

## Installation Guide for Dwelling Sites within Caravan Parks and Manufactured Home Estates

Any relocatable home, associated structure, rigid annex on a dwelling site within a Caravan Park or Manufactured Home Estate must comply with the relevant parts of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021*.

Therefore, to ensure you comply with the above Regulation, an application or notice must be submitted to Council under Section 68 of the *Local Government Act 1993* for any development within your dwelling site.

There are two avenues to permit the installation of structures on dwelling sites:

- Application to Install a Structure on a Caravan Park or Manufactured Home Estate;
- Notice of Completion of a Structure on a Caravan Park or Manufactured Home Estate.

Although the requirements of the 'Application to Install' and 'Notice of Completion' may appear similar, they are different. You will need to discuss your proposal with your park manager to determine which application is correct for you.

When you are clear on what type of application is correct for you, you can download the form from [www.midcoast.nsw.gov.au/forms](http://www.midcoast.nsw.gov.au/forms), under 'Caravan Parks and Camping Grounds'.

### Important

You must discuss your proposal with your park manager before any application or notification is lodged with Council and before any construction or placement of a structure takes place.

Failure to submit the correct application may result in assessment delay or refusal.

## Application to Install a Structure on a Caravan Park or Manufactured Home Estate

The relevant form to be completed may be downloaded from Councils website under 'Find a Form' and 'Caravan Parks and Camping Grounds'.

In addition to the completed application form and fee, the following information will be required as part of this application.

The application and below information must be provided to and consent issued by Council prior to construction or placement of the structure onto the dwelling site.

### **Site Plan of the Dwelling Site**

- The site plan must clearly indicate all existing and proposed new installations within the dwelling site.
- Distances to all boundaries of the dwelling site and distances to buildings and structures on adjoining dwelling sites must also be included. Distance to the internal road must also be included.
- Site plan must be drawn to a recognised scale.

### **Site coverage calculations**

Site coverage calculations must be included on the submitted site plan.

How to Calculate the Site Coverage:

- Step 1 - Calculate the total area (m<sup>2</sup>) of the existing and proposed buildings (including caravans, annexe, carport, shed etc.) ('number 1')
- Step 2 - Calculate the total area (m<sup>2</sup>) of the dwelling site ('number 2')
- Step 3 - Calculate the site coverage percentage by:  $(\text{Number 1}) \div (\text{Number 2}) \times 100$

### **Site Plan of the Caravan Park or Manufactured Home Estate**

This plan must clearly indicate the location of your dwelling site in reference to the remainder of the caravan park or manufactured home estate.

The manager of the caravan park or manufactured home estate will be able to provide this to you.

### **Elevation plans of proposed installation**

Elevation drawings of each of the sides of the proposed installation. Plans must be professionally drawn and drawn to a recognised scale. The plan must also detail the construction materials to be used.

### **Floor plan of the proposed installation**

## □ **Detail of footings and tie downs**

Footings and tie downs must be designed and certified by a practicing structural engineer. The footings and tie downs must, as a minimum have regard to the expected design loading, design gust wind speed and soil type of the dwelling site.

## □ **Structural Engineers Certificate**

A structural certificate must be provided by a certified practising structural engineer that the proposed relocatable home/associated structure/annexe is structurally sound and will comply with standards noted by the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021*.

As a minimum, the structural engineer's certificate must—

- Certify that the relocatable home/associated structure/annexe complies with all relevant standards, codes and specifications.
- Include specifications for the way in which the relocatable home/associated structure/annexe must be transported and installed, and the footings, if any, on which the relocatable home/associated structure/annexe must be installed.
- Specifications for footings or tie-down systems must consider the design gust wind speed, and the soil type, and other design considerations relevant to the location in which the relocatable home/associated structure/annexe will be installed.

The structural certificate must relate to the entire proposed structure.

For example, if you have an existing caravan and annexe and you wish to construct a carport, the structural certificate must relate to the carport structure incorporating the footings, vertical supporting posts and roof. In this case, the structural certificate does not need to relate to the existing caravan or annexe.

The structural engineers certificate must also specifically reference the plan of the proposed structure.

**Note:** As part of Councils assessment of your application, all Structural Engineer Certificates will be verified with the Structural Engineer after lodgement.

## □ **Photos of the dwelling site**

Recent photos of the dwelling site is recommended to be provided as part of the application. For additions to an existing structure, photos must be provided of all sides of the existing structure.

