

APPLICATION FOR INSTALLATION OF A MANUFACTURED HOME, MOVEABLE DWELLING OR ASSOCIATED STRUCTURE IN A CARAVAN PARK

Use this form to apply for consent of a Section 68 activity under the *Local Government Act (LGA) 1993* for installations in caravan parks and manufactured home estates (please tick appropriate box relevant to the activity approval).

Flood affected

Two storey

DETAILS OF APPLICATION	<p>Name and address of caravan park:</p> <p>.....</p> <p>Description of proposal for which approval is sought:</p> <p> <input type="checkbox"/> Relocatable home <input type="checkbox"/> Associated structure (eg, tropical roof, garden shed, carport, garage etc,) </p> <p> <input type="checkbox"/> Rigid annex <input type="checkbox"/> Relocatable home and associated structure </p> <p>Caravan park site number (if applicable): Occupier's name:</p>
APPLICANT	<p>Applicant name(s) (or company):</p> <p>Full postal address:</p> <p>Postcode:Phone:Mobile:Email:</p> <p>I/we declare to the best of my/our knowledge and belief, that the particulars stated on this application form/checklist are correct in every detail, and that the information required has been supplied. I/We acknowledge that the activity approval application may be returned to me/us if information is found to be missing or inadequate.</p> <p>Applicant signature: Date:</p>
PRIVACY	<p>Privacy statement:</p> <p>The personal information provided is collected for the purpose of processing this application. Access is limited to Council staff and any other relevant government agency that may be required to assess the proposal. The information is required to enable accurate advice to be provided. Your application may not be accepted or processed due to a lack of information. The personal information will be stored in Council's systems. Visit www.esc.nsw.gov.au/privacy.</p>
PARK OWNER'S CONSENT	<p>As the owner(s) of the above property, I/we consent to this application. I/we hereby give permission for Council authorised personnel to carry out inspections of the land and buildings as necessary for the purpose of assessing this application, without prior notice of entry, and agree to comply with all requirements of.</p> <p>Owner's name(s):</p> <p>Signature: Date:</p>
OFFICE USE	<p>Has the checklist been completed? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>File number: PIN: Application number:</p> <p>Application fee \$..... Notice of Works \$.....</p> <p>Compliance inspection \$ No. of compliance inspections:</p> <p>Plumbing compliance \$ No. of plumbing compliance inspections:</p> <p>Total amount \$ Officer: Receipt no.: Date:</p>

CHECKLIST FOR THE LODGEMENT OF AN APPLICATION FOR AN INSTALLATION IN A CARAVAN PARK

The following checklist has been prepared to assist you with the lodgment of your application by ensuring that you have provided all necessary details. This will help prevent delays in the processing of your application.

Essential details required

Applicant **Office**

Essential details required	Applicant	Office
COMMUNITY MAP	Provide a copy of the park's approved community map showing the site location and number. <input type="checkbox"/> <input type="checkbox"/>	
SITE DIAGRAM	<p>A fully dimensioned diagram of the dwelling site, indicating the setback, site delineation and separation distances to show that the requirements of the regulation have been complied with.</p> <p> <input type="checkbox"/> Site dimensions <input type="checkbox"/> All structures on site shown <input type="checkbox"/> Dimension of all structures <input type="checkbox"/> Separation distances <input type="checkbox"/> Setback from road <input type="checkbox"/> Car parking space (min 6m x 3m) <input type="checkbox"/> Site coverage (not to exceed 2/3rds of the site area, including the car park space) </p> <p>Example of site diagram:</p> <p style="text-align: center;">Road</p>	
ADJOINING SITES	Provide details on the impact of the proposal on adjoining dwelling sites or properties (eg, overlooking and shading impacts). <i>Only applicable for 2 storey development.</i> <input type="checkbox"/> <input type="checkbox"/>	
PLUMBING (WATER, SEWER, STORMWATER)	Are any plumbing works proposed? If yes, provide a diagram showing the location of works within the site and the location of the proposed connection to existing services. <input type="checkbox"/> <input type="checkbox"/>	
COMPLIANCE PLATE DETAILS	Manufacturer: <input type="checkbox"/> <input type="checkbox"/> Unique identification number: <input type="checkbox"/> <input type="checkbox"/> Design gust wind speed: Month and year of construction: <input type="checkbox"/> <input type="checkbox"/>	
STRUCTURE DETAILS	<p>Fully dimensioned plans, elevations (detailing ceiling levels, window and door dimensions, overall height and finished floor level), and sections of the proposed structure including AHD floor level for flood-prone land and overall height for two storey structures. <input type="checkbox"/> <input type="checkbox"/></p> <p>A copy of the engineer's certificate for the structure and tie downs. The certificate is required to include the following: <input type="checkbox"/> <input type="checkbox"/></p> <ul style="list-style-type: none"> that the relocatable home or associated structure complies with any standards, codes and specifications with which it is, by the Regulation or by the Ministerial specifications, required to comply, and must include specifications as to the manner in which the relocatable home or associated structure must be transported and installed, and as to the nature of the footings (if any) on which it must be installed. <p>Any specifications with respect to footings or tie-down systems must have regard to the design gust wind speed, soil type and other design considerations applicable to the various locations in which the home or structure may be installed.</p>	

CARAVAN PARKS AND CAMPING GROUNDS INSTALLATION REQUIREMENTS FACT SHEET

The following information aims to increase general awareness of laws controlling the management of caravan parks, camping grounds and manufactured home estates.

