



# Approval of Flood Liable Caravan Park Installations

## Information Sheet

Any installation of relocatable homes, annexes or associated structures (i.e.; any structure other than caravans, campervans or tents) that are to be installed on flood liable land require the prior approval of Council under Section 68 of the *Local Government Act 1993* (the Act) and *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005* (the Regulation).

### APPLICATION TO COUNCIL:

1. Application form to be submitted.
2. Payment of the applicable fees.
3. Legible plans and specifications of the proposed structure that show the following:
  - (a) Site plan of the site, indicating site number and area of site in square metres.
  - (b) Location, size and area of existing and proposed structures, caravans and annexes in square metres.
  - (c) Distance of structure from the water's edge and/or adjoining installations.
  - (d) All details of construction methods, material sizes and types shall be stated (including awnings).
  - (e) Colour scheme of the proposed structures to be provided.
  - (f) Structures other than annexes are to be detachable from the caravan and annexe to allow uninhibited removal of both the caravan and annexe.
4. Submit a Practising Structural Engineers Certificate stating the:
  - (a) The design is structurally sound;
  - (b) The relocatable home, rigid annexe and/or associated structures comply with any standards, codes and specifications required by the Regulation or by Ministerial specifications;
  - (c) 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;
  - (d) 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;
  - (e) 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);
  - (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 that permanent fail safe measures are incorporated in the development, to ensure the timely, orderly and safe removal of the structure; and
  - (h) That the development will not increase the flood hazard or flood damage to other properties or adversely affect flood behaviour.

### SPECIFIC DEVELOPMENT REQUIREMENTS:

#### RIGID ANNEXES

- (a) To be designed, constructed and installed in accordance with Part 3 of the Regulation.
- (b) 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.

- (c) Not to be occupied prior to a final inspection by Council. The Regulation requires that Council must be given written notice of the completion of installation of rigid annexes within 7 Days of completion
- (d) Only one annexe is permitted for each caravan.
- (e) A compliance plate must be attached to an accessible part of the rigid annexe.
- (f) There shall be no plumbing fixtures and fittings within an annexe.
- (g) Must be demountable within 90 minutes.

**Note:** 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.

### **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)

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.

- (a) An associated structure must not be designed or modified so as to be used as a habitable room.
- (b) 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.

### **RELOCATABLE HOMES**

- (a) To be designed, constructed and installed in accordance with Part 3 of the Regulation.
- (b) Site to be serviced in accordance with Part 3 of Regulation. This includes fire hose reels and fire hydrants.
- (c) Must have an adequate sewage disposal system and a separate application may be required.
- (d) Must be designed accordingly for the possible flood depths and velocities of the site. This information must be based on an acceptable flood study.
- (e) Must be constructed off site and brought into the park in Major Sections.
- (f) Not to be occupied prior to a final inspection by Council. Note: The Regulation requires that Council must be given written notice of the completion of installation of these structures within 7 Days of completion.
- (g) 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: that contains a total living space (excluding the living space contained in an associated structure) of at least 20 cubic metres; and 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”.

### **OTHER STRUCTURES - BARBECUES, PLAYGROUND EQUIPMENT**

The installation of certain structures require approval from Council as either Complying Development under the *State Environmental Planning Policy (Exempt and Complying Development Codes)* 2008 or a Development Application.

Contact Council’s Customer Service Centre on 4921 0333 for more information.

### **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 structure in accordance with Clauses 72 of the Regulation.

### **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.

### **FURTHER ENQUIRIES**

Should you wish to discuss installation of relocatable homes, annexes or associated structures, or you have a concern regarding installation of relocatable homes, annexes or associated structures, please contact 4921 0333.