



**Application To Install A Rigid Annexe Or Associated Structure At Norah Head Holiday Park**

**To: The Manager of Norah Head Holiday Park**

<b>SITE NO.</b>		<b>PHONE</b>	
<b>APPLICANTS NAME</b>			
<b>ADDRESS</b>			

**I/We wish to apply for approval to carry out the following works:**

<input type="checkbox"/> ANNEXE	<input type="checkbox"/> DECK	<input type="checkbox"/> AWNING	<input type="checkbox"/> OTHER: PLEASE SPECIFY
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*(Please cross each box applicable.)*

Please fill in the following table

	ELEMENT	MATERIAL	COLOUR
Rigid Annex	Roof		
	Wall		
	Floor		
	Height		Mtrs / cms
Deck	Footings		
	Floor		
	Height		
Awning	Roof		
	Support		
	Height		Mtrs / cms

For other structures or works, provide description of planned work and materials.

**When returning the application form to Park Management, you will need to provide the following information:**

1. A fully dimensioned site plan showing both the existing van and structures, plus the proposed structure and setbacks from the road, buildings on adjoining sites & park boundary (if applicable). Dimensions of the site and all structures are to be shown. (Park Manager will assist with this).
2. Name/Company & license number of tradesman / recognised installer who will be carrying out the work.  
  
Name..... License Number.....
3. Attach technical drawings of the structure and the Engineer's Design Certificate.

I/We agree that approval of this application is dependent upon the application satisfying the requirements of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 and Central Coast Council:

Applicants signature(s):..... Date:.....

**Park Management will forward your application to Council for consideration. You will be advised in writing of Council's determination. A \$60.00 fee is payable upon completion of the work.**

Reviewed by: ..... Date: .....  
Park Manager



## **GUIDELINES FOR CARRYING OUT BUILDING IMPROVEMENTS TO HOLIDAY STORAGE VANS**

These guidelines are designed to enable holiday storage van owners to understand the key requirements before carrying out any building additions or alterations to their van and site. The guidelines are not a full list of all requirements, but do provide a starting point for determining the likelihood of whether a proposed building activity might be approved.

Your Park Manager will be able to assist further if you have any questions.

Any building work conducted without obtaining written consent will result in Council issuing a notice to remove the structure.

The following are the key issues and requirements you must observe when carrying out any building work on the Park.

- The laws covering the installation of rigid annexes, decks, awnings and other associated structures within our park are legislated in the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.
- Prior to commencing works you **MUST** complete an “Application to Install a Rigid Annexe or Associated Structure”. These are available from the Park Management Office.
- An application must be completed for:
  - All building additions, including rigid annexes, decks and awnings or other structures to be installed on the site.
  - All plumbing work which involves connection to the sewer.

**If you are in doubt as to whether an application to carry out building works is required, check with Park Management prior to commencing.**

