

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

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 lodgement, Council will calculate application fees payable.
3. 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.

Applicant Details

Note: The applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring all the information provided is correct. All correspondence in relation to this application will be issued to the applicant as stated on this form.

Name/s (individual or company name in full)			
For companies, contact name			
Postal address			
ABN:			
Suburb			
State		Post Code	
Contact phone number			
Mobile number			
Email address			
Applicant's reference number			

Type of Application

Rigid Annexe

Associated Structure

Relocatable Home

Property Details

Caravan Park Details

Name:

Unit/House No.	Street	Suburb	Lot	Section	DP/SP

Managers Details

Name/s (individual or company name in full)					
Postal address					
Suburb		State		Post Code	
Daytime Contact phone number					
Mobile number					
Email address					

Site Specific Details

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

Supplier Details

Name/s (individual or company name in full)					
Postal address					
Suburb		State		Post Code	
Daytime Contact phone number					
Mobile number					
Email address					
Rigid Annexe compliance plate number (if applicable)					
Month and Year of Manufacture					

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



Owner Declaration (enter details of all owners below)		
<input type="checkbox"/> I am the sole owner of the development site (provide details below)		
<input type="checkbox"/> There are multiple owners of the development site (provide details of all owners below, one per line)		
<input type="checkbox"/> The owner is a Company (details below) and I am authorised under delegation to provide owner's consent - my name and role designation is: <input style="width: 500px;" type="text"/>		
Owner Name	Address	Email
Owner Signature:		
If you have completed this form manually you will need to ensure all signatures are applied for all owners. If you have completed this form electronically you can insert a scanned copy of all relevant owners signatures into the area above and in so doing will be bound by your electronic signatures.		
Dated:		
If there are more than 3 owners, please provide the additional details on an additional sheet. Please be aware that it is a criminal offence to make a false declaration		
Applicant Declaration		
<input type="checkbox"/> I declare that all information submitted in this form and the attachments is accurate to the best of my knowledge		
Applicant's Signature:		
Applicant's Name:		
If you have completed this form manually you will need to ensure applicants signatures are applied above. If you have completed this form electronically you can insert a scanned copy of applicants signatures into the area above and in so doing will be bound by your electronic signatures.		
Dated:		
Conflict of Interest		
I am an employee/Councillor or relative of an employee/Councillor No Yes		
If yes, state relationship		

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's Privacy Management Plan.

The supply of information on this form is voluntary but it is required to process your application/request.

The Privacy Management Plan may be accessed on Council's website
<http://www.singleton.nsw.gov.au/index.aspx?nid=418>

If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 65787290.



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

