

# Notice of Completion

## Manufactured Homes & Moveable Dwellings

Clause 160 Local Government (Manufactured Homes Estates, Caravan Parks, Camping Grounds & Moveable Dwelling) Regulation 2005

### About this Form

You can use this form to notify Council of the installation of relocatable homes and associated structures attached to moveable dwellings.

### How to complete this form

Please note that all fields on this form marked \* are mandatory and must be completed before submitting the application.

### Type of Building (please tick)

Relocatable Home  Associated Structure (\*see definition Page 2)

### Applicant Details

Applicant(s) Surname/Company\*

Given Names\*

Postal Address\*

Suburb/Town\*

State\*

Postcode\*

Telephone Number\*

Mobile Number

Email Address

### Site Details

Name of Caravan Park

Address

Telephone No

Site Details

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### Office Use Only

Received Date

## Compliance Plate Details

Name of Manufacturer

Identification No (Chasis No)

Month and Year of Manufacturer

Design Gust Wind Speed

Name of Structural Engineer

Does the relocatable home or associated structure comply with Division 4 of the Regulation?

Yes

No

## Accompanying Documents

- A copy of the Engineer's Certificate for the relocatable home or associated structure
- A fully dimensioned diagram of the dwelling site, indicating setbacks, site coverage and boundaries

Note: Both of the above document **MUST** be submitted with this Notice.

## Applicant's Consent

Notice is hereby given that the relocatable home/associated structure is complete. I have attached the relevant documents and completed this notification form in full.

Applicant's Name\*

Applicant's Signature\*

Date\*

Park Manager/Proprietor

Signature of Park Manager/Proprietor

Date

## \*Associated Structure Definition:

- (a) a carport, garage, shed, pergola, verandah or other structure designed to enhance the amenity of a moveable dwelling, and attached to or integrated with, or located on the same site as, the dwelling concerned, or;
- (b) a separating wall between two (2) moveable dwellings.

## How to lodge this form

Completed form can be:

- Emailed to [tareecouncil@gtcc.nsw.gov.au](mailto:tareecouncil@gtcc.nsw.gov.au) with attached supporting documents as required; or
- Forwarded by post; or
- Lodged at our Customer Service Counter between 8:30am & 4:30pm Monday to Friday (excluding Public Holidays).

**Privacy Notice:** Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

ABN 45 851 497 602  
2 Pulteney Street Taree | PO Box 482 Taree NSW 2430  
T 02 6592 5399 F 02 6592 5311  
[www.gtcc.nsw.gov.au](http://www.gtcc.nsw.gov.au)

## Guidelines for the Installation of a Secondary Roof (Tropical Roof) in a Caravan Park

Guidelines for installation of a secondary roof or cover otherwise known as a tropical roof over an unregistrable movable dwelling (UMD), a registrable movable dwelling (RMD) and Annexe

- 1 The height of the completed installation shall not exceed 4.3 metres on a registrable movable dwelling otherwise it may not be registrable under the Motor Traffic Act.
- 2 The secondary roof shall not interfere with the safety of the UMD, RMD and Annexe.
- 3 No part of the secondary roof shall protrude beyond the existing roof line of the existing UMD, RMD or Annexe.
- 4 The roof shall be fitted in accordance with sound engineering principles to ensure the structural adequacy of the unit at all times. A Certificate from a practising Structural Engineer shall be submitted to Council after installation certifying the structural adequacy of the unit.
- 5 The air space between the existing roof and the secondary roof shall not exceed 300mm.
- 6 The secondary roof shall be complementary to the existing unit and shall be designed to aesthetically blend with the existing development.
- 7 The secondary roof shall be of a rigid material such as metal, aluminium or the like or other material approved by Council.
- 8 The major structural support components of the secondary roof shall consist of metal, aluminium or the like or other material approved by Council.
- 9 The secondary roof shall be supported by the existing unit to which it is attached. No independent self-supporting structures are permissible.
- 10 The secondary roof shall be constructed in such a way as to form an integral part of the unit to which it is attached.
- 11 Any alterations carried out on a registrable movable dwelling shall comply with the requirements under the Motor Traffic Act.
- 12 A secondary roof is considered an "Associated Structure" under the "Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Movable Dwellings) Regulation 2005". Provided the requirements of the Regulations are met and the approval of the Park Manager is obtained, the structure can be installed subject to this Guideline and subject to:
  - (a) Under Clause 160 of the Regulation, the holder of the "Approval to Operate a Caravan Park" (normally the Manager or Owner) **must give the Council written notice of the installation of the associated structure within 7 days after completion** of the installation.

The appropriate "Notice of Completion" form must be completed and returned.

- (b) In accordance with Clause 159 of the Regulation every structure must have a compliance plate attached in an accessible part of the structure and the plate must specify the following:
- (i) The name of the manufacturer of the associated structure.
  - (ii) The unique identification number.
  - (iii) The month and year during which the associated structure was constructed.
  - (iv) The design gust wind speed for the associated structure.
  - (v) A statement to the effect that the associated structure complies with the requirements of the Regulation.
  - (vi) The name of the practising structural engineer by whom the engineer's certificate has been issued.
- (c) The "Notice of Completion" when submitted to Council must also include:
- A copy of the Engineer's Certificate for the associated structure,
  - A fully dimensioned diagram of the dwelling site, including setbacks, site coverage and boundaries.

13 Roofwater shall be disposed of to Council's satisfaction.

For further enquires please contact our  
Environmental Health Team via our Customer Service Unit on 6592 5399.