

Notice of Completion of a Structure on a Caravan Park or Manufactured Home Estate

This checklist is designed to guide people wishing to notify Council of the installation of a relocatable home, annexe or associated structure 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 caravan park or manufactured home estate.

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

Structural Engineers Certificate

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.

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.

- 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.

The structural certificate must relate to the entire 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 completed structure.

Note: As part of Council's assessment of your application, all structural engineer's certificates will be verified with the structural engineer after lodgement.

Photos of the dwelling site

Photos of the completed structure is recommended to be provided as part of the notice. Photos must be provided of all sides of the structure.

Compliance Plate Details

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. As a minimum, a compliance plate must include the following;

- 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.

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.