This information is relevant to land and business owners, and managers and occupants of a caravan park, camping ground or manufactured home estate.

This fact sheet is limited to requirements set out under the *Local Government Act 1993* and *Local Government (Manufactured Homes Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021*.

When do I need to lodge an application to do work on a dwelling site located in a caravan park/camping ground/manufactured home estate?

The prior approval of Council is required for any new installations, extensions to existing structures and alterations made to existing structures on a dwelling site, if any of the following circumstances exist:

1. caravan park/camping ground/manufactured home estate is located on flood-liaible land and operator has been informed of this restriction,
2. the proposed installation is more than one storey in height (note: if subfloor is 2.1 metres or greater, this is considered to count as a storey), or
3. the development which proposes to depart from standards set out in the Regulations.

Where prior approval is required, an Application to Install is to be lodged with Council. An Application to Install is an activity application made under Section 68 (Part A) of the *Local Government Act 1993*.

Where prior approval is not required, all works must comply with the *Local Government Act 1993* and *Local Government (Manufactured Homes Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021* and a Notice of installation is to be lodged with Council within 7 days after the completion of the works.

New installation/work includes:

- enclosure of a carport with roller doors, solid screens, sliding doors or walls
- an extension to an existing part of a relocatable home, deck or annex
- fences, rigid privacy screens and garden sheds
- addition of rigid adjustable louvers or sliding doors to enclose existing roofed areas
- complete demolition and replacement of an existing structure
- moving an existing structure from one location to another location.

Approval from Council is not required for:

- fabric adjustable blinds/curtains
- paving and driveway surfacing which does not significantly alter the existing ground level, and
- for maintenance, repair and renovation work (limited to painting and replacing deteriorated furnishings, floor sheeting, wall cladding or roof sheeting).

The operator of the caravan park/camping ground/manufactured home estate should first be consulted and advise on the permissibility of the work in accordance with the Regulation, and whether an Application to Install needs to be lodged with Council.

What should be considered in preparing an Application to Install?

An application must be prepared appropriately and shall demonstrate that the proposal complies with all relevant aspects of the Regulation and other supporting legislation. Costs that need to be considered when preparing a suitable application include the preparation of scaled plans and design specifications, structural engineering certificates/reports, proposal description details, preliminary constraints investigations and application fees.

How to lodge an Application to Install

Attached to this fact sheet is the application form and checklist to assist you in lodging your application.

Information that must be supplied with your application includes:

1. dimensioned floor and elevations plans that show:
 - existing ground levels to Australian Height Datum
 - finished floor and ground levels in relation to Australian Height Datum
 - ceiling levels
 - window and door dimensions, if applicable
 - location of any existing or proposed fire rated walls or other fire separation provisions
2. structural certification by a structural engineer, and in high hazard flood areas, certification from the structural engineer verifying the flood resistance and capability of the installation
3. details of the compliance plates
4. detailed site plan.

Notification requirements where installation work is completed?

Within 7 days after the completion of the installation of the home/associated structure, the operator of the caravan park/camping ground must give Council written notification of the installation in the form specified under clause 68 for a manufactured home estate and clause 159 for a caravan park/ground. Additional documentation may be required, if specified in the conditions attached to an Activity Installation Approval.

OTHER FREQUENTLY ASKED QUESTIONS

What is meant by the term 'associated structure'?

An 'associated structure' is a defined term under the *Local Government Act* and its definition can be found in the dictionary section toward the end of this legislation. An associated structure includes, but is not limited to, a carport, garage, awning, annexe and deck where installed on a dwelling site.

How close can structures be from an internal road?

The minimum setback for any type of structure from a road is 1 metre.

How close can structures on a dwelling site located in a caravan park/camping ground be from other structures?

Setback requirements for structures vary depending on the type of structure proposed and the type of site it is located on. Generally, each structure must not be installed closer than 3 metres to another structure in the case of a long-term site, and 2.5 metres in the case of a short-term dwelling site. Lesser distances are possible for a semi-detached home and garages, provided that these structures satisfy the requirements of clause 91(2) and 139(4) of the Regulation.

Figures 1 to 3 in this fact sheet illustrate separation distances between certain installations on different dwelling sites in caravan parks, and as permitted under clause 91, 139 and 140 of the Regulations.

How close can a carport or garage be if located within a caravan park/camping ground?

The current Regulation requires a carport to be setback 2.5 metres from **any** other structure if located on a short-term site, and 3.0 metres if located on a long-term site.

How much of a dwelling site can be occupied with a relocatable home?

No more than two-thirds of the dwelling site must be occupied with a relocatable home and other roofed structure. Calculating site coverage is described under clause 138 of the Regulation for caravan parks and camping grounds.

