



# NOTICE OF COMPLETION INSTALLATION OF RELOCATABLE HOME/MANUFACTURED HOME OR ASSOCIATED STRUCTURE

Local Government (Manufactured Home estate, Caravan Parks,  
Camping Ground and Moveable Dwellings) Regulation 2021  
Revision No.

OFFICE USE ONLY

Parcel No: .....

Date: .....

## PART 1 – APPLICATION DETAILS

### PROPERTY/ PARK DETAILS

Name of Premises:

Address

Suburb

State

Postcode

### STRUCTURE TYPE

Relocatable /Manufactured Home

Associated Structure

### PARK OWNERS 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](http://www.ipc.nsw.gov.au).

## PART 2 – ADDITIONAL INFORMATION

### SITE /STRUCTURE DETAILS

Site Number		Total Site Area (m <sup>2</sup> )	
Combined Area of ALL Structures (m <sup>2</sup> )		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 the Local Government (Manufactured Home estate, Caravan Parks, Camping Ground and Moveable Dwellings) Regulation 2021**

**Relocatable Home/Manufactured Home and/or Associated Structure**

- (1) The holder of an approval to operate a manufactured home estate, 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 must also be accompanied by:
  - (a) a copy of the engineer's certificate for the manufactured home or associated structure, and
  - (b) a fully dimensioned diagram of the dwelling site on which the manufactured 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.
  - (c) Statement from the Builder/Installer that the manufactured home or associated structure was installed to the engineers specification
  - (d) Installation Certificate /Statement for the Smoke alarm.

**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 two (2) moveable dwellings.

**PART 4 – DECLARATION**

**DECLARATION**

I/We declare that:

- The information provided in this application , is to the best of my knowledge and belief, true and accurate;
- Installation of the manufactured 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 for the purpose of an inspection to determine compliance of this application with the Regulations.

Applicants Signature(s)

Park Owners 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](mailto:council@cessnock.nsw.gov.au)  
[www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au)

**Office Hours**

9am to 5pm Monday to Friday  
*\*Payments are accepted until 4.30pm*

If you require further information regarding this request, please contact Council's Customer Service Centre on (02) 4993 4300.