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Updated: 8905/2008 Updated: July 2024

## ***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	\$105.00	Job No: 2100.105.86
Certificate of Completion: (Manufactured Home Estates Only, Clause 69)	\$183.00	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 <u>manufactured home estates</u> , it must be demonstrated that the relevant provisions within Part 2 of the Regulation have been complied with.  For <u>caravan parks</u> , 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	<b>Plans to be attached to the form:-</b> <ul style="list-style-type: none"><li>◆ Plan of site with area of unit, area of site shown and distances of unit from side, front and rear boundaries.</li><li>◆ Site plan to show location of services. E.g. water, sewer, electrical and storm water connections.</li><li>◆ If not provided off site, a car parking space, minimum area of 6m x 3m, is to be provided on the dwelling site.</li></ul>
5	<b>Design Criteria for relocatable buildings or rigid annexes:-</b> <ul style="list-style-type: none"><li>i Certificate of structural soundness for the building.</li><li>ii Min. floor area requirements.</li><li>iii Ceiling height requirements.</li><li>iv Separation of kitchen, lighting &amp; ventilation requirements.</li></ul>
6	<b>Construction Standards:-</b> <ul style="list-style-type: none"><li>i Termite shields.</li><li>ii Glazing.</li><li>iii External &amp; Internal waterproofing.</li><li>iv Fire and smoke alarms</li><li>v Footings.</li><li>vi Building &amp; footings to comply with any Engineer's specification.</li><li>vii Compliance plates to be fitted to the building or rigid annex.</li></ul>