

For information regarding application fees please see www.thehills.nsw.gov.au

SECTION 1 - APPLICATION TO INSTALL - PLEASE TICK ONE

| | |
|----------------------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Rigid annexe | <input type="checkbox"/> Relocatable home |
| <input type="checkbox"/> Associated structure (carport, deck, awning etc.) | |

SECTION 2 - APPLICANT DETAILS

| | |
|----------|------------|
| Name: | |
| Address: | |
| Street: | |
| Suburb: | Post Code: |
| Phone: | Fax: |
| Mobile: | Email: |

SECTION 2 - CARAVAN PARK DETAILS

| | |
|---------------|------------|
| Trading Name: | |
| Address: | |
| Street: | |
| Suburb: | Post Code: |

SECTION 3 - SITE SPECIFIC DETAILS

| | |
|---------------------------------------------------------|------------------------------------|
| Site Number: | Total site area (m ²): |
| Combined area of existing structures (m ²): | |
| Dimension of proposed structure/s: | Area m ² : |
| Dimension of caravan: | Area m ² : |

* Submission of a site plan including boundary dimensions is required.

OFFICE USE ONLY

| | |
|---------|-------------------------|
| LIC NO. | RECEIPT NO. |
| DATE: | ACCOUNT: 7331.1000.3245 |

SECTION 4 - RIGID ANNEXE DETAILS (IF APPLICABLE)

| | |
|-------------------------------------------------------|------------------------------|
| Name of manufacturer/ builder: | |
| Address: | |
| Suburb: | Post Code: |
| Rigid annexe compliance plate number (if applicable): | Month & year of manufacture: |

SECTION 5 - AUTHORITY & PAYMENT OPTIONS

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Applicant signature: | Date: |
| Park Owner signature: | Date: |
| <p>In person at : Council Administration Building, 3 Columbia Court, Baulkham Hills NSW 2153 (8.30am to 4.30pm, Monday-Friday) Castle Hill Library, Cnr Castle and Pennant Streets, Castle Hill Vinegar Hill Memorial Library, 29 Main Street, Rouse Hill Town Centre</p> <p>No cash payments accepted at libraries. Cheque, Credit Card and EFTPOS accepted.</p> <p>By post: PO Box 7064, Baulkham Hills BC 2153</p> <p>Please make cheques payable to The Hills Shire Council. Cheques are subject to clearance.</p> | |

SECTION 6 - DETAILS REQUIRED WITH THE APPLICATION

To ensure timely assessment of the application, the following information is required to be submitted:

- 1. Completion of application form**
 - (a) All details on the application form are mandatory and are required to be completed and accurate.
- 2. Plan**
 - (a) Site number and area of site in metres square.
 - (b) Location, size and area of existing and proposed structures, caravans and annexes in metres square.
 - (c) Distance of structure from water's edge and adjoining installations.
 - (d) All details of construction methods, material sizes and types shall be stated (including awnings).
 - (e) Colour structure is to be painted finished.
 - (f) Structures other than annexes are to be demonstrated as detachable and to allow uninhibited removal of both caravan and annexe.
- 3. Site Coverage**
 - (a) Demonstrate that the caravan (including any associated structure or annexe) floor area is not more than two-thirds of the area of the site.
 - (b) Demonstrate that an area with minimum dimensions of 6 metres by 3 metres, accessible from an access road and useable for car parking is provided should there be no carport or garage onsite. (does not apply if resident parking located elsewhere).
- 4. Structural engineer certificate**
 - (a) A certificate issued by the structural engineer must specify the following:
 - i. The design is structurally sound;
 - ii. The relocatable home, rigid annexe and/or associated structures comply with any standards, codes and specifications required by the Regulation or by Ministerial specifications;

SECTION 6 - DETAILS REQUIRED WITH THE APPLICATION - CONTINUED

- iii. Specifications as to the manner in which the relocatable home, rigid annexe and/or associated structure must be transported/installed and as to the nature of the footings (if any) on which it must be installed;
- iv. Any specifications with respect to footings or tie-down systems must have regard to the design gust wind speed, soil type and other design considerations applicable to the various locations in which the annexe may be installed;
- v. The relocatable home, rigid annexe and/or associated structure is designed and constructed in accordance with Parts 1 and 2 of AS1170, (except that the design gust wind speed referred to in Clause 3.2 of Part 2 of that standard is not to be taken to be less than 41 metres per second);
- vi. The materials being used to build the structure are flood compatible;
- vii. That the building or structure can withstand the force of flowing floodwaters, including debris and buoyancy forces as appropriate or that permanent fail safe measures are incorporated in the development, to ensure the timely, orderly and safe removal of the structure; and
- viii. That the development will not increase the flood hazard or flood damage to other properties or adversely affect flood behaviour.

Demounting of rigid annexe

(a) A letter from the structural engineer stating that the annexe is capable of being erected or removed within 24 hours in accordance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

5. Relocatable Homes Applications

1. Site to be serviced in accordance with Part 3 of Regulation. This includes fire hose reels and fire hydrants.
2. Must have an adequate sewage disposal system and a separate application will be required.
3. Must be designed accordingly for the possible flood depths and velocities of the site. This information must be based on an acceptable flood study.
4. Practising Structural Engineer's Certificate.
5. Must be constructed off site and brought in to the park in Major Sections.
6. Not to be occupied prior to a final inspection Council.
7. A compliance plate must be attached to an accessible part of a relocatable home.

All applications received are to comply with Local Government Act 1993 and the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Movable Dwellings) Regulation 2005

SECTION 7 - PRIVACY NOTIFICATION

Note: You are advised that this application form is a public document.

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are:

- officers within the Council;
- data service providers engaged by the Council from time to time;
- any other agent/contractor of the Council; and
- other Statutory Authorities.

The supply of the information by you is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your request etc. Council has collected this personal information from you in order to process your request/application etc. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed by the Privacy Officer on ph: 9843 0555.