



Town of Wilmington Board of Health

Application for Recreational Camp 2015 Fee \$100.00

To the Licensing Authorities:

The undersigned hereby applies for a license in accordance with the provisions of the Statutes relating thereto:

Name of Camp: _____
Site Address: _____
Site Telephone: _____
Fax: _____
Email address: _____

Name of Camp Owner: _____
Office Address: _____
Telephone Number: _____

Camp Director: _____ DOB: _____
Coursework in Camping Administration: _____

Previous Camp Administration
Experience: _____

Name of Health Care Consultant: _____
Address: _____
Telephone Number: _____

Type of Camp: Day _____ Residential _____
Hours of Operation: _____
Dates of Operation: Opening: _____ Closing _____
Swimming Pool: Yes _____ No _____ Pool Permit Number _____
Bathing Beach: Yes _____ No _____
Meals Provided Yes _____ No _____ Food Permit Number: _____

in said Town of Wilmington, MA, in accordance with the rules and regulations made under authority of said Statutes.

Signature of Owner of Property

Signature of Applicant

Office Use Only	
Date Received:	_____
Amount Paid:	_____
Check Number:	_____
Permit Number:	_____
Received By:	_____
_____ Signature of Town of Wilmington Treasurer	

Please submit all following required documentation.

Required Documents

See the MA Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV - 105 CMR 430.000 and the guidance documents issued by the Department of Public Health, Division of Community Sanitation for additional assistance with developing the following documents.

- Staff information forms (see attached).
- Procedures for the background review of staff (105 CMR 430.090).
- Copy of promotional literature (105 CMR 430.190(C)).
- Procedures for reporting suspected child abuse or neglect (105 CMR 430.093).
- Health care policy (105 CMR 430.159(B)).
- Discipline policy (105 CMR 430.191).
- Fire evacuation plan – approved by local fire department (105 CMR 430.210(A)).
- Disaster plan (105 CMR 430.210(B)).
- Lost camper plan (105 CMR 430.210(C)).
- Lost swimmer plan (105 CMR 430.210(C)).
- Traffic control plan (105 CMR 430.210(D)).
- Day Camps – contingency plan (105 CMR 430.211).
- Primitive, Trip or Travel Camps – Written itinerary, including sources of emergency care, and contingency plans (105 CMR 430.212).
- Current certificate of occupancy from local building inspector (105 CMR 430.451).
- Written statement of compliance from the local fire department (105 CMR 430.215).
- If applying for initial license after January 1, 2000 – lab analysis of private water supply (if applicable) (105 CMR 430.300, .303).

Please note: If you are applying for an original camp license, that is, the original camp license in each community where the camp is located, you must file a plan showing the following with the board of health at least 90 days before your desired opening date (See MGL Ch. 140 s. 32A):

1. Buildings, structures, fixtures and facilities.
2. Proposed source of water supply.
3. Works for disposal or sewage and waste water.