

**This form is to be completed in full and be lodged
via email to bic-admin@frv.vic.gov.au**

The attached application for inspection of caravan park form enables a caravan park owner to meet his or her statutory responsibility when registering a caravan park or renewing registration of an existing caravan park with the relevant council.

Regulations 10 and 11 of the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020 (the Regulations) require a caravan park owner to include the most recent report given to the applicant by the relevant fire authority when registering or renewing registration of a caravan park.

Regulations 19 and 20 of the Regulations require caravan park owners to consider fire separation, fire fighter access and fire fighting equipment. Regulation 21 requires caravan park owners to consider emergency management plans, preventative measures to be implemented and emergency procedures.

Owners and occupiers should familiarise themselves with requirements of the publication [FRV Caravan Park Fire Safety Guideline 51](#). The above regulations refer to this document for all fire safety provisions. The publication can be downloaded from the FRV website. Prior to booking an inspection, it is advisable that you complete the Checklist located at the end of the document prior to requesting an inspection.

This form must be completed in its entirety and emailed to the Fire Safety Department of Fire Rescue Victoria via email (bic-admin@frv.vic.gov.au).

1. ADDRESS OF CARAVAN PARK

Premises/Company Name _____

Site Name _____

Street No. _____ Lot No. _____

Street _____

Suburb _____ Postcode _____

Municipality _____

2. APPLICANT'S DETAILS

Applicant Name _____

Company _____

Postal Address _____

Town/Suburb _____ Postcode _____

Phone No. _____ Mobile No: _____

Email: _____

3. OWNER / OCCUPIER DETAILS

Owner/occupier's Name _____

Owner/occupier's Address _____

Town/Suburb _____ Postcode _____

4. CARAVAN PARK PARTICULARS

Number of Sites: _____ Number of Permanent Vans/Cabins on Site: _____

Does the caravan park have an Emergency Management Plan: ☐ YES ☐ NO

5. APPLICANT'S DECLARATION

- I consent to the Commissioner forwarding any documentation or information obtained during the assessment of the Report to other relevant authorities.
- I understand that there is a charge for this service in accordance with the "Schedule of Fees" section of this application form.

Signed (Applicant) _____ Date _____

Printed Name _____

6. BILLING DETAILS

Fire Rescue Victoria SAP account number if known _____

OR

Name/Company: _____

Postal Address: _____

ABN: _____ Email: _____

7. SCHEDULE OF FEES

- Please note: The preparation of a report will incur a fee, consistent with FRV published fees and charges schedule that is applicable at the time of the application. The applicant will be issued with an invoice shortly after the circulation of the report.
- Fees for carrying out an inspection and preparing a report in respect of fire safety or emergency management planning in a caravan park will be charged to the applicant in accordance with Regulation 48 (2) of the Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2020.
- Fees will be charged at the rate of 10 fee units for the first hour and 2.5 fee units for each subsequent quarter hour or part thereof.
- The value of a fee unit for the period of 1 July 2022 to 30 June 2023 is \$15.29 and is determined by the Department of Treasury and Finance.
- Goods and Services Tax (GST) will be the liability of the purchaser (applicant). The amount payable will be increased by the applicable amount of GST under legislation current at the time the service is provided. GST will be payable by the purchaser (applicant) at the same time as other monies are payable under this agreement.

All applications must be emailed to bic-admin@frv.vic.gov.au.

Calculation of Travel:

When a site visit or inspection is required to be carried out, the calculation of travel time will be determined by the location of the nearest FRV office to the subject property.

FRV Office locations are:

- 450 Burnley Street, Richmond VIC 3121
- Level 3, 100 Brougham Street, Geelong VIC 3220
- Suite 203, Level 2, 148 Logis Boulevard, Dandenong South VIC 3175
- 1/10 Chisholm Street, Wangaratta VIC 3677
- 255 Melrose Drive, Tullamarine VIC 3043
- 29 Lockwood Road, Kangaroo Flat VIC 3555 (Co-located office with CFA)
- 195 Numurkah Road, Shepparton VIC 3630 (Co-located with CFA)
- 19 Learmonth Road, Wendouree Vic 3355 (Co-located office with CFA)
- 61-65 Mortlake Road, Warnambool VIC 3280 (Co-located with FRV Station No. 70)

8. CHECKLIST AND DOCUMENT GUIDANCE

Plans of the caravan park site must be drawn to a suitable scale and provided with an application for an inspection. The submitted plans must provide the following level of detail.

- The location of all boundaries, vehicular entrance(s) to the caravan park site, the location of all structures, buildings, caravans and moveable dwellings. All points of pedestrian egress/entry to the caravan park site should be indicated, including surface level gradients and on/off-site assembly points;
- Delineation of existing conditions and new work (if being undertaken);
- Location of existing and/or proposed fire detection & suppression equipment (includes all fire hydrants & fire hose reels);
- Fire hydrant and fire hose reel coverage shortfalls in hatched shading (if applicable). The method of measuring coverage from the fire hydrant and fire hose reels should also be clearly indicated.

Other essential documentation that should accompany an Application for Inspection of a Caravan Park includes:

- A copy of the most recent Emergency Management Plan;
- Copies of any previous caravan park inspection reports from the Country Fire Authority (CFA);
- A copy of any Fire Engineering Brief and/or Fire Engineering Report, relevant to the caravan park site, including any independent peer review report;
- The provision of a hydraulic test report(s) for fire hydrant and fire hose reel system performance; and
- The presentation of existing fire service maintenance records for the caravan park.