

# Activity Application Form

(Section 68 Local Government Act 1993)



## Applicants details *(owner's consent must be provided if you are not the property owner)*

Applicant Name _____	
Address _____	
_____	Postcode _____
Telephone ( ) _____	Fax ( ) _____
Email _____	
<b>Signature of Applicant/s</b> _____	<b>Date</b> _____ / _____ / _____

## Property details

Address of Property _____	<input type="checkbox"/> As above
Lot(s) _____	DP(s) _____

## Consent of owner/s *(If signing on behalf of a corporation, state capacity in which consent is signed)*

Owners name _____	
Address _____	
_____	_____
<b>Signature of Owners/s</b> _____	<b>Date</b> _____ / _____ / _____

## Type of Application *(see schedule over page)*

Part

Item

Brief description of Activity Application:
_____
_____
_____

## Office Use Only

Application no _____	CCO name _____	
Receipt no _____	File no _____	Date _____ / _____ / _____

# ACTIVITIES THAT REQUIRE COUNCIL APPROVAL

## Part A – Buildings, Temporary Structures or Moveable Dwellings

- 1 Install a manufactured home, moveable dwelling or associated structure on land

**Note:** A separate Development Application is also required for the use of a manufactured home on residential properties

## Part B – Water Supply, Sewerage and Stormwater Drainage Work

- 1 Carry out water supply work
- 2 Draw water from a Council water supply or standpipe
- 3 Install, alter, disconnect or remove a meter connected to a service pipe
- 4 Carry out sewerage work
- 5 Carry out stormwater drainage work
- 6 Connect a private drain or sewer with a public drain or sewer under the control of a Council or with a drain or sewer which connects with a public drain or sewer

**Note:** Approval under the Local Government Act 1993 is not required for activities specified in Item 1, 2, 3, 4 or 6 of Part B in the above table in Wyong Shire. These activities are subject to the provisions of the Water Management Act 2000.

## Part C – Management of Waste

- 1 For fee or reward, transport waste over or under a public place
- 2 Place waste in a public place
- 3 Place a waste storage container in a public place
- 4 Dispose of waste into a sewer of the Council
- 5 Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such a device or facility
- 6 Operate a system of sewage management (within the meaning of section 68A)

## Part D – Community Land

- 1 Engage in a trade or business
- 2 Direct or procure a theatrical, musical or other entertainment for the public
- 3 Construct a temporary enclosure for the purpose of entertainment
- 4 For fee or reward, play a musical instrument or sing
- 5 Set up, operate or use a loudspeaker or sound amplifying device
- 6 Deliver a public address or hold a religious service or public meeting

## Part E – Public Roads

- 1 Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
- 2 Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

## Part F – Other Activities

- 1 Operate a public car park
- 2 Operate a caravan park or camping ground
- 3 Operate a manufactured home estate
- 4 Install a domestic oil or solid fuel heating appliance, other than a portable appliance
- 5 Install or operate amusement devices
- 7 Use a standing vehicle or any article for the purpose of selling any article in a public place
- 10 Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations

## GUIDELINES FOR CARRYING OUT MISCELLANEOUS WORKS TO YOUR HOLIDAY STORAGE VAN

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 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 structures within our park are legislated in the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.
- Prior to commencing work you MUST complete an “Application to Install a Rigid Annexe or Associated Structure”. These are available from the Park Management Office.
- This application must be completed for:
  - Air conditioner units, hot water systems or other miscellaneous improvements on the site.
  - All plumbing work which involves connection to the sewer.
  - Any landscaping including paving, or garden beds with constructed borders.

