tanks or leach drain fields or sub-surface irrigation field; or
 - c. Within 10m of an above ground irrigation field.

9. The camp/caravan +/- annexe is to be located wholly on the property and be at least one (1) metre from the property boundary, at least one (1) metre from any vehicle access areas and 1.8m from built structures. It is not to obstruct or encroach on a road reserve (verge) or other reserve.
10. Parking must not be impacted by the location of the caravan. The dwelling must be provided with 2 car parking bays for use of the main residence and an additional parking bay must be kept available for the caravan resident in accordance with the Residential Design Codes (WA).
11. Rigid annexes are not permitted outside a caravan park.
12. Tropical roofs require engineering certification.
13. The occupants of the property including those residing in the caravan are to ensure that their use of the property is for quiet enjoyment. Escape of noise, dust, smoke, offensive odour or liquid that creates a nuisance on an adjoining property is not permitted at any time. Failure to comply with this condition risks revocation of approval.
14. A caravan is to be maintained in a roadworthy condition and registered for road travel at all times.
15. It must be capable of being towed (or removed under its own power) at any time a cyclone **Advice** level warning is issued.

It should be noted for a caravan to safely survive a cyclone it must be housed in a cyclone rated shed.
16. All occupants of the mobile accommodation must have alternate shelter available to them in event of a cyclone.
17. A caravan must be ready for removal from site in event of a cyclone **Watch and Act** warning. Alternately it can be temporarily tied down until the **Emergency Warning** has passed and the alert has returned to **Advice** level. (Permanent tie down arrangements are not permitted).
18. An application for a period greater than 3 months must demonstrate that water supply is safely provided which will include food grade water connection; and electricity supply is safe with consideration of sun damage, trip hazard and electric shock. Shire officers will require use of cable trays or other measures if considered necessary for protecting people (and animals) on the property.
19. Any and all effluent (toilet water) and sullage (shower, basin and sink water) generated within the caravan is to be disposed of in accordance with standards as follows: effluent disposed of in an approved dump point. Sullage disposed of in a compliant waste water plumbing connection (laundry trough or like). No waste water is to be discharged to the ground surface. It is an offence to dispose of chemically treated toilet waste in domestic wastewater systems or elsewhere on the property.
20. Council reserves the right to issue a 'show cause' notice if the conditions of approval are not maintained. In this situation, the caravan is to be removed from the property unless the occupier can show cause why it should not.

21. An extension of time for approval to camp beyond 24 months requires a new application and the reassessment of the site by a member of the Shire's environmental health team.

Document Control Box					
Document Responsibilities:					
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Reviewer:	Manager Health, Emergency and Rangers		Decision Maker:	Council	
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