

# Notification of Installation of a Structure in a Caravan Park

Ph: 1300 366 244 | 18 Desailly Street, Sale Victoria | 156 Grant Street, Yarram Victoria | PO Box 506, Sale Victoria 3850

## Residential Tenancies Regulations 2010 (Caravan Parks and Movable Dwellings Registration and Standards)

Form must be lodged by Caravan Park owner within 14 days of the proposed installation date with all supporting documentation and fee of **\$276.00**.

|                                       |   |
|---------------------------------------|---|
| <b>Caravan Park Name:</b>             |   |
| <b>Caravan Park Address:</b>          |   |
| <b>Caravan Park Owner:</b>            |   |
| <b>Caravan Park Owner Phone:</b>      |   |
| <b>Caravan Park Owner Email:</b>      |   |
| <b>Type of Proposed Structure:</b>    | <input type="checkbox"/> <b>Rigid Annex</b> <input type="checkbox"/> <b>Caravan Flyover</b><br><input type="checkbox"/> <b>Unregisterable Movable Dwelling</b> <input type="checkbox"/> <b>Other (please specify)</b><br><input type="checkbox"/> <b>Prefabricated Holiday Unit</b> |
| <b>Site Number for Proposed Work:</b> |   |
| <b>Site Lessee Name:</b>              |   |
| <b>Site Lessee Phone Number:</b>      |   |
| <b>Site Lessee Email:</b>             |   |
| <b>Installer/Manufacturer Name:</b>   |   |
| <b>Installer/Manufacturer Phone:</b>  |   |

### NOTIFICATION TO BE ACCOMPANIED BY:

- Site plans showing location of proposed installation in park and setbacks between proposed structures and surrounding structures/obstacles.
- Scaled floor plans and elevations (minimum scale 1:100).
- Structural engineering specifications, design and installation information showing compliance with the associated legislation and standards including for structure footings and tie down equipment.
- Details of termite protection.
- Details of proposed footings and tie down methods.
- Details of fire safety equipment (eg. smoke alarms) to be installed.
- Details of any proposed wastewater fixtures to be installed and the methods for wastewater disposal.
- Details of electrical safety and plumbing compliance.

### INSTALLATION WORKS MUST NOT COMMENCE WITHOUT WRITTEN ACKNOWLEDGEMENT FROM COUNCIL

|   |              |
|---|--------------|
| <b>Signature of Caravan Park Owner:</b> | <b>Date:</b> |
|---|--------------|

|                                      |                        |
|--------------------------------------|------------------------|
| <b>OFFICE USE</b>                    |                        |
| <b>Fee: \$276.00</b> (Short key 145) | <b>Officer:</b>        |
| <b>Date:</b>                         | <b>Receipt Number:</b> |

**Privacy Notification (Residential Tenancies Act 1997):** The personal information requested on this form is being collected by Council for the purpose of enforcement of the Residential Tenancies Act and associated regulations. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of enforcement of the Residential Tenancies Act and associated regulations and that they may apply to Council for access and/or amendment of the information.