

Install a structure on a Caravan Park / Manufactured Home Estate application

In accordance with [Local Government \(Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings\) Regulation 2005](#).

This application is for the installation of:

Moveable dwelling Rigid annexe Associated structure (see 1)

Applicant details

Applicant name/s

Postal address

Email address

Mobile number

Telephone number

Owner(s) details (of subject land) if different from above

Owner name/s

Postal address

Email address

Mobile number

Telephone number

Caravan park / manufactured home estate details

Known as

Property address

Lot

DP or SP

Section

Vol / Fol:

Please note: You can find the Lot, DP or SP, Section and Volume/Folio details on a map of the land or the title document for the land.

Site details

Site Number on which the installation is to take place.

Site Number

Flood liable land

Yes No

Details of installation

As a minimum, this completed application form needs to be accompanied by the appropriate plans, documentation and fees, including:

- Site Plan of the dwelling site (A4 or A3 size)

The site plan must clearly indicate all existing and new installations (that this application relates to) within the dwelling site. Distances to all boundaries to the dwelling site and distances to buildings and structures on adjoining building sites. Site coverage calculations must be included.

Drawn to an appropriate scale, either 1:100 or 1:200 with true north noted on the plan.

How to Calculate the Site Coverage:

Step 1 - Calculate the total area (m²) of the existing **and** proposed buildings (including caravans, annexe, carport, shed etc.) (number 1)

Step 2 - Calculate the total area (m²) of the dwelling site (number 2)

Step 3 - Calculate the site coverage percentage by:
(Number 1) ÷ (Number 2) x 100

To comply with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005, site coverage including existing and proposed structures must be less than 66%.

- Site Plan of the Caravan Park or Manufactured Home Estate (A4 or A3 size)

This plan must clearly indicate the location of the dwelling site in reference to the remainder of the caravan park or manufactured home estate where the installation is to take place.

- Plans and specifications of proposed installation

Elevation drawings of each of the sides of the proposed installation and footing details. Drawings must be of an appropriate scale and clearly indicate the dimensions and construction materials to be used.

- Engineering design and specifications

Engineering design and specifications for the proposed structure, including practicing structural engineer's certification in accordance with [Part 2, Divisions 4 and 5 Manufactured Home Estates](#) or [Part 3, Division 4 and 5 Caravan Parks](#) of the [Local Government \(Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings and Moveable Dwellings\) Regulation 2005](#).

- Floor Plan of proposed installation

Floor plan of the proposed installation drawn to an appropriate scale.

- Stormwater and sewage drainage

Detail of stormwater and sewer drainage

Applicant's declaration

I/We have read, understood and accept the conditions and applicable fees specified in relation to this application.

I/We accept that all these conditions must be complied with.

I/We apply for consent to carry out the works described in this application.

I/We declare that all the information given is true and correct.

I/We understand that:

- if incomplete, the application may be delayed or rejected; and
- more information may be requested after the date of lodgement.

Name Signature Date

Name Signature Date

NOTE: Applications for the installation of a manufactured home, moveable dwelling, associated structure or rigid annexe on land will not be accepted from an occupier of a site on the land unless the application is consented to by the owner of the land and the holder of the Approval to Operate the Caravan Park or Manufactured Home Estate on which this site is located.

Owners of the land and holders of approval to operate consent

I / We (2)

being the (3)

hereby certify that the proposal for which this application is being lodged with Council, complies in all respects with the provisions of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2005 and with Council's Local Approvals Policy and I fully endorse the application.

Name Signature Date

Name Signature Date

Explanations

1. "Associated Structures"

The Local Government Act 1993 defines "associated structures" as:

- (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 moveable dwellings.

2. [insert name of owner and holder of the Approval to Operate the Caravan Park.]

3. [insert the designation of the person - the owner, holder of the Approvals to Operate or the Company Secretary]

How to lodge this form

Completed form can be:

- lodged electronically using the "Submit" button with attached supporting documents as required. Payment by credit card or EFT can be arranged; or
- forwarded by post with payment; or
- lodged at our Customer Service Counter - Monday to Friday (excluding Public Holidays).

Office use only

Application No.

A215.7154.000.0000

Fee paid Receipt No. Date

Privacy: This information is required to assist with your application and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

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