



116 Adelaide Street,
Raymond Terrace NSW 2324

PO Box 42
Raymond Terrace NSW 2324

[p \(02\) 4988 0255](tel:(02)49880255) | [f \(02\) 4988 0130](tel:(02)49880130) [e compliance@portstephens.nsw.gov.au](mailto:compliance@portstephens.nsw.gov.au)

ABN 16 744 377 876

Approval to Operate a Manufactured Home Estate, Caravan Park or Camping Ground Application Form

Section 68, 106 or 107 of the *Local Government Act 1993*

PART A

ESTATE/ PARK TYPE

- Manufactured Homes Estate (see **Note 1**)
 Caravan Park (see **Note 2**)
 Camping Ground (see **Note 3**)
 Caravan Park and Camping Ground
 Primitive Camping Ground (see **Note 4**)

PART B

APPLICATION TYPE

- New Application
 Amend Application
 Renewal

PART C

ESTATE/ PARK DETAILS

Name of premises ABN

Company name Email

Business address

Suburb State Postcode

Postal address

Suburb State Postcode

Contact person/ Manager Mobile

Email

PART D

OPERATIONAL PROPERTIES WITHIN THE ESTATE/PARK BOUNDARIES

LOT	DP	No.	ADDRESS	SUBURB



PART E

DWELLING/CAMP SITE DETAILS

Record below the **maximum** approved number of dwelling and camping sites (i.e. subject to consent):

Long-term Sites:		Short-term Sites:		Camping Sites:		Total:	
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Record below the **actual** number of dwelling sites provided (as detailed on the community map):

Long-term Sites:		Short-term Sites:		Camping Sites:		Total:	
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PART F

COMMON FACILITIES

Proceed to Part G if Manufactured Home Estate. If joint facilities state "joint".

Building/ Facility Name or identification	Toilets				Showers			Hand basins			Laundry					
	Male	Female	Urinal (lineal metres)	Disabled	Male	Female	Disabled	Male	Female	Disabled	Washing Machine	Laundry Tubs	Clothes Dryers	Line space (Lineal metres)	Ironing Boards	Irons

PART G

RECREATIONAL AND COMMUNAL FACILITY DETAILS

List below the type and land area provided for recreational and communal facilities provided for the benefit of park residents and visitors (e.g. common open space, pool area, playground, games room, etc.)

Description	Area (m ²)

OTHER

Sewage facilities	<input type="checkbox"/> Hunter Water sewer	<input type="checkbox"/> On-site sewage facility
Water Supply	<input type="checkbox"/> Hunter Water supply	<input type="checkbox"/> Other supply:
Flood liable	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART H

DECLARATION AND SIGNATURE OF APPLICANT

The information as provided, is to the best of my knowledge and belief, true and accurate:

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text" value="/ /"/>



PART I

DOCUMENTATION

Community map (drawn to an appropriate scale) with the use of key/ legend to reflect the following details where applicable:

