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ABOUT THIS FORM						OFFICE USE ONLY	
This form is to be completed and submitted at time of lodgement of an M4 Activity Application made under S68 (Part F2 or F3) of the <i>Local Government Act, 1993</i> , including any application made to amend or renew an existing current approval to operate a manufactured homes estate, caravan park and/or camping ground.						LG-	
						CP-	
1 PREMISE DETAILS							
Operational Name of Premises							
Postal Details		Address					
		Suburb				State	Postcode
Contact Details		Phone		Email			
2 IDENTIFY <u>ALL</u> LAND ALLOTMENTS INCLUDED WITHIN THE OPERATION OF THE ESTATE/PARK BOUNDARIES							
Lot	DP	No	Street			Suburb	
3 BUSINESS OWNER DETAILS							
Name of Business/Company Owner							
Postal Details		Address					
		Suburb				State	Postcode
Contact Person		Given Name			Last Name		
		Business No			Mobile No		
		Email					
4 PARK MANAGERS DETAILS							
Record below details of Park Managers							
	Given Name			Last Name			
	Business No			Mobile No			
	Email						
	Given Name			Last Name			
	Business No			Mobile No			
	Email						

REGISTRATION FORM – MANUFACTURED HOMES ESTATE / CARAVAN PARK AND/OR CAMPING GROUND

FORM

SECTION 5 OPERATIONAL TYPE

Tick below type operational description of premises:

- Manufactured Homes Estate (see **Note 2**)
 Caravan Park (See **Note 3**)
 Camping Ground (See **Note 4**)
 Caravan Park and Camping Ground
 Primitive Camping Ground (See **Note 5**)

SECTION 6 DWELLING/CAMP SITE DETAILS

Record below the **maximum** approved number of dwelling and camping sites:

Long-term Sites:		Short-term Sites:		Camping Sites:		Total:	
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Record below the **actual** number of dwelling sites provided (that is, as detailed on the community map):

Long-term Sites:		Short-term Sites:		Camping Sites:		Total:	
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SECTION 7 OFF-SITE CAR PARKING DETAILS

Record the total number of **off-site** car parking spaces:

Identify below each site having **off-site** car parking:

SECTION 8 COMMON FACILITIES

(Proceed to Point 9 if registration is for a Manufactured Homes Estate)

<input type="checkbox"/> Identify below each building and facilities contained within these buildings	Toilets				Showers			Hand basins			Laundry					
	Male	Female	Urinal (lineal metres)	Disabled	Male	Female	Disabled	Male	Female	Disabled	Washing Machine	Laundry Tubs	Clothes Dryers	Line space (Lineal metres)	Ironing Boards	Irons

SECTION 9 RECREATIONAL AND COMMUNAL FACILITY DETAILS

(record below the following details)

List below the type and land area provided for recreational and communal facilities provided for the benefit of park residents and visitors (eg common open space, pool area, playground, games room, etc)

Description	Area (m ²)

