

Notice of completion of a structure on a Caravan Park/Manufactured Home Estate

In accordance with [Local Government \(Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings\) Regulation 2021](#) and Section 68 of the Local Government Act 1993.

This application is for the installation of: Relocatable home Rigid annexe Associated structure (1)

Name of caravan park/manufactured home estate

Site number

Date installed

Applicant details - Holder of the Approval to Operate

Applicant name/s

Postal address

Email address

Mobile number

Telephone number

Details of dwelling site occupier

Occupier name

Postal address

Email address

Mobile number

Telephone number

Installation complies with the Regulation as follows (refer also to note below)

Site coverage (max 65%)

Separation distances: 2.5m Short term site 3.0m Long term site

Access road (min 1.0m)

Park boundary (min 2.0m)

Compliance plate details

Name of manufacturer

Unique identification No.

Address of manufacturer

Month/year of manufacture

Design wind gust speed (min 41m/second)

Does the structure comply with the relevant part of the regulation? Yes No

Name of practicing structural engineer who issued the certificate:

Compliance plates and Engineering Certificates required by Clauses [68](#), [159](#) & [172](#) of the Regulation are intended to confirm structural soundness of the structure etc. being installed.

Attachments and fees

This completed application form needs to be accompanied by the appropriate plans, documentation and [fees](#). Refer to the document "Installation Guide for Dwelling Sites within Caravan Parks and Manufactured Home Estates" for additional information.

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 refused; and
- more information may be requested after the date of lodgement.

Name Signature Date

Name Signature Date

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 notification 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) Regulation 2021, 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
- saved and then emailed to council@midcoast.nsw.gov.au; or
- forwarded by post with payment; or
- lodged at our Customer Service Counter - Monday to Friday (excluding Public Holidays).

Office use only

Invoice No 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 our Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting us.

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