



# Installation of Relocatable Home, Annexe or Associated Structure Notice of Completion

Section 68, 160 or 173 of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005*

116 Adelaide Street,  
Raymond Terrace NSW 2324

PO Box 42  
Raymond Terrace NSW 2324

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ABN 16 744 377 876

## PART A

### ESTATE/ PARK TYPE

- ☐ Manufactured Homes Estate ☐ Caravan Park ☐ Camping Ground ☐ Caravan Park and Camping Ground ☐ Primitive Camping Ground

## PART B

### STRUCTURE TYPE

- ☐ Relocatable Home ☐ Associated Structure ☐ Rigid Annexe

## PART C

### APPLICANT DETAILS

Applicant name	<input type="text"/>	Mobile	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Email	<input type="text"/>		

## PART D

### ESTATE/ PARK DETAILS

Name of premises	<input type="text"/>	ABN	<input type="text"/>
Company name	<input type="text"/>	Email	<input type="text"/>
Business address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Postal address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Contact person/ Manager	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		



## PART E

## SITE/ STRUCTURE DETAILS

Site number	<input type="text"/>	Total site area (m <sup>2</sup> )	<input type="text"/>
Combined area of ALL structures (m <sup>2</sup> )	<input type="text"/>	Site coverage (%)	<input type="text"/>
Manufacturer name (structure)	<input type="text"/>		
Identification number (chassis no.)	<input type="text"/>	Month/ year of manufacture	<input type="text"/>
Design gust wind speed	<input type="text"/>		
Name of Structural Engineer	<input type="text"/>		

## PART F

## DOCUMENTATION

 Please attach the following documents and details

### 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.

### 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 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** meaning a carport, shed pergola, veranda, 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 two moveable dwellings.

### 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 and associated structure 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.



## PART G

## DECLARATION

I declare that:

- The information as provided, 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 (if required) for the purpose of an inspection to determine compliance of this application with the Regulations

Applicant full name

Signature

Date

Park Manager name

Signature

Date

## PART H

## SUBMIT

Please return your completed and signed application to:

In person      116 Adelaide Street / PO Box 42  
or by post:      Raymond Terrace NSW 2324

Email:      [Enviro@portstephens.nsw.gov.au](mailto:Enviro@portstephens.nsw.gov.au)

## PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** The purpose of this form is to notify Council of the completion of the installation of a relocatable home/annexe/associated structure, located within a Manufactured Home Estate, Caravan Park or Camping Ground.

**Intended recipients:** Council staff and any persons wishing to inspect the application in accordance with the *Local Government Act 1993* and *Government Information (Public Access) Act 2009*.

**Supply:** Involuntary.

**Consequence of Non Provision:** Acknowledgement or Certificate of Completion cannot be issued.

**Storage and security:** This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

**Access:** Please contact Council on 02 4988 0255 to enquire how you can access information.