



# APPLICATION REQUIREMENTS FOR CARAVAN INSTALLATION

## THE INSTALLATION OF RIGID ANNEXE OR ASSOCIATED STRUCTURE

### In Flood Liable Caravan Parks

#### Submission to Council

1. Application form requesting Council's permission to install the structure.
2. Payment of the application fee.
3. Legible plans and specifications of the proposed structure.
4. A site plan of the subject site showing existing and proposed fixtures thereon.
5. A Practising Structural Engineers Certificate stating the:
  - a. Design is structurally sound.
  - b. Structure complies with any standards, codes and specifications with which it is, by the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 or by the Ministerial specifications required to comply.
  - c. Specifications as to the manner in which the annexe / associated structure must be installed and as to the nature of the footings (if any) on which it must be installed.  
 Note: 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.
  - d. 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.

6. A letter from the builder and/or manufacturer stating that the annexe will be demountable within 24 hours in accordance with Councils Policy for Rigid Annexes on Flood Liable Land.

#### INFORMATION REQUIRED ON THE PLANS

1. Site number and area of site in metres square.
2. Location, size and area of existing and proposed structures, caravans and annexes in metres square.
3. Distance of structure from the water's edge and adjoining installations.
4. All details of construction methods, material sizes and types shall be stated (including awnings).
5. Colour structure is to be painted or finished.
6. Structures other than annexes are to be detachable from the caravan and annexe to allow uninhibited removal of both the caravan and annexe.

#### CARAVAN PARKS

#### SPECIFIC DEVELOPMENT REQUIREMENTS FOR APPROVED SITES

##### Information Sheet

All development on approved sites requires approval under the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005*.

## 1. CARAVANS

1. Not to be located closer than one metre to an access road, 2 metres to the park boundary and 2.5 metres to any other moveable dwelling or associated structure.
2. To be maintained in a safe and healthy condition.
3. No more than one caravan is to be installed on a single dwelling site.
4. The floor area of a caravan and a rigid annexe must not exceed two thirds of the area of the site.
5. The wheels, axles and tow bar of the caravan must not be removed, but must be maintained in proper working order.
6. To be restrained in accordance with the specifications of a practising structural engineer when installed on a dwelling site for more than three (3) months.

## 2. RELOCATABLE HOMES

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

*NOTE: Major sections are defined under the Regulation as: "a single portion of a relocatable home, being a portion: (a) that contains a total living space (excluding the living space contained in an associated structure) of at least 20 cubic metres; and (b) that comprises all of the major components of that portion of the home, including the chassis or frame, the external and internal walls, the roof and ceilings, the floors, the windows and doors, the internal plumbing and wiring, the tiling, the kitchen, bathroom and laundry fittings (other than stoves, refrigerators, washing machines and other white goods) and the built-in cupboards and cabinets.*

## 3. RIGID ANNEXES

1. To be designed, constructed and installed in accordance with Part 3 of the Regulation.
2. Enclosed floor area must not exceed the enclosed floor area of the caravan to which it is attached. Note: The floor area of a caravan that has a maximum internal width of less than 3.1m must be determined as if that width were 3.1m.

3. Not to be occupied prior to a final inspection Council.
4. Practising Structural Engineer's Certificate required.
5. Only one annexe is permitted for each caravan.
6. A compliance plate must be attached to an accessible part of the rigid annexe.
7. There shall be no plumbing fixtures and fittings within an annexe.
8. Must be demountable within 24 hours.

## 4. SECOND HAND ANNEXES

Annexes constructed prior to December 1986 that do not have a Compliance plate are permitted subject to the applicant supplying a Practising Structural Engineers Certificate with details as specified certifying that the annexe is designed and constructed in accordance with the requirements of the Regulation.

## 5. ASSOCIATED STRUCTURES (CARPORT, GARAGE, GARDEN SHED, PERGOLA, VERANDAH, AWNINGS, DECKING)

*The Local Government Act 1993, defines an associated structure as:*

*"a carport, garage, shed, pergola, verandah or other structure designed to enhance the amenity of a moveable dwelling and attached to or integrated with, or located on the same site as, the moveable dwelling concerned." (or caravan)*

Prior approval of Council is required for the installation of an Associated Structure on an approved dwelling site (that is a designated site in accordance with a Development Approval) in a caravan park within this Shire because the parks are located on flood liable land.