□ **Connection to Water and Sewer – Council reticulated water and sewer only**

If your proposed installation will require connection to council water and sewer, you will require separate approval from Council.

The application form 'Section 68 Water and Sewer Approval Application' can be downloaded from [www.midcoast.nsw.gov.au/forms](http://www.midcoast.nsw.gov.au/forms), and then under 'Water Services'.

**Note:** If the dwelling site is mapped by Council as flood prone, it is encouraged to Contact Council before lodgement as additional requirements may be required.

Your park manager will be able to inform you if your dwelling site is mapped as flood prone.

## Notice of Completion of a Structure on a Caravan Park or Manufactured Home Estate

The relevant form to be completed may be downloaded from Councils website under 'Find a Form' and 'Caravan Parks and Camping Grounds'.

In addition to the completed notification form and fee, the following information will be required as part of this application.

The following information must be provided to Council no later than 7 days after completion of the installation.

### Are you Connecting to MidCoast Council Reticulated Water and Sewer?

Although information as part of the notice of completion is required to be submitted after construction or installation, any connection to council water and sewer will require separate approval from Council before you commence construction or installation.

The application form 'Section 68 Water and Sewer Approval Application' can be downloaded from [www.midcoast.nsw.gov.au/forms](http://www.midcoast.nsw.gov.au/forms), and then under 'Water Services'.

#### Site Plan of the Dwelling Site

- The site plan must clearly indicate all previously existing and new installations within the dwelling site.
- Distances to all boundaries of the dwelling site and distances to buildings and structures on adjoining building sites must be included. Distance to the internal road must also be included.
- Site plan must be drawn to a recognised scale.

#### Site coverage calculations

Calculations must be included on the submitted site plan.

How to Calculate the Site Coverage:

- Step 1 - Calculate the total area (m<sup>2</sup>) of the existing and proposed buildings (including caravans, annexe, carport, shed etc) ('number 1')
- Step 2 - Calculate the total area (m<sup>2</sup>) of the dwelling site ('number 2')
- Step 3 - Calculate the site coverage percentage by: (Number 1) ÷ (Number 2) x 100

## □ **Site Plan of the Caravan Park or Manufactured Home Estate**

This plan must clearly indicate the location of your dwelling site in reference to the remainder of the caravan park or manufactured home estate.

The manager of the caravan park or manufactured home estate will be able to provide this to you.

## □ **Structural Engineers Certificate**

A structural certificate must be provided by a certified practising structural engineer that the completed relocatable home/associated structure/annexe is structurally sound and complies with standards noted by the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021*.

As a minimum, the structural engineer's certificate must—

- Certify that the relocatable home/associated structure/annexe complies with all relevant standards, codes and specifications.
- Specifications for footings or tie-down systems that adequately considers the design gust wind speed, and the soil type, and other design considerations relevant to the location in which the relocatable home/associated structure/annexe will be installed.

The structural certificate must relate to the entire proposed structure.

For example, if you have an existing caravan and annexe and you have constructed a carport, the structural certificate must relate to the carport structure incorporating the footings, vertical supporting posts and roof. In this case, the structural certificate does not need to relate to the existing caravan or annexe.

The structural engineers certificate must also specifically reference the plan of the completed structure.

**Note:** As part of Councils assessment of your Notice of Completion, all structural engineer certificates will be verified with the structural engineer after lodgement.

## □ **Photos of the dwelling site**

Photos of the completed structure is recommended to be provided as part of the notice. Photos must be provided of all sides of the structure.

## □ **Compliance Plate Details**

A compliance plate must be permanently fixed to an accessible part of the relocatable home or associated structure. The compliance plate must be issued by a certified structural engineer. As a minimum, a compliance plate must include the following;

- the name of the manufacturer of the relocatable home or associated structure,
- the unique identification number for each major section of the relocatable home,
- the month and year during which the relocatable home or associated structure was constructed,
- the design gust wind speed for the relocatable home or associated structure,
- a statement to the effect that the relocatable home or associated structure complies with the requirements of this Division,

- the name of the practising structural engineer by whom the engineer's certificate has been issued in respect of the relocatable home,
- whether a relocatable home is intended for use as a park van or holiday van.

It is preferable that a photo be provided of the compliance plate permanently fixed to the side of the moveable dwelling or associated structure. As a minimum, the compliance plate details must be noted on the form.