

NOTIFICATION OF INSTALLATION – MANUFACTURED HOME, MOVEABLE DWELLING, RIGID ANNEX OR ASSOCIATED STRUCTURE ON A CARAVAN PARK



Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation, 2021

Please complete this form to notify Dubbo Regional Council of the installation of a structure on a caravan park.

INSTALLATION			
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Moveable Dwelling	<input type="checkbox"/> Rigid Annex	<input type="checkbox"/> Associated Structure (*Note 1)

APPLICANT DETAILS	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Name/s	
Residential Address <i>Include City, State & Postcode</i>	
Postal Address <i>Include City, State & Postcode</i>	
Contact Number	
Email Address	
OWNER OF LAND (if different to applicant)	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Name/s	
Residential Address <i>Include City, State & Postcode</i>	
Postal Address <i>Include City, State & Postcode</i>	
Contact Number	
Email Address	
Is the installation proposed for an existing caravan park for which a current Approval to Operation is held? <input type="checkbox"/> Yes <input type="checkbox"/> No	

CARAVAN PARK DETAILS					
Name					
Address					
Lot No.		Section No.		DP No.	
Site number on which installation is to take place.					
Is the land flood liable		<input type="checkbox"/> Yes <input type="checkbox"/> No			

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APPLICANT DECLARATION	
<p>I/We read, understood and accept the conditions and applicable fees specified in relation to this application. 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:</p> <ul style="list-style-type: none"> • If incomplete, the application may be delayed or rejected; and • More information may be requested after the date of lodgement 	
Applicant 1:	
Signature	
Print Name	
Date	
Applicant 2:	
Signature	
Print Name	
Date	

Note: Applications for the installation of a manufactured home, moveable dwelling, associated structure or rigid annex 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 Operation the Caravan Park on which this site is located. If the site is on a caravan park, the certification and endorsement to this application must be by the owner of the land and the holder of the Approval to Operate the Caravan Park on the land.

OWNER/HOLDER OF APPROVAL TO OPERATE TO COMPLETE	
I/We (*Note 2)	
Being the (*Note 3)	<input type="checkbox"/> Owner <input type="checkbox"/> Holder of the Approval to Operate <input type="checkbox"/> Company Secretary
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) Regulation, 2021 and fully endorse the application.	
Signature	
Print Name	
Date	
Signature	
Print Name	
Date	

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DETAILS OF INSTALLATION

This completed application form needs to be accompanied by the following **plans, documentation and fees:**

- Site Plan showing all existing and proposed installations (including distances to site boundaries and total site coverage measurements);
- Distance to all structures on adjoining sites;
- Photographs showing entire site and existing structures;
- Floor plan and elevations of the proposed structure; (Note: All plans to be drawn to scale 1:100)
- Copy of the current Caravan Park Community Plan highlighting the proposed site;
- Engineering design and specifications for the proposed structure, including practising structural engineer’s certification in accordance with Divisions 4 and 5 of the Local Government Act (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation, 2021.

NOTES

Note 1	<p>‘Associated Structure’</p> <p>The Local Government Act, 1993 defines ‘associated structure’ as:</p> <p>(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</p> <p>(b) A separating wall between two moveable dwellings.</p>
Note 2	<p>Insert name of owner and holder of the Approval to Operate the Caravan Park. In the case of a company being one of these parties, the application and this endorsement is to be signed by the secretary of the company.</p>
Note 3	<p>Indicate the designation of the person – eg owner, holder of the Approval to Operate, company secretary.</p>

PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council’s Privacy Management Plan Policy located on Council’s website www.dubbo.nsw.gov.au

OFFICE USE ONLY

Receipt Type		Amount		Receipt Number	
Cashier				Date	