

Installation of a Relocatable Home/Annex/Associated Structure in a Manufactured Home Estate/Caravan Park

made under Clause 68, 160 or 173 of the Local (Manufactured Home Estates,
Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

Notice of Completion

Singleton Council

Telephone: 02 6578 7290 (8.30 am to 5.00pm)

Facimile: 02 6572 4197

Email: ssc@singleton.nsw.gov.au

Website: www.singleton.nsw.gov.au

Lodgment Options

Mail: PO Box 314, Singleton, NSW 2330

In person: Civic Centre

at 12 - 14 Queen Street, Singleton (8.30 am to 3.00pm)

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.Singleton.nsw.gov.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. 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

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

ASSOCIATED STRUCTURE DETAILS (IF APPLICABLE)

Name(s)

Postal address

Daytime phone

Fax Mobile

Email

RELOCATABLE HOME 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

Property Owner(s)

I/we consent to the applicant identified on this form, to lodge this application with Singleton Council.

I/we consent to authorised officers of Singleton Council to access my/our property 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)

All registered property owners of the land must sign. In the case of a Company, the consent of the authorised person and also identify position held.

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

DETAILS REQUIRED WITH THE NOTICE OF COMPLETION

To ensure timely inspection and occupation of the annexe/associated structure/relocatable, the following information is required to be submitted:

1. Completion of notice of completion form

All details on the notice of completion form are mandatory, strike out those parts not applicable, and are required to be completed and accurate.

2. Rigid Annexe Applications

- (a) Provide particulars contained on the compliance plate relating to the rigid annexe, and
- (b) Provide a copy of the engineer's certificate for the rigid annexe, and
- (c) Provide a fully dimensional diagram of the dwelling site on which the rigid annexe is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of Division 5 of Part 3 of the Local Government (*Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings*) Regulation 2005, have been complied with.

3. Associated Structure Applications

- (a) Provide particulars contained on the compliance plate relating to the associated structure, and
- (b) Provide a copy of the engineer's certificate for the associated structure, and
- (c) Provide a fully dimensioned diagram of the dwelling site on which the relocatable home/manufactured home and associated structure is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of Division 4 of Part 3 of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005*, have been complied with.

4. Relocatable Homes Applications

- (a) Provide particulars contained on each compliance plate relating to the relocatable home, and
- (b) Provide a copy of the engineer's certificate for the relocatable home, and
- (c) Provide a fully dimensioned diagram of the dwelling site on which the relocatable home is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of Division 4 of Part 3 of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005*, have been complied with.

5. Manufactured Homes Applications

- (a) Provide particulars contained on each compliance plate relating to the manufactured home, and
- (b) Provide a copy of the engineer's certificate for the manufactured home, and
- (c) Provide a fully dimensioned diagram of the dwelling site on which the manufactured home is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of Part 2 of the Local Government (*Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings*) Regulation 2005, have been complied with