- a) Dimension and location of park boundaries (CI 12/CI 83)
 - b) Identification of each land allotment and the location of park boundaries in location in relation to different land allotments (CI 12/CI. 83)
 - c) Contour levels (provided at appropriate intervals) measured to Australia Height Datum (CI 9 & 10/CI 74 & 75)
 - d) Dimensions of dwelling/camping site boundaries, dwelling/camping site areas, assigned identification number of each dwelling/camping site and designated use of dwelling/camping site (that is, short-term, long-term, camp-site) (CI 14/15/CI 85 & 86)
 - e) Total number of currently operating short-term, long-term and camping sites (CI 72)
 - f) Tabulated summary of type of structures existing on each site, total area occupied by these structures, area of the site and percentage of site area occupied by existing structures (CI 45/CI 139)
 - g) Footprint of all existing installations/structures (Pt 2, Div. 3, Sub 2/Pt 3, Div. 3, Sub 2)
 - h) Location of installations/structures in relation to dwelling site boundaries and park boundaries (Pt 2, Div. 3, Sub 2Pt 3, Div. 3, Sub 2)
 - i) Separation distances between installations located on adjoining dwelling sites, as well as, separation details between eaves (CI 47 & 48/CI 91 & 140)
 - j) The location of any fire rated walls (or other fire protection systems), where installed to satisfy fire separation requirements under the Regulation (CI 47 & 48/ CI 91(2) and 140(2) (a) & (b))
 - k) Setback of installations from park roads (measured at the closest point) (CI 44(a)/CI 138 & 161)
 - l) Finish floor level of installations used for habitable purposes and measured to Australian Height Datum (CI 9 & 10/CI 74 & 75)
 - m) Location of taps, sullage disposal points and power supply point serving designated camping and short-term sites (CI 101, 102 & 104)
 - n) Verification that each occupied long-term site is provided with metered power and is connected to sewer and potable water (CI 27, 28 & 30/CI 101, 102 & 104)
 - o) Dimensions, identification and number of on-site and off-site car parking provisions and the designated use of any off-site car parking provisions (e.g. visitor, resident, disabled car space and staff parking) (CI 23 & 24/CI 96, 97 & 98)
 - p) The location and dimension of any forecourt area provided for incoming vehicles (CI 93)
 - q) Identification of names of internal roads, the road widths and direction of travel along roads (CI 20 & 21/CI 92 & 94)
 - r) Identification of types of sanitary facilities installed on each dwelling site (that is toilet, shower, laundry, clothes line) (Pt 3, Div. 3, Sub 5 & 6)
 - s) Details of the location of any shared clothes drying areas, including the total lineal metres of line space provided (Pt 3, Div. 3, Sub 5 & 6)
 - t) Identification of sites occupied or designated to contain installations for fully self-contained habitation (**see Note 5**)
 - u) Identification of land provided for community amenity and the measured land area provided (CI 13/CI 84)
 - v) Accurate and clear representation of the location hose reels and hydrants (CI 34/CI 128 & 129)
 - w) The location of any car wash bay area (CI 130)
 - x) The location of any common soil waste dump point (CI 102(3))
- Fire Safety Statement (**see Note 6**)
- Copy of park rules and conditions given to occupiers of sites
- Where the operation of the park extends onto community land, operational land, Crown Land, road reserve or other government controlled land, submit evidence of a current lease/ licence or other agreement issued from this authority permitting this use



PART J

SUBMIT

Please return your completed and signed application to:

In person 116 Adelaide Street / PO Box 42
or by post: Raymond Terrace NSW 2324

Email: compliance@portstephens.nsw.gov.au

PART K

NOTES

Note 1: Manufactured Homes Estate

Premises which each dwelling site is or is to be installed only with manufactured homes. A manufactured home being a self-contained dwelling containing at least one kitchen, bathroom, bedroom and living area and that also includes toilet and laundry facilities.

Note 2: Caravan Park

Premises which offer a range of accommodation including installation of relocatable homes (including homes which are not fully self-containing) and touring caravans, campervans, motor homes.

Note 3: Camping Ground

Premises in which sites may only be occupied by a campervan or tents.

Note 4 Primitive Camping Ground

Premises as described under Clause 132 of the *Local Government (Manufactured Homes Estate, Caravan Park, Camping Grounds and Moveable Dwelling) Regulation 2005*.

Note 5: Fully Self-Contained Habitation

Fully self-contained habitation is where installations contained on the dwelling site includes at least one kitchen, bathroom, bedroom and living area and that also includes toilet and laundry facilities.

Note 6: Fire Safety Statement

This is a statement signed by the premise owner/s or a person acting on behalf of the owner/s which lists each type of fire safety equipment/service installed and its performance standard and certifies that a properly qualified person has assessed and found when it was assessed to be capable of performing to the specified standard. This includes any hydrant, hose reel or other fire services installed to satisfy requirements specified under the *Local Government (Manufactured Homes Estate, Caravan Park, Camping Grounds and Moveable Dwelling) Regulation 2005*.

PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: The purpose of this form is to make application to Council for an Approval to Operate a Manufactured Home Estate, Caravan Park or Camping Ground in accordance with *Local Government Act 1993*.

Intended recipients: Council staff and any persons wishing to inspect the application in accordance with the *Local Government Act 1993* and *Government Information (Public Access) Act 2009*.

Supply: Involuntary.

Consequence of Non Provision: Approval to Operate a manufactured home estate, caravan park or camping ground cannot be issued.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on 02 4988 0255 to enquire how you can access information.