In the case of a caravan park, the dwelling site (if not already provided with a covered car space or if there is no resident parking space provided elsewhere within the park) should have an accessible area car space (measuring 3 metres by 6 metres) on the site, and this must be included in the calculation of site coverage.

Can I enclose my verandah, deck or awning?

The Regulations generally **do not** permit a verandah, deck or awning to be modified so as to be useable as a habitable room, unless it can be demonstrated that the conversion meets the definition of an annexe. The

Regulation defines an annexe as being an attachment to a relocatable home or caravan, used as an extension of the habitable area of the relocatable home or caravan, and is capable of being erected or removed within 24 hours.

How can I find a copy of the Act and Regulations?

A copy of the *Local Government Act 1993* and (*Manufactured Homes Estates, Caravan Parks, Camping Grounds and Moveable Dwellings*) Regulation 2021 can be found through the following website:

www.legislation.nsw.gov.au

Figure 1 - This diagram illustrates minimum separation distances for moveable dwellings and associated structures, excluding carports/garages on a dwelling site in a caravan park.

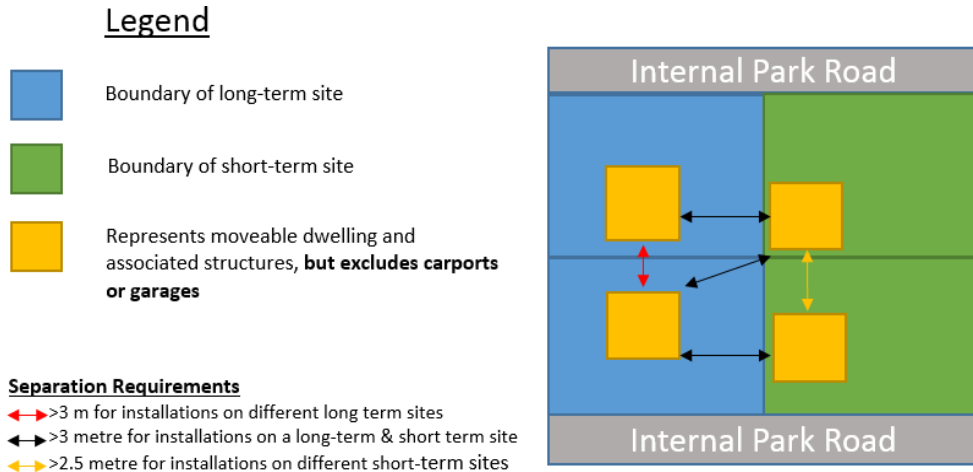
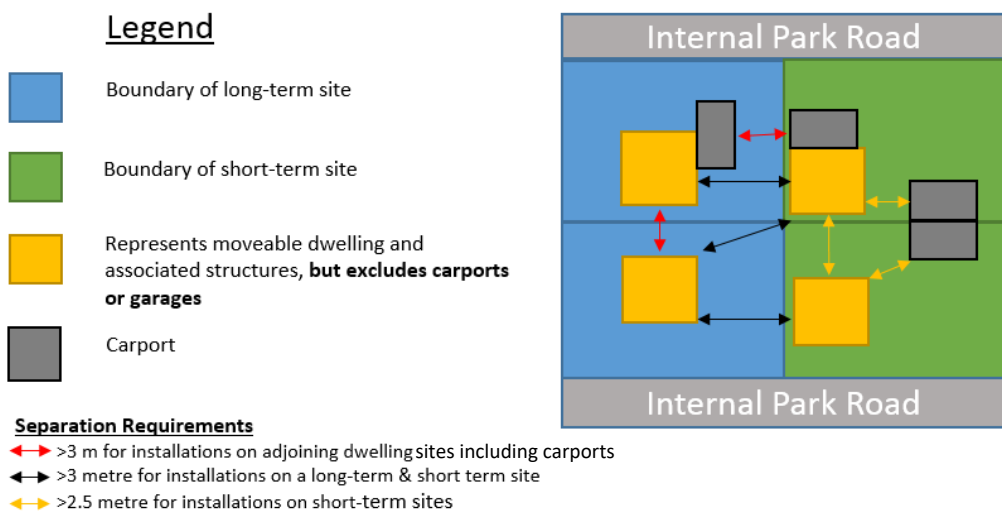


Figure 2 - This diagram illustrates minimum separation distances for moveable dwellings and associated structures, including carports/garages on a dwelling site in a caravan park.



Note: see cl 139 and 140 for exemptions relating to carports and garages

Notes:

- All installations must be setback 1m (min) from an internal park (cl 137).
- Carports must have a minimum of 2 sides open and 1/3 of its perimeter open if not then this structure will be defined as a garage and must comply with cl 139 of the Regulations.
- No more than one relocatable home per dwelling site (cl 136).
- A caravan must not be installed on a dwelling site on which a relocatable home is installed (cl 163).

FURTHER ENQUIRIES

If you have any questions or require any further information, please do not hesitate to contact Council's Development Help Desk or visit Council's Moruya customer service office.

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