SECTION 10 DOCUMENTATION

- Community Map (drawn to an appropriate scale) and where appropriate uses key and legends to reflect the following details:
- a dimension and location of park boundaries ^(Cl 12/Cl 83)
 - b identification of each land allotment and the location of park boundaries in location in relation to different land allotments ^(Cl 12/Cl. 83)
 - c contour levels (provided at appropriate intervals) measured to Australia Height Datum ^(Cl 9 & 10/Cl 74 & 75)
 - d dimensions of dwelling/camping site boundaries, dwelling/camping site areas, assigned identification number of each dwelling/camping site and designated use of dwelling/camping site (that is, short-term, long-term, camp-site) ^(Cl 14/15/Cl 85 & 86)
 - e total number of currently operating short-term, long-term and camping sites ^(-/Cl 72)
 - f tabulated summary of type of structures existing on each site, total area occupied by these structures, area of the site and percentage of site area occupied by existing structures ^(Cl 45/Cl 139)
 - g footprint of all existing installations/structures ^(Pt 2, Div 3, Sub 2/Pt 3, Div 3, Sub 2)
 - h location of installations/structures in relation to dwelling site boundaries and park boundaries ^(Pt 2, Div 3, Sub 2Pt 3, Div 3, Sub 2)
 - i separation distances between installations located on adjoining dwelling sites, as well as, separation details between eaves ^(Cl 47 & 48/Cl 91 & 140)
 - j the location of any fire rated walls (or other fire protection systems), where installed to satisfy fire separation requirements under the Regulation ^{(Cl 47 & 48/ Cl 91(2) and 140(2)(a) & (b))}
 - k setback of installations from park roads (measured at the closest point) ^{(Cl 44(a)/Cl 138 & 161)}
 - l finish floor level of installations used for habitable purposes and measured to Australian Height Datum ^(Cl 9 & 10/Cl 74 & 75)
 - m location of taps, sullage disposal points and power supply point serving designated camping **and** short-term sites ^{-/Cl 101, 102 & 104)}
 - n verification that each occupied long-term site is provided with metered power and is connected to sewer and potable water ^(Cl 27, 28 & 30/Cl 101, 102 & 104)
 - o dimensions, identification and number of on-site and off-site car parking provisions and the designated use of any off-site car parking provisions (eg visitor, resident, disabled car space and staff parking) ^(Cl 23 & 24/Cl 96, 97 & 98)
 - p the location and dimension of any forecourt area provided for incoming vehicles ^(-/Cl 93)
 - q identification of names of internal roads, the road widths and direction of travel along roads ^(Cl 20 & 21/Cl 92 & 94)
 - r identification of types of sanitary facilities installed on each dwelling site (that is toilet, shower, laundry, clothes line) ^(-/Pt 3, Div 3, Sub 5 & 6)
 - s details of the location of any shared clothes drying areas, including the total lineal metres of line space provided ^(Pt 3, Div 3, Sub 5 & 6)
 - t identification of sites occupied or designated to contain installations for fully self-contained habitation (see **Note 6**)
 - u identification of land provided for community amenity and the measured land area provided ^(Cl 13/Cl 84)
 - v accurate and clear representation of the location hose reels and hydrants ^(Cl 34/Cl 128 & 129)
 - w the location of any car wash bay area ^(-/Cl 130)
 - x the location of any common soil waste dump point ^{(-/Cl 102(3))}
- Fire Safety Statement (**See Note 7**)
- Copy of park rules and conditions given to occupiers of sites
- Where the operation of the park extends onto community land, operational land, Crown Land, road reserve or other government controlled land, submit evidence of a current lease/licence or other agreement issued from this authority permitting this use

SECTION 11 DOCUMENT SUMMARY

List below all documentation submitted with this registration form

Document Description	Document Author	Document Date	Document Number

REGISTRATION FORM – MANUFACTURED HOMES ESTATE / CARAVAN PARK AND/OR CAMPING GROUND

FORM

SECTION 12 DECLARATION

The information as provided, is to the best of my knowledge and belief, true and accurate:

Name:		Position:	
Signature: 		Date:	

SECTION 13 LODGEMENT DETAILS

You can lodge this form by:

Mail: The General Manager
Wollongong City Council
Locked Bag 8821
WOLLONGONG DC NSW 2500

Fax: (02) 4227 7048

Email: council@wollongong.nsw.gov.au

In Person: 41 Burelli Street, Wollongong, Monday – Friday 8:30am – 5:00pm

SECTION 14 GENERAL ENQUIRIES

For further enquiries please contact Council during standard business hours on (02) 4227 7111.

SECTION 15 NOTES

Note 1: M4 Activity Application

The proposal description should also identify if the application is for the operation of a newly established premises; existing premises **not** holding a current approval; and renewal or amendment of a current operating approval.

Note 2: Manufactured Homes Estate

Premises which each dwelling site is or is to be installed only with manufactured homes. A manufactured home being a self-contained dwelling containing at least one kitchen, bathroom, bedroom and living area and that also includes toilet and laundry facilities.

Note 3: Caravan Park

Premises which offer a range of accommodation including installation of relocatable homes (including homes which are not fully self-containing) and touring caravans, campervans, motor homes.

Note 4: Camping Ground

Premises in which sites may only be occupied by a campervan or tents.

Note 5 Primitive Camping Ground

Premises as described under Clause 132 of the *Local Government (Manufactured Homes Estate, Caravan Park, Camping Grounds and Moveable Dwelling) Regulation 2005*.

Note 6: Fully Self-Contained Habitation

Fully self-contained habitation is where installations contained on the dwelling site includes at least one kitchen, bathroom, bedroom and living area and that also includes toilet and laundry facilities.

Note 7: Fire Safety Statement

This is a statement signed by the premise owner/s or a person acting on behalf of the owner/s which lists each type of fire safety equipment/service installed and its performance standard and certifies that a properly qualified person has assessed and found when it was assessed to be capable of performing to the specified standard. This includes any hydrant, hose reel or other fire services installed to satisfy requirements specified under the *Local Government (Manufactured Homes Estate, Caravan Park, Camping Grounds and Moveable Dwelling) Regulation 2005*.