

**Contact Details:**

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Updated: 8905/2008 Updated: 17 August 2023

Notification Form for the Installation of a Relocatable Home, Associated Structure or Rigid Annexe in a Manufactured Home Estate or Caravan Park

(This form must be lodged with Council within seven (7) days of the completion of Installation)

To be completed by Park Owner/Manager

I, _____ Owner/Manager of
Name of Owner/Manager

_____ **Print Name & Address of the Manufactured Home Estate/Caravan Park**

_____ confirm that the relocatable home/associated structure/rigid annexe as described below meets the requirements of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 and has been installed as required by the Regulations (see Schedule A)

_____ Signature of authorised person (Owner/Manager)

To be completed by the owner of the manufactured home or associated structure

Description of manufactured home or associated structure: _____
(Dwelling, shed, carport, etc.)

Make: _____ Model No: _____

Manufactures Name: _____

Location details: Site No: _____ Street Name: _____

Name of Owner/occupier of the building: _____

_____ Signature of owner/s _____ Signature of owner/s

Details of Trades people involved in the works

Person installing Building & footings: _____ Lic No. _____
_____ Print Name & License No.
_____ Address

Plumber/Gas fitter: _____ Lic No. _____
_____ Print name & License No.
_____ Address

Date Received: _____	Receipt No: _____	
Application Fee	\$95.00	Job No: 2100.105.86
Certificate of Completion: (Manufactured Home Estates Only, Clause 69)	\$171.00	Job No: 2020.110.63

SCHEDULE A

Information to accompany Notifications to Council when installing a Relocatable Home, Associated Structure or Rigid Annexe

- 1 Complete the attached notification form and submit to Council within seven (7) days of any unit being installed.
- 2 The Caravan Park Owner or Manager is responsible to ensure that the building being installed complies with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 (the Regulation).

For manufactured home estates, it must be demonstrated that the relevant provisions within Part 2 of the Regulation have been complied with.

For caravan parks, it must be demonstrated that the relevant provisions within Part 3 of the Regulation have been complied with.
- 3 Council Building Surveyors will normally inspect installed units once notification has been provided to Council to ensure compliance.
- 4 **Plans to be attached to the form:-**
 - ♦ Plan of site with area of unit, area of site shown and distances of unit from side, front and rear boundaries.
 - ♦ Site plan to show location of services. E.g. water, sewer, electrical and storm water connections.
 - ♦ If not provided off site, a car parking space, minimum area of 6m x 3m, is to be provided on the dwelling site.
- 5 **Design Criteria for relocatable buildings or rigid annexes:-**
 - i Certificate of structural soundness for the building.
 - ii Min. floor area requirements.
 - iii Ceiling height requirements.
 - iv Separation of kitchen, lighting & ventilation requirements.
- 6 **Construction Standards:-**
 - i Termite shields.
 - ii Glazing.
 - iii External & Internal waterproofing.
 - iv Fire and smoke alarms
 - v Footings.
 - vi Building & footings to comply with any Engineer's specification.
 - vii Compliance plates to be fitted to the building or rigid annex.