

Approval for installation of a relocatable home, annexe, or associated structure on flood liable land

This checklist is designed to guide people wishing to obtain an approval from Council to install a relocatable home, annexe or associated structure on flood liable land when gathering all documentation and certificates required before submitting the application 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.

Site Plan of the Dwelling Site

- The site plan must clearly indicate all existing and proposed new installations within the dwelling site.
- 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.
- Site plan must be drawn to a recognised scale.

Site coverage calculations

Site coverage calculations must be included on the submitted site plan.

How to Calculate the Site Coverage:

- Step 1 - Calculate the total area (m²) of the existing and proposed buildings (including caravans, annexe, carport, shed etc.) ('number 1')
- Step 2 - Calculate the total area (m²) of the dwelling site ('number 2')
- Step 3 - Calculate the site coverage percentage by: $(\text{Number 1}) \div (\text{Number 2}) \times 100$

Site Plan of the Caravan Park or Manufactured Home Estate

This plan must clearly indicate the location of your dwelling site in reference to the remainder of the caravan park or manufactured home estate.

The manager of the caravan park or manufactured home estate will be able to provide this to you.

Elevation plans of proposed installation

Elevation drawings of each of the sides of the proposed installation. Plans must be professionally drawn and drawn to a recognised scale. The plan must also detail the construction materials to be used.

Floor plan of the proposed installation (bird eye view)

Detail of footings and tie downs

Footings and tie downs must be designed and certified by a practicing structural engineer. The footings and tie downs must, as a minimum have regard to the expected design loading, design gust wind speed and soil type of the dwelling site.

Structural Engineers Certificate

A structural certificate must be provided by a certified practising structural engineer that the proposed relocatable home/associated structure/annexe is structurally sound and will comply with standards noted by the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.

As a minimum, the structural engineer's certificate must—

- Certify that the relocatable home/associated structure/annexe complies with all relevant standards, codes and specifications.
- Include specifications for the way in which the relocatable home/associated structure/annexe must be transported and installed, and the footings, if any, on which the relocatable home/associated structure/annexe must be installed.
 - Specifications for footings or tie-down systems must consider 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 will be installed.

The structural certificate must relate to the entire proposed structure.

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.

The structural engineer's certificate must also specifically reference the plan of the proposed structure.

Note: As part of Councils assessment of your application, all Structural Engineer Certificates will be verified with the Structural Engineer after lodgement.

Photos of the dwelling site

Recent photos of the dwelling site is recommended to be provided as part of the application. For additions to an existing structure, photos must be provided of all sides of the existing structure.

Connection to Water and Sewer – Council reticulated water and sewer only

If your proposed installation will require connection to council water and sewer, you will require separate approvals from Council's Water Cycle section. For further information call (02) 6643 0200.