

Introduction

Additional camping and accommodation sites are encouraged at locations such as schools, community centres and sporting fields during the Country Music Festival to accommodate the influx of visitors.

How do I obtain permission to run a temporary camping ground and/or temporary accommodation?

It is necessary to lodge a development application or DA to obtain approval to provide accommodation during the Country Music Festival.

In addition, an approval to operate a Caravan Park or Camping Ground under the Local Government 1993 is required where outdoor sites are provided.

Supporting documentation is required to be submitted with the forms to help Council staff to assess and determine the suitability of the proposal. The following information should be provided:

- Site plan - including the property dimensions, proposed location of camping and/or accommodation, distance of camp sites from property boundaries, car and bus parking areas, location of any existing amenities and any proposed additional facilities; and
- Statement of Environmental Effects - this should outline the period during which accommodation will be provided, number of persons camping onsite, number of tents/caravans/beds provided, impacts on traffic within the area, impacts on surrounding properties,

waste disposal, provision of food including number of outlets, type of food sold/prepared and location of the vans in relation to the accommodation/camp sites, security arrangements etc.

It is also necessary for schools to include holiday contact details for a nominated representative so that they may be contacted during the assessment process or Festival, if necessary.

When should I submit my application?

It is best to submit your application as early as possible to ensure that there is sufficient time available to process the proposal.

Council cannot guarantee that applications submitted after 31 October each year will be processed prior to the commencement of the Festival.

What happens after my application is lodged with Council?

Once the application is received by Council, an assessment is completed in accordance with any statutory requirements.

As part of the process, the DA is notified to the adjoining landowners in accordance with the [Tamworth Regional Development Control Plan 2010](#).

At the conclusion of the public notification period, the application may be determined by Development and Approvals staff or, alternatively, if a number of objections are received, applications together with the submissions are forwarded to Council for determination.

How long does my approval last?

Initially consent will be granted for one year only. This is to ensure that there are no major problems associated with the development and there is sufficient time available before the following Festival to rectify any problems.

After the first successful year you are invited to seek approval for a three year period. Where accommodation has been provided on a long term basis with no problems, consideration may also be given to granting consent for a longer term.

Can coaches used to transport campers to the accommodation site be used during the Festival?

During the Festival period, the amount of traffic on the City's roads dramatically increases causing traffic congestion in many parts of town. The noise created by the bus movements can also create disturbance for nearby residents. Consequently, all visitors are encouraged to use public transport or walk to Festival events. To ensure traffic is minimised all coaches used to transport campers to the Festival should remain parked onsite for the duration of their stay.

What are the basic onsite requirements?

Clause 107 of the [Local Government \(Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings\) Regulation 2005](#) specifies the number of showers and toilets that must be provided. Additional portable facilities may be required.

The Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 also specifies that a tent must not be closer than 3 metres to any other tent or 6 metres to a caravan or campervan. Furthermore, a caravan or campervan must be no closer than 6 metres to any other caravan or campervan.

What are my responsibilities when hosting campers?

You are responsible for the following:

- Ensuring the minimum distance between tents and caravans is observed;
- Provision of adequate showers and toilet facilities;
- Provision of water for drinking;
- Fire fighting requirements
- Vehicle movement and speed limits;
- Sale and preparation of food in accordance with Public Health Guidelines (if applicable);
- External Lighting;
- Maintaining access to fire fighting facilities including fire exits in existing buildings at all times.

Need Help?

Contact Council's Duty Planner by phone on (02) 6767 5507 or call into Ray Walsh House in Peel Street, Tamworth for assistance between 9.00am and 10.30am or 3.30pm and 5.00pm weekdays.