



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

# APPLICATION TO ESTABLISH PRIMITIVE CAMPING GROUND

Section 68, Local Government Act 1993  
Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Movable  
Dwellings) Regulations 2005

[Office Use Only]

S68 No: \_\_\_\_\_ Date Received: \_\_\_\_\_

DA File No: \_\_\_\_\_

## About this form

Use this form to apply for a Section 68 Approval to Establish a Primitive Camping Ground or associated structure on land.

Ensure that all questions have been adequately answered and that all information is true and correct to the best of your knowledge.

## Supporting plans

This form tells you about the plans and other documents that you must provide with this application. See Parts 9 & 10.

## Lodgement

Send the application to us by mail or deliver it in person. Applications accepted **Monday to Friday 9am to 5pm (Public Holidays excepted). Refer to Part 8 for details.**

## Any questions?

Phone our Officers on 1300 459 689 or come in and see us.

## Part 1: Certificate of Completion Application

### 1. Do you wish to apply for a Certificate of Completion

Yes  *I would like to apply for a Certificate of Completion now.*

No  *I will apply for a Certificate of Completion at a later date.*

## Part 2: Applicant Details *(person or company having the benefit of the approval)*

### 1. Applicant Name

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name *(or company)*: .....

Given Names: .....

*(or ACN)*: .....

### 2. Applicant Address

Postal address: .....

..... Post Code: .....

### 3. Applicant Contact Details

Phone (.....)..... Mobile phone(.....).....

Fax (.....)..... E-mail:.....

Contact person..... Reference No .....

### 4. Applicants Declaration

I make application under Section 68 of the Local Government Act 1993 to undertake works, for the development described in this application. I declare that all the information given is true and correct. I also understand that if this application is incomplete or does not comply with the legislative requirements the application may be refused.

Signature:..... Date:.....

#### Privacy Statement

The information and personal details provided by you on this Form are managed in accordance with the *Privacy and Personal Information Protection Act 1998* and Cootamundra-Gundagai Regional Council's policies and procedures as outlined in Councils *Privacy Management Plan*. Should you choose not to provide this information (wholly or in part) this may impact upon consideration of the matter by Council. The information will ultimately be stored in Council's records system.

**Part 3: Owners Details (include details of all registered owners of the land)**

**1. Owners Name**

**AS ABOVE**  **YES.** (tick yes if same above or complete details below)

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name (or company): .....

Given Names.....

(or ACN).....

**2. Owners Address**

Postal address: .....

..... Post Code:.....

**3. Owners Contact Details**

Phone (.....)..... Mobile phone(.....).....

Fax (.....)..... E-mail:.....

Contact person..... Reference No .....

**Part 4: Land To Be Developed**

**1. Location and title description of the property to be developed**

*This will help us to correctly identify the land*

Unit No:..... House No:..... Street:.....

Town/Locality:.....

Lot(s):..... Section:.....

Deposited Plan(s):..... Strata Plan:.....

*Other:.....*

*Get these details from rate notices, property deeds, or Council property maps.*

**Part 5: Owners Signatures**

**1. Owner's consent**

*Must be completed by the owner of the land. If more than one owner, every owner must sign.*

*If the owner is a company or owners; association, must be signed by a director or secretary (or authorised delegate) under common seal.*

As owner of the land to which this application relates, I/We consent to this application.

I also give consent for authorised Council officers to enter the land to carry out inspections:

Signature

Date

Capacity\*

1. ....

2. ....

3. ....

4. ....

*\*If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg, power of attorney, executor, trustee, company director).*

## Part 6: How to lodge your application

**Address the Application to:** The General Manager  
Cootamundra-Gundagai Regional Council

### Fees

Application Fee.....\$150.00  
Final Completion Inspection.....\$101.00

### You can send it to us by any of the following methods

**Post** PO Box 420  
Cootamundra NSW 2663

**Courier or personal delivery** Council Chambers  
Cootamundra NSW 2590  
Gundagai NSW 2722

### How to contact us by phone, fax or electronically

**Phone** 1300 459 489

**Fax:** (02) 69402 127

**Email:** mail@cgrc.nsw.gov.au

**Web:** www.cgrc.nsw.gov.au

**Hours of Lodgement:** Monday - Friday 9am to 5pm (public holidays excluded )

### Payment methods

Pay by cash, EFTPOS, credit or cheque. Make cheques payable to "Cootamundra Shire Council" for the relevant Council fees. Do not send cash in the mail.

### Processing Time

The issue of the approval once all documentation is received usually takes 28 working days.

### Coming in to see us?

Our offices are located on the Corner of Wallendoon & Cooper Streets, Cootamundra and Corner of Sheridan & West Streets, Gundagai

## OFFICE USE ONLY

| Fee type            | Amount   | Receipt No. | Endorsement Date |
|---------------------|----------|-------------|------------------|
| S68 Application Fee | \$150.00 |             |                  |
| Inspection Fees     | \$101.00 |             |                  |
| Total               | \$       | Accepted by |                  |