

Approval of Flood Liable Caravan Park Installations

made under Section 68 of the Local Government Act 1993

Application Form



Lake Macquarie City Council

Telephone: 02 4921 0333 (8.30 am to 5.00pm)

Facimile: 02 4958 7257

Email: council@lakemac.nsw.gov.au

Website: www.lakemac.com.au

Lodgment Options

Mail: Box 1906, Hunter Region Mail Centre, NSW 2310

In person: Customer Service Centre

at 126 - 138 Main Road, Speers Point (8.00 am to 6.00pm)

NOTES

1. You must include all information requested on this form and the accompanying checklist, as it applies to your application. Incorrect or incomplete details may lead to delays in processing your application.
2. At the time of lodgment, Council will calculate application fees payable.
3. Council's Privacy Management Plan is available on the City's website www.lakemac.com.au.
4. Third parties may request access to, and copies of, the information held by Council relating to this application, in accordance with the Government Information (Public Access) Act 2009.
5. An image of this form, and any related documentation, will be publicly available on the City's website www.lakemac.com.au.
6. You can track the progress of your application – log on to www.lakemac.com.au/onlineservices.
7. Entry onto Land: You are advised that access to your property may be required by Authorised Officers of Council in order for them to process your application and determine compliance with any approval that may be issued. By the submission of this application or by authorising its submission by another person/s it is assumed you are giving approval of entry to your premises to Council staff. Should access be required, staff may make contact with you beforehand to make the necessary arrangements.

TYPE OF APPLICATION

Rigid Annexe

Associated Structure

Relocatable Home

CARAVAN PARK DETAILS

Name: _____

Please ensure the land to be developed is described accurately and in full.

House no(s)	Street(s)	Suburb	Lot(s)	Section(s)	DP(s)/SP(s)

SITE SPECIFIC DETAILS

Site Number: Total site area: m²

Combined area of existing structures: m²

Dimension of proposed structure/s: m²

Dimension of caravan: m²

APPLICANT DETAILS

Name(s)

Postal address

Daytime phone

Fax Mobile

Email

Name(s)
(please print)

Signature

PARK MANAGERS DETAILS

Name(s)

Postal address

Daytime phone

Fax Mobile

Email

RIGID ANNEXE DETAILS (IF APPLICABLE)

Name(s)

Postal address

Daytime phone

Fax Mobile

Email

Rigid Annexure compliance plate number (if applicable)

Month and Year of Manufacture

AUTHORISATIONS - ACCESS TO CARAVAN SITE

Caravan Owner(s)

I/we consent to authorised officers of LMCC to access my caravan site in order for them to process this application and determine compliance with any consent that the Council may issue.

Name(s)
(please print)

Signature(s)

The relevant details required to be submitted with the application are attached.

AUTHORISATIONS - PARK OWNER / MANAGER

I/we consent to this application to be lodged with Lake Macquarie City Council (LMCC) for assessment.

This application CANNOT be lodged without the authorisation of the Park Owner / Manager.

Following approval, a copy of the notice of determination and approved plans must be supplied to the Park Owner / Manager, prior to commencing works.

Name(s)
(please print)

Signature(s)

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

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 of the proposed structure.
- (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 certificate issued by the structural engineer must specify the following:

- (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.

5. Demounting of rigid annexe

A letter from the structural engineer, builder and/or manufacturer stating that the annexe will be demountable within 90 minutes.

6. Relocatable Homes Applications

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