Due to flooding and aesthetics only associated structures that are attached to the main structure will be considered for sites within 40 metres of the River, such as carports and awnings.

1. An associated structure must not be designed or modified so as to be used as a habitable room.
2. A compliance plate must be attached to an accessible part of a free standing garage.

*Note: The Regulation requires that Council must be given written notice of the completion of installation of these structures within 7 Days of completion.*

## 6. PRACTISING STRUCTURAL ENGINEER'S CERTIFICATION

A Practising Structural Engineer's Certificate is required for all developments including relocatable homes, rigid annexes and associated structures (excluding fences and privacy screens).

*A Practising Structural Engineer's Certificate must specify the following:*

- (a) The design is structurally sound;
- (b) It complies with any standards, codes and

specifications required by Regulation or by Ministerial specifications;

(c) Specifications as to the manner in which the relocatable home, rigid annexe or associated structure must be transported and installed and as to the nature of the footings (if any) on which it must be installed;

(d) The recommended tie down system for the structure.

*NOTE: 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 home or annexe may be installed.*

(e) It is designed and constructed in accordance with Parts 1 and 2 of AS 1170, 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.

(f) The materials being used to build the structure are flood compatible;

(g) That the building or structure can withstand the force of flowing floodwaters, including debris and buoyancy forces as appropriate; or

(h) That permanent fail safe measures are incorporated in the development, to ensure the timely, orderly and safe removal of the structure.

(i) That the development will not increase the flood hazard or flood damage to other properties or adversely affect flood behaviour.

(j) Such measures, based on legislative requirements, are designed to provide a safe and healthy environment for all to enjoy.

*NOTE: A caravan that is installed on a dwelling site for more than 3 months is to be restrained in accordance with the specifications of a practising structural engineer to withstand the wind forces applicable to the terrain category in which the dwelling site is located.*

## 7. OTHER STRUCTURES - BARBECUES, PLAYGROUND EQUIPMENT

The installation of certain structures do not require approval from Council as Exempt development under the provision of under the provision of the State Environmental Planning Policy (Exempt and Complying Development Codes 2008) and the THSC LEP 2019 providing that the proposed installation. General requirements of the Codes SEPP does not have a 40m buffer to riparian corridors of the River or tributary and:

The standards specified for that development are that the development must—

- (a) not have an area of more than 4m<sup>2</sup>, and
- (b) be not higher than 1.8m above ground level (existing), and
- (c) if it is not on land in Zone RU1, RU2, RU3, RU4 or RU6—be located behind the building line of any road frontage, and

(d) be located at least 450mm from each lot boundary, and

(e) not be used for commercial purposes.

### Such structures include the following:

(a) not have an area of more than 4m<sup>2</sup>, and

(b) be not higher than 2.5m above ground level (existing), and

(b1) be located at least 450mm from each side and rear boundary, and

(c) if it is on land in Zone R1, R2, R3 or R4—be located in the rear yard.

*NOTE: Maximum area has been repealed*

As roofed structures are subject to wind uplift forces, roof cladding shall be securely fixed to roof beams or rafters.

Supporting posts shall be securely fixed to concrete footings or slabs.

General requirements for exempt development do not require a 40m buffer from riparian corridors include; clothes lines, fences, flag poles less than 6 metres above ground level, small fowl houses and the like.

Contact Council or refer to Council's LEP for Exempt Development for more information.

## 8. SITE COVERAGE

A relocatable home, caravan and rigid annexe and/or any associated structure must not be installed on a single dwelling site if the floor plan of the relocatable home (together with any associated structure or other building or structure on the site) is more than two thirds of the area of the site. (Clause 72)

## 9. NOTICE OF COMPLETION OF INSTALLATION

A Notice of Completion of Installation must be completed for each completed structure in accordance with Clauses 93 and 105A of the Regulation.

## 10. APPLICATION & INSPECTION FEE

An application / inspection fee is payable for applications of each structure. Current fees appear on the application form.

### DISCLAIMER

*This fact sheet provides a summary of the major issues concerning the installation of a caravan. Any person using this document must do so on the basis that not every scenario and issue can be addressed, and discussion with relevant staff at Council's Customer Service Centre should be undertaken. This document is subject to change without notice.*