



INSTALLATION OF RELOCATABLE HOME/MANUFACTURED HOME OR ASSOCIATED STRUCTURE

Clause 160 Local Government (Manufactured Home estate, Caravan Parks, Camping Ground and Moveable Dwellings) Regulation 2005
Revision No.

OFFICE USE ONLY
Parcel No:
Date:

PART 1 – APPLICATION DETAILS

PROPERTY/ PARK DETAILS

Name of Premises:	
Address	
Suburb	
State	Postcode

STRUCTURE TYPE

<input type="checkbox"/> Relocatable /Manufactured Home	<input type="checkbox"/> Associated Structure
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PARK MANAGER DETAILS.

Surname	First Name
Postal Address	
Suburb	
Phone	Mobile
Email	

APPLICANT DETAILS.

Surname	First Name
Postal Address	
Suburb	
Phone	Mobile
Email	

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4300, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website www.ipc.nsw.gov.au.

PART 2 – ADDITIONAL INFORMATION

SITE /STRUCTURE DETAILS

Site Number		Total Site Area (m ²)	
Combined Area of ALL Structures (m ²)		Site Coverage (%)	
Manufacture Name (Structure)		Identification No (Chassis No.)	
Month/Year of Manufacture		Design Gust Wind Speed	
Name of Structural Engineer			

PART 3 – ADDITIONAL DOCUMENTS REQUIRED

DOCUMENTS AND DETAILS REQUIRED WITH THE NOTICE OF COMPLETION

As per Clause 160 of Local Government (Manufactured Home estate, Caravan Parks, Camping Ground and Moveable Dwellings) Regulation 2005

Relocatable Home/Manufactured Home and/or Associated Structure

- (1) The holder of an approval to operate a caravan park or camping ground must give the council written notice of the installation of a relocatable home or associated structure within **7 days** after the completion of the installation.
- (2) The notice:
 - (a) must indicate the site identifier of the dwelling site on which the relocatable home or associated structure has been installed, and
 - (b) must include the particulars contained on each compliance plate relating to the relocatable home or associated structure.
- (3) The notice must also be accompanied by:
 - (a) a copy of the engineer's certificate for the relocatable home or associated structure, and
 - (b) a fully dimensioned diagram of the dwelling site on which the relocatable home or associated structure is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of this Part have been complied with.

Associated Structures

Means a carport, shed, pergola, verandah or any other structure designed to enhance the amenity of a moveable dwelling and attached to it integrated with, or located on the same site as, the dwelling concerned, or a separating wall between 2 moveable dwellings.

PART 4 – DECLARATION

DECLARATION

I/We declare that:

- All documents required in Part 3 is attached to this form (failure to provide this information will result in a delay in processing this form);
- The information provided in this application , is to the best of my knowledge and belief, true and accurate;
- Installation of the relocatable home or associated has been completed;
- The installation complies with the relevant part of the Regulation;

I also consent to authorised Council Officers accessing my site (if required) for the purpose of an inspection to determine compliance of this application with the Regulations.

Applicants Signature(s)

Park Managers Signature(s)

PART 5 – LODGEMENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Address the application to General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325	Lodge in person (between 9am – 4.30pm) at Council's Administration Building Cessnock City Council 62-78 Vincent Street CESSNOCK NSW	How to Contact Us Phone: (02) 4993 4300 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au Office Hours 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i>
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If you require further information regarding this request, please contact Council's Customer Service Centre on (02) 4993 4300.