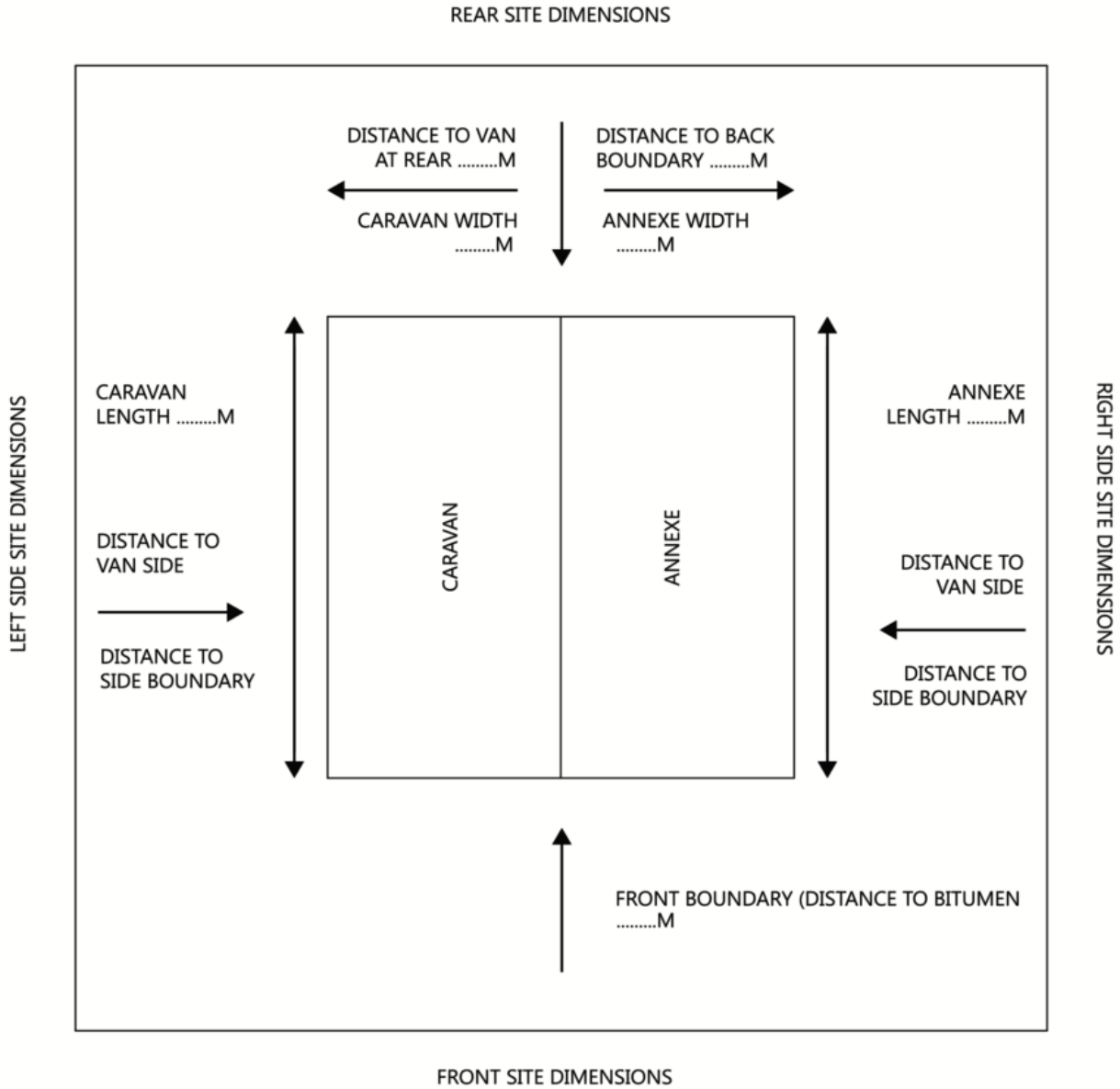
- The policy operating in the Park is to allow only suitable licensed tradesman or recognised installers to carry out any building work. This is to ensure that structures are constructed to a professional standard and that insurance requirements are met.
- Generally, only structures that are attached to the on-site van will be permitted. Free standing structures such as aviaries, garden lockers will not be permitted. This is to ensure lawn maintenance is not impacted and to maintain the visual appearance of the Park.
- When preparing your Application To Install A Rigid Annexe Or Associated Structure, you will need to provide:
  - A site plan showing the existing van and structures, plus the proposed structure. The site plan needs to show the setbacks from the road, buildings on adjoining sites and property boundaries (if applicable). Dimensions of the site and all structures are to be shown. The Park Manager will help you with this.
  - Technical drawings which show how the structure is to be constructed and what materials will be used.
  - A Design Certificate from a practicing engineer which certifies the proposed structure to be structurally sound.
- All proposed improvements must comply with the requirements as outlined in the **Central Coast Holiday Park Van & Associated Structures Standard**.



- The total floor area of the existing structures (van, annexe, associated structure), plus that of the proposed structure must not exceed 65% of the total site area.
- Your application is to be returned to Park Management who will conduct a preliminary check to ensure that your application contains all necessary information and that the key building requirements will be met.
- If Park Management is satisfied that your application provides all necessary information and that the key requirements will be met, the application will be forwarded to Council for consideration.
- Council will further assess the application to ensure that it fully complies with the relevant building regulations. You will be advised in writing as to whether your application has been approved or not. Until you receive written confirmation from Council that your application is approved, you cannot commence work.
- In the case of rigid annexes, decks, awnings and other building structures, once your tradesman or recognised installer has completed the work, they must affix to the structure a compliance plate. The compliance plate will need to include the following information:
  - the name of the manufacturer of the rigid annexe 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, rigid annexe or associated structure complies with the requirements of the applicable section of Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.
  - the name of the practising structural engineer by whom the engineer's certificate has been issued in respect of the annexe or associated structure.
- Park Management must be contacted once the work has been completed. They will check to ensure the work matches what was specified in your application. Any variation between what was applied for and final actual works will likely result in Council ordering rectification or removal of the structure.
- Once Park Management is satisfied that the work has been completed in accordance with the application, a "Notice of Completion" form will be completed by Park Management and forwarded to Council. **There is a standard fee of \$60.00** for lodgement of this form. Payment is by cheque and made out to **Central Coast Council**.

**You are to arrange for your tradesman / installer to pay this at the time of completion – your tradesman / installer should build this cost into his price.**

# CENTRAL COAST HOLIDAY PARKS SITE PLAN



**Please ensure site plan includes dimensions of the site to determine site occupancy ratio.**

**Please also include on site plan, details and location of; allocated 6x3m car parking space, powerhead, trees (if any), drains (if any), and stairs (if any). Ensure distances of these to van / annexe / deck are clearly listed.**

Any proposed structure(s) must comply with the following requirements:

- At least 1 metre back from any access road.
- At least 2.5 metres from any adjacent holiday storage vans or structures.
- At least 3 metres from any adjacent Home Owners' vans or structures.
- At least 2 metres from the boundary of the park.
- The total floor area of the existing structures (van, annexe, associated structure), plus that of the proposed improvement must not exceed 65% of the total site area.
- Has an area with minimum dimensions of 6 metres by 3 metres for car parking space (clearly marked on site plan).

**Trades Person / recognised Installer and Park Management to sign to confirm proposed improvements on site.**

..... Holiday Park comply with the above compliance requirements.

Trades Person / recognised Installer signature ..... Date .....

Park Management signature ..... Date .....