

Cnr Campbell & Vulcan St PO Box 99 MORUYA NSW 2537 Telephone: 02 4474 1000 E: council@esc.nsw.gov.au

www.esc.nsw.gov.au

## APPLICATION TO INSTALL A RELOCATABLE HOME, MOVEABLE DWELLING, RIGID ANNEXE OR ASSOCIATED STRUCTURE ELSEWHERE THAN A CARAVAN PARK

APPLICANT			
Applicant's name(s):			
Phone:		Mobile:	
Email address:			
Signatura/s):			
Signature(s):			Date:
LAND			
No:	Street/Road:		
Town:	Lot no:		Deposited/Strata plan:
OWNED(C)			
OWNER(S)			
Owner's name(s):			
Phone:		Mobile:	
Date :			
Signature:			
All owners must sign			
DEVELOPMENT			
Description of proposal for which appr	oval is sought:		
Relocatable home Associated structure Rigid annexe			
Relocatable home and associated structure			
Moveable dwelling compliance plate particulars			
Name of manufacturer:			
Unique identification number for each major section of the relocatable home			
(where applicable):			
Month and year of construction:			
Design gust wind speed:			
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Footing, soil type and tie down system:		
Statement of compliance:		
Name of practising Structural Engineer issued:		
(Relocatable home only)		
OFFICE USE ONLY		
Date application received:		
Application no.:		
Approval fee:		
Relocatable home (and associated structure if applicable)		
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Compliance fee:		
(Not inclusive of plumbing and drainage – minim	um 4 inspections).	
Receipt no.:	Date of receipt:	
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## CHECKLIST FOR THE LODGEMENT OF AN APPLICATION TO INSTALL A MOVEABLE DWELLING, RELOCATEABLE HOME, RIGID ANNEXE OR ASSOCIATED STRUCTURE ELSEWHERE THAN IN A CARAVAN

This checklist has been prepared to assist you with the lodgement of your application by ensuring that you have provided all the necessary details. This will help prevent delays in the processing of your application.

Please refer to 'Plans' under 'step 3' on our web page for more detail, if required.

PLANS Applicant Office

	Including but not limited to (refer to 'Plans' under 'step 3' on our web page) boundaries, setbacks to boundaries, landscaped area, APZ.	
FLOOR PLAN	Eg, layout, partitioning, room sizes (dimensions), intended uses for each part of the building, window/door locations and sizes, floor levels in AHD, position of <b>smoke alarms</b> , plumbing fixtures, wall structure type and thickness.	
ELEVATIONS	Inclusive FFL, NGL, overall height, ** Plans must indicate all levels relative to a nominated datum point.	
SECTIONS	Inclusive of proposed building materials, floor and ceiling heights. Section locations must be indicated on the floor plans.	
SITE MANAGEMENT PLAN	Inclusive of location/specification of soil and water management facilities and location of storage space for building materials.	

**Note:** If the plans relate to alterations and/or additions to an existing building(s), the proposed changes are to be coloured to easily identify existing and proposed construction.

Where the proposal is for alteration and additions to an existing building, both the existing and proposed smoke alarm locations are to be indicated on the plans and/or specifications.

SPEC	IFI	CAT	O	NS

SPECIFICATIONS		
SPECIFICATIONS	Specifications must describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply.  The specification must state if the materials are to be new or second-hand. Particulars of any second-hand materials must be provided.	
PLUMBING (WATER AND SEWER)	Are there any plumbing works proposed? If yes, provide a diagram showing the location of works within the site and the location of the proposed connection to existing services.	
STORMWATER	Provide a diagram showing the location of works within the site including water tanks and the method of stormwater disposal ie, on-site detention system, disposal to interalottment drainage point, disposal to street kerb etc.	
FENCING	Plans and specifications for any fences already erected or to be erected.	
	The method of termite protection has been shown on the plans and the clearance beneath the relocatable home or associated structure is:	
	(a) at least 400 millimetres, where termite shields are required to be installed, or	
TERMITE	(b) at least 200 millimetres, where termite shields are not required to be installed.	
	The clearance beneath the relocatable home is to be measured from the lowest point of the underside of the home's chassis or frame.	
BUSHFIRE COMMITMENTS	Where your consent or application requires construction to comply with AS3959 - construction of buildings in bushfire-prone areas, your bushfire commitments shall be included in your application and construction requirements shall be detailed on the plans (you may use Council's bushfire commitments form where details cannot be shown on the plans).	

	A copy of the structural engineers engineer's design certificate for the structure, footings and tie down system is attached.	
STRUCTURE	The structural design certificate must:  a) indicate the relocatable home or associated structure complies with any standards, codes and specifications with which it is, by the Regulation or by the Ministerial specifications, required to comply, and	
	b) must include specifications as to the manner in which the relocatable home or associated structure must be transported and installed, and as to the nature of the footings (if any) on which it must be installed and	
	c) 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 home or structure may be installed and	
	d) include a statement which confirms the relocatable home/moveable dwelling has been designed to resist loads as determined in accordance with the following design codes:	
	<ul> <li>AS/NZS 1170.1:2002, Structural design actions Part 1: Permanent, imposed and other actions, as in force on 1 September 2005,</li> <li>AS/NZS 1170.2:2002, Structural design actions Part 2: Wind actions, as in force on 1 September 2005, or AS 4055—1992 Wind loads for housing, as in force on 1 September 2005 (except that the design gust wind speed for the area where the manufactured home or associated structure is located is not to be taken to be less than 41 metres per second),</li> <li>AS 1170.3—1990, Minimum design loads on structures Part 3: Snow loads, as in force on 1 September 2005,</li> <li>AS 1170.4—1993, Minimum design loads on structures Part 4: Earthquake loads, as in force on 1 September 2005.</li> </ul>	
GENERAL REQU	REMENTS	
<ol> <li>Have you read 'Plans' under 'step 3' on our web page?</li> <li>One complete set of all plans and documentation to support the application must be supplied.</li> <li>Have all applicants signed the 'applicant's declaration' section?</li> <li>Has the applicant, owner or any person with a financial interest in this application made a donation to a councillor or Council employee in the past two years?</li> <li>All registered owners have signed the 'owners consent' section.</li> <li>The application is fully completed.</li> </ol>		