

FORM

NOTIFICATION OF COMPLETION OF INSTALLATION OF A STRUCTURE/S IN A CARAVAN PARK OR MANUFACTURED HOME ESTATE

Sections 68, 159 & 172 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2021



Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The information that Council is collecting from you via this application may be personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council. Any person may apply to inspect the application in accordance with the Government Information (Public Access) Act 2009. The supply of the information by you is voluntary and if you cannot, or do not wish to provide the information sought, Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with legislation. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

FEES

Please note fees apply for the registration of this Notice of Completion. Refer to Council's website www.wollongong.nsw.gov.au for more information.

Related Local Government (LG) Application No.	LG-_____
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SECTION 1		APPLICANT DETAILS		
Mr	Mrs	Ms	Other	Name:
Please Specify:		Owner	Manager	
Address:				
Suburb:			Postcode:	
Phone:				
If applicable, fill out below				
Owner's Name:				
Owner's ABN/ACN:				
Trading / Business Name (if different from above):				
Trading / Business Postal Address:				

SECTION 2		CARAVAN PARK DETAILS	
Name of Caravan Park:			
Address:			
Suburb:			Postcode:
Site Number:			

SECTION 3		PARK MANAGER DETAILS	
Name:			
Address:			
Suburb:			Postcode:
Phone:		Mobile:	
Email:			

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SECTION 4 DESCRIPTION OF STRUCTURE(S) (RELOCATABLE HOME, RIGID ANNEXE OR ASSOCIATED STRUCTURE)

SECTION 5 COMPLIANCE PLATE DETAILS

Manufacturer:	Unique Identification No:
Month & Year of Construction:	Design Gust Wind Speed:

Name of the practising structural engineer who issued the engineer's certificate:

Note: A compliance plate must be attached to an accessible part of the structure.

SECTION 6 DECLARATION

I certify that the above installation complies with the Local Government (Manufactured Home Estates, Caravan parks, Camping Grounds and Moveable Dwellings) Regulation 2021.

Name:	Position:
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Signature:	Date:
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SECTION 7 LODGEMENT DETAILS

You can lodge the completed form by:

Email council@wollongong.nsw.gov.au

Post Wollongong City Council, Locked Bag 8821, WOLLONGONG DC NSW 2500

In person Wollongong City Council Administration Building, 41 Burelli Street, Wollongong

Once your form is received, an invoice will be raised and issued separately requesting payment of fee/s. A council officer will contact you if further information is required.

NOTIFICATION OF COMPLETION

Please submit the following:

- Confirmation that all conditions of the approval to install for the structure/s have been complied with, such as registered surveyor's reports.
- Compliance plate details, including the unique identification number, month and year of construction, design gust wind speed (applies to annexes and relocatable homes)
- A copy of the engineer's certificate for the structure/s and tie downs (not required if previously provided with application); and
- A fully dimensioned site plan of the dwelling site, indicating the setback, density, open space, site delineation and separation distances to show that the requirements of the regulation have been complied with, as shown in example below.
- Any other supporting documentation.

