

# Hawkesbury City Council

366 George Street (PO Box 146) Windsor NSW 2756 DX 8601 WINDSOR  
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## application to install a manufactured home, moveable dwelling, rigid annexe or associated structure on a caravan park

Local Government Act (Chapter 7 Part 1)

Please return this form to the above address. Enquiries 4560 4571

I hereby make application to the Council for the issue of an Approval to Install the following structure and supply the following information in support of this application.

**Note:**

**\*\*All information should be supplied and all answers are to be completed.**

**\*\*A separate application must be submitted for each installation**

**1. This is an application for the structure/installation of (please tick one box only)**

- Manufactured Home      or       Moveable Dwelling      or  
 Rigid Annexe      or       Associated Structure\*\*

**2. Applicant's Name**

**Applicant's Address**

<input type="text"/>	<input type="text"/>
	<b>Postcode</b>

**Telephone No**

**Mobile**

**3. This installation is proposed on (tick which applies)**

An existing Caravan Park for which a current Approval to Operate is held

Other land (Specify details of other land below)

**4. Caravan Park known as**

**Land Situated at**

(give street address and Lot/DP  
numbers if known)

<input type="text"/>	<input type="text"/>
	<b>Postcode</b>

**5. Full name/s of owner of the property**

**Owner's Address**

<input type="text"/>	<input type="text"/>
	<b>Postcode</b>

**Telephone No**

**Mobile**

**Signature of Land Owners**

**Date**

See also owner's certification and endorsement on next page.



<b>6. If at Caravan Park - Site No. on which installation is to take place</b>	<input style="width: 95%;" type="text"/>
<b>7. Flood Liable Land</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  (a) If "Yes" give details, i.e. submit details of levels and contours of the site.  <u>Details of the Installation:</u> <i>All plans, including site plan showing existing installations (if any) and proposed installation, distance of existing and proposed installations from site boundaries and from all installations on adjoining sites, proposed structure, including floor plans and elevations, drainage lines, location of facilities on site and such other details as may be appropriate to this application.</i>	
<b>8. Date of Lodgement</b>	<input style="width: 95%;" type="text"/>
<b>I enclose the required fee of</b>	\$ <input style="width: 95%;" type="text"/>
<b>Applicant's Signature</b>	<input style="width: 95%;" type="text"/>
<b>Date</b>	<input style="width: 95%;" type="text"/>
<b>Office Use Only:</b>	
<b>Receipt No</b>	<input style="width: 95%;" type="text"/>
<b>Date</b>	<input style="width: 95%;" type="text"/>
<b>Fee</b>	\$ <input style="width: 95%;" type="text"/>
<b>Income A/C</b>	<input style="width: 95%;" type="text"/>
<b>Cashier Code</b>	<input style="width: 95%;" type="text"/>

\*\* The Local Government Act 1993 defines "associated structures" as:

- (a) a carport, garage, shed, pergola, verandah or other structure designed to enhance the amenity of a moveable dwelling and attached to or integrated with, or located on the same site as the dwelling concerned, or
- (b) a separating wall between two moveable dwellings.

**Note: Applications for the installation of a manufacture home, moveable dwelling, associated structure or rigid annexe on land will not be accepted from an occupier of a site on the land unless the application is certified and endorsed by the owner of the land and the holder of the Approval to Operate the Caravan Park on which this site is located. If the site is on a caravan park, the certification and endorsement to this application must be by the owner of the land and the holder of the Approval to Operate the Caravan Park on the land.**

**Certificate and endorsement of this Application**

I, \* \_\_\_\_\_, being the \*\* \_\_\_\_\_ hereby certify that the proposal for which this application is being lodged with Council, complies in all respects with the provisions of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2005 and with Council's Local Approvals Policy and I fully endorse the application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\* Here insert name of owner or holder of the Approval to Operate the Caravan Park. In the case of a Company being one of these parties, the application and this endorsement is to be signed by the Secretary of the Company.

\*\* Here insert the designation of the person - the owner, holder of the Approval to Operate or the Company Secretary.

**Privacy Notice**

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.