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

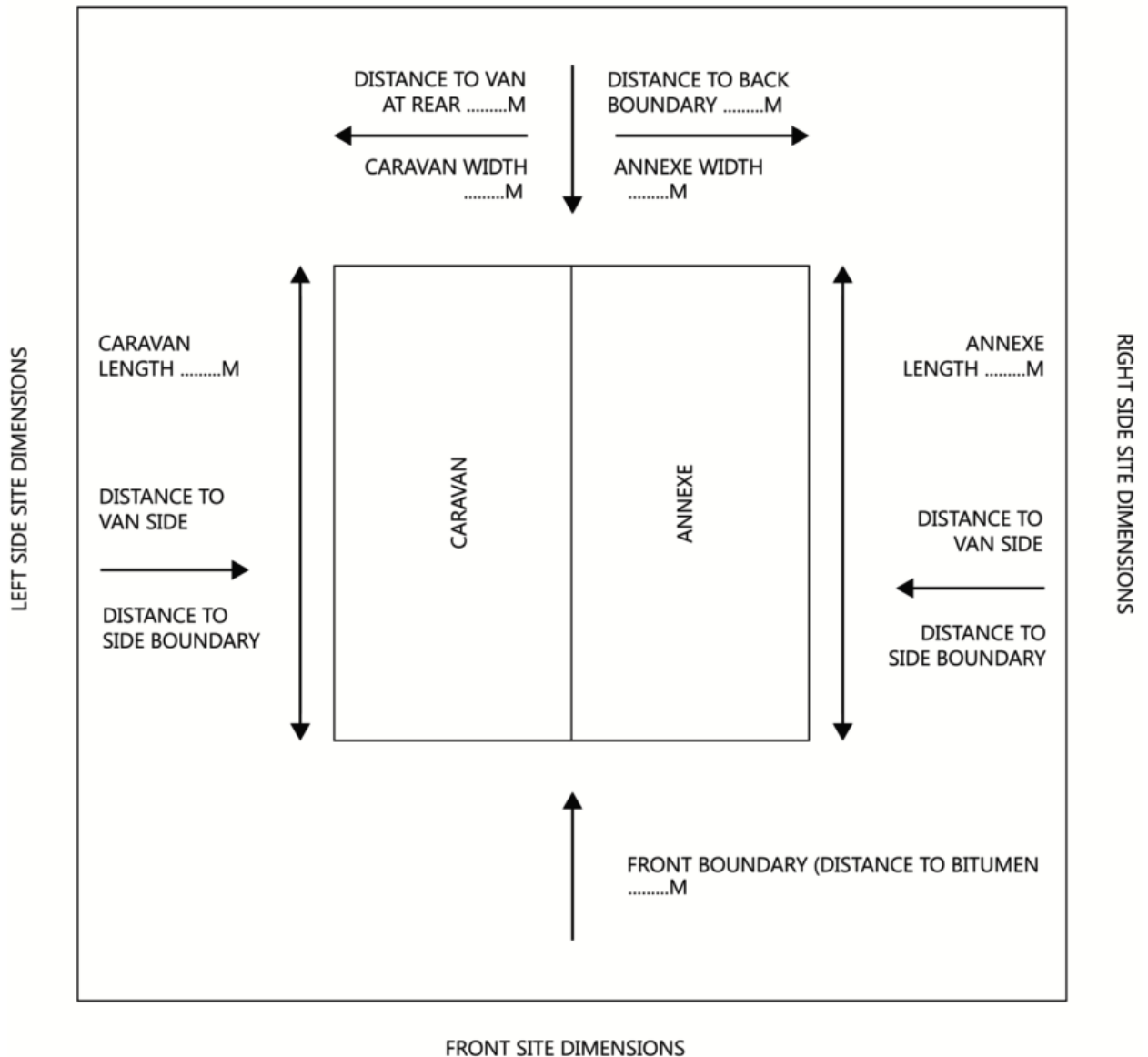
- The policy operating in the Park is to allow only suitable licensed tradesman or recognised installers to carry out any building work. This is to ensure that structures are constructed to a professional standard and that insurance requirements are met.
- Generally, only structures that are attached 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 for air condition, hot water or miscellaneous improvements, you will need to provide:
  - A site plan showing the existing van and structures, plus the proposed improvement. The site plan needs to show the setbacks from the road, buildings on adjoining sites and property boundaries (if applicable). Dimensions of site and all structures are to be shown. The Park Manager will help you with this.
  - Technical drawings which show how the improvement is to be constructed and what materials will be used.
- Generally, any proposed structure must comply with the following separation distances from sites and roadways:
  - At least 1 metre back from any road.
  - At least 2.5 metres from any adjacent holiday storage vans or structures.
  - At least 3 metres from any adjacent permanent residents’ 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 two-thirds 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. For Budgewoi Holiday Park applications, there is a standard lodgement fee of \$107. Payment is by cheque and made out to Central Coast Council.**
- 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 2005.
  - 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 \$56.00** 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

## REAR SITE DIMENSIONS



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

Any proposed structure/s must comply with the following requirements:

- At least 1 metre back from any road.
- At least 2.5 metres from any adjacent holiday storage vans or structures.
- At least 3 metres from any adjacent permanent residents' 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 two-thirds of the total site area.
- Has an area with minimum dimensions of 6 metres by 3 metres for car parking space

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

.....holiday park comply with the abovementioned compliance requirements.

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

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



**CENTRAL COAST COUNCIL**  
**NOTICE OF COMPLETION OF THE INSTALLATION**  
**OF A RELOCATABLE HOME OR ASSOCIATED**  
**STRUCTURE WITHIN A CARAVAN PARK**  
**Local Government (Manufactured Home Estates, Caravan**  
**Parks, Camping Grounds and Moveable Dwellings)**  
**Regulation 2005**

**DX 7306 WYONG**  
**PO Box 20**  
**WYONG NSW**  
**2259**  
**Ph 02- 43505555**  
**Fax 02-43511096**

Caravan Park:	
Site No:	Date of Installation:
Applicants Name:	
Address:	
Phone:	Fax:

***The following information is to be provided as it will enable Council to determine if the installation complies with the Regulation.***

**TYPE OF INSTALLATION**

Relocatable Home | Rigid Annexe | Other |

Installation Company:

Copy of Engineers Certificate attached	Yes	No
Installation complies with Specification contained within Engineers Certificate	Yes	No
Plan of Dwelling Site attached	Yes	No
Compliance Plate(s) affixed to the structure	Yes	No

**COMPLIANCE PLATES PARTICULARS**

Name of manufacturer:	
Identification Number(s):	
Month/Year of manufacture:	
Name of Practising Structural Engineer	
Design gust wind speed (m/s)	
Structure Complies with Part 4	Yes No

Is the relocatable home fitted with an automatic fire detection and alarm system that complies with Part 3.7.2 of Volume Two of the Building Code of Australia (compulsory for class 1(a) homes manufactured after January 1, 1996) Yes No

**Does the installation comply with the following requirements?**

Clause 85, 86, 87, 89, 91,134, 136, 137, 138, 139, 140, 141, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 157, 158, 159, 161, 162, 166, 167, 168, 169, 170, 172 Yes No

**PLUMBING & DRAINAGE CONNECTION**

Name of Plumber:  
 Licence No:  
 Address:

**Owners Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Phone:** 1300 463 954 | **Email:** ask@centralcoast.nsw.gov.au | **ABN** 73 149 644 003

**Wyong Office:** 2 Hely St / PO Box 20 Wyong NSW 2259 | **Gosford Office:** 49 Mann St / PO Box 21 Gosford NSW 2250