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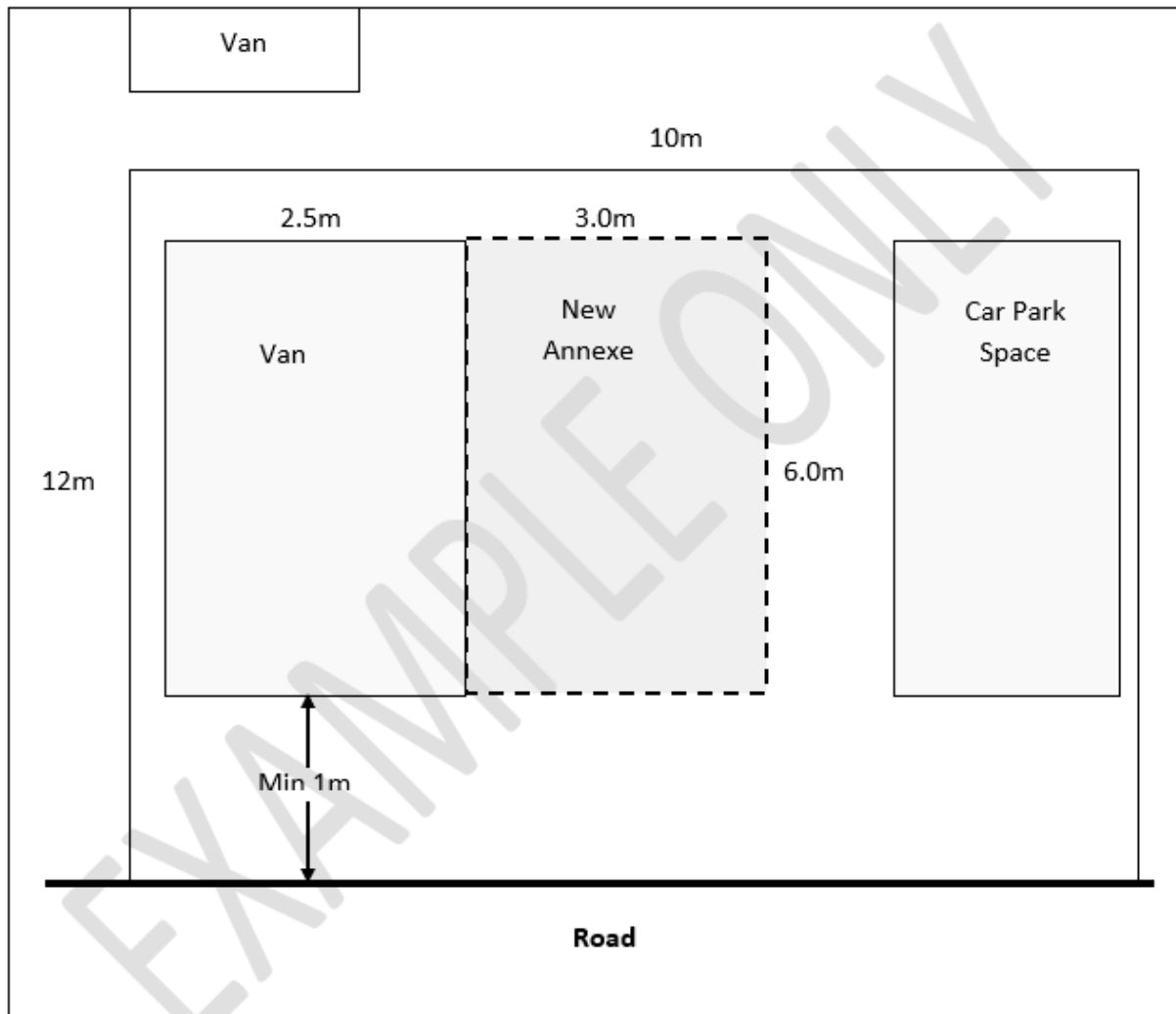
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SITE PLAN CHECKLIST *(Ensure all information is recorded on the site plan)*

- Site dimensions
- All structures on site are shown
- Dimensions of all structures
- Site coverage # (**# Site coverage is not to exceed 65% of the site area**)
 - e.g. Site area: 12m x 10m = 120m² x 65% = 78 m²**
 - Developed area: (2.5m + 3m) x 6m = 33m²**
- Separation distances to structures on adjoining site/s
- Setback from the road (minimum 1 metre)
- Car parking space (min 6m x 3m)

EXAMPLE SITE PLAN

Please draw/create your own site plan to suit your site's layout



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ABOUT THIS FORM

This checklist is designed to guide people seeking to notify Council of the completion of an installation of a relocatable home, rigid annexe or associated structure when gathering all documentation and certificates required before submitting your notice of completion of installation form.

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.

The following information is required to be submitted with your notice of completion of installation:

Site Plan of the Dwelling Site	<p>The site plan must clearly indicate all existing and proposed new installations within the dwelling site.</p> <p>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.</p> <p>Site plan must be drawn to a recognised scale.</p>
Site Coverage Calculations	<p>Site coverage calculations must be included on the submitted site plan.</p> <p>How to calculate the site coverage:</p> <p>Step 1 – Calculate the total area (m²) of the existing and proposed buildings (including caravans, annexe, carport, shed etc.) ('Number 1')</p> <p>Step 2 – Calculate the total area (m²) of the dwelling site ('Number 2')</p> <p>Step 3 – Calculate the site coverage percentage by:</p> $(\text{Number 1}) \div (\text{Number 2}) \times 100$
Site Plan of the Caravan Park or Manufactured Home Estate	<p>This plan must clearly indicate the location of your dwelling site in reference to the caravan park or manufactured home estate.</p> <p>The manager of the caravan park or manufactured home estate will be able to provide this to you.</p>
Structural Engineer's Certificate	<p>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.</p> <p>As a minimum, the structural engineer's certificate must —</p> <ul style="list-style-type: none"> • 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 was installed. <p>The structural certificate must relate to the entire structure.</p> <p>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.</p> <p>The structural engineer's certificate must also specifically reference the plan of the completed structure.</p> <p>Note: As part of Council's assessment of your application, all structural engineer's certificates will be verified with the structural engineer after lodgement.</p>

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Photos of the Dwelling Site	<p>Photos of the completed structure is recommended to be provided as part of the notice.</p> <p>Photos must be provided of all sides of the structure.</p>
Compliance Plate Details	<p>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.</p> <p>As a minimum, a compliance plate must include the following:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>