

Installation of Relocatable Home/Annexe/Associated Structure

NOTICE OF COMPLETION

Clause 68, 160 or 173 Local Government (Manufactured Home Estate, Caravan Parks, Camping Ground and Moveable Dwellings) Regulation 2005

1. ESTATE/PARK TYPE				
<input type="checkbox"/> Manufactured Homes Estate	<input type="checkbox"/> Caravan Park	<input type="checkbox"/> Camping Ground	<input type="checkbox"/> Caravan Park and Camping Ground	<input type="checkbox"/> Primitive Camping Ground
2. STRUCTURE TYPE				
<input type="checkbox"/> Relocatable Home	<input type="checkbox"/> Associated Structure	<input type="checkbox"/> Rigid Annexe		
3. ESTATE/PARK DETAILS				
Name of Premises				
Address				
Suburb		State		Postcode
4. MANAGER DETAILS				
Given Name		Last Name		
Business No		Mobile No		
Email Address				
5. APPLICANT DETAILS				
Address				
Suburb		State		Postcode
Given Name		Last Name		
Business No		Mobile No		
Email Address				
6. SITE/STRUCTURE DETAILS				
Site Number		Total Site Area (m ²)		
Combined Area of ALL Structures (m ²)		Site Coverage (%)		
Manufacturer Name (Structure)		Identification No (Chassis No.)		
Month/Year of Manufacture		Design Gust Wind Speed		
Name of Structural Engineer				

7. DECLARATION

I declare that:

- The information provided in this application, is to the best of my knowledge and belief, true and accurate;
- Installation of the relocatable home, annexe or associated structure has been completed;
- The installation complies with the relevant Part of the Regulation;

I also consent to authorised officers of Port Stephens Council accessing my site for the purpose of an inspection to determine compliance of this application with the Regulations.

Applicant Name

Applicant Signature



Date

Park Managers Name

Managers Signature



Date

8. LODGEMENT DETAILS

You can lodge this form by:

Mail: The General Manager
Port Stephens Council
PO BOX 42
RAYMOND TERRACE NSW 2324

Email: enviro@portstephens.nsw.gov.au

In Person: 116 Adelaide Street RAYMOND TERRACE, Monday – Friday 8:30am – 5:00pm

DOCUMENTS AND DETAILS REQUIRED WITH THE NOTICE OF COMPLETION

1. Rigid Annexe Applications

- Provide particulars contained on the compliance plate relating to the rigid annexe, and
- Provide a copy of the engineer's certificate for the rigid annexe, and
- Provide a fully dimensioned diagram of the dwelling site on which the rigid annexe is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of Division 5 of Part 3 of the Local Government (*Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings*) Regulation 2005, have been complied with.

2. Relocatable Home and Associated Structure Applications

- Provide particulars contained on the compliance plate relating to the relocatable home or associated structure, and
- Provide a copy of the engineer's certificate for the associated structure, and
- Provide a fully dimensioned diagram of the dwelling site on which the relocatable home/manufactured home and associated structure is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of Division 4 of Part 3 of the Local Government (*Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings*) Regulation 2005, have been complied with.
- **Associated structure** means a carport, shed, pergola, verandah or any other structure designed to enhance the amenity of a moveable dwelling and attached to or integrated with, or located on the same site as, the dwelling concerned, or a separating wall between 2 moveable dwellings.

3. Manufactured Homes Applications

- Provide particulars contained on each compliance plate relating to the manufactured home, and
- Provide a copy of the engineer's certificate for the manufactured home, and
- Provide a fully dimensioned diagram of the dwelling site on which the manufactured home is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of Part 2 of the Local Government (*Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings*) Regulation 2005, have been complied with.