



## **LOCAL GOVERNMENT (s.68) APPLICATION**

### **APPLICATION TO INSTALL A MANUFACTURED HOME, MOVABLE DWELLING OR ASSOCIATED STRUCTURE ON LAND**

This form is designed for those who are seeking approval under section 68 (part A) of the Local Government Act (LG Act) 1993 for installing a manufactured home, movable dwelling or an associated structure on land such as a caravan Park, camping ground or manufactured home estate.

This form can also be used to accompany a Development Application for the siting of a manufactured home or moveable dwelling on private property.

Please also be advised that any associated structure that is an addition to the manufactured home or moveable dwelling (for example a deck or carport) will require additional approval through a Construction Certificate application, unless classified as exempt development (under the SEPP Exempt and Complying Development Codes 2008).

A list of the relevant activities that are covered using this form are as follows:

#### **Part A: Structures or places of public entertainment**

- Install a manufactured home, moveable dwelling, or associated structure on land.

#### **1. APPLICATION TYPE (tick all that apply)**

<input type="checkbox"/>	Installation in a Caravan Park
<input type="checkbox"/>	Installation in a Camping Ground
<input type="checkbox"/>	Installation in a Manufactured Home Estate
<input type="checkbox"/>	Installation on private land
<input type="checkbox"/>	Relocatable home

#### **2. PROPERTY DETAILS (private property)**

Lot No./s		Section No.		DP/SP No.	
House Number		Street name			
Suburb				Postcode	

#### **3. SITE DETAILS (Caravan Park, Camping ground, Manufactured Home Estate)**

Site No(s).		Total site area (m2)	
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Combined area of existing structures (m2)		Area of proposed structure/s (m2)	
Dimension of proposed structure/s			

**4. APPLICANT DETAILS**

Mr		Mrs		Ms		Miss		Other:	
Given Name (s)									
Surname									
Postal Address									
Contact Number									
Contact Email									

**5. ASSOCIATED APPROVAL DETAILS (if applicable)**

DA (or CDC) No.:		Date of determination:	
CC No. :		Date of determination:	

**6. ESTATE/PARK MANAGER'S DETAILS (if applicable)**

Estate/ Park Trading Name	
Manager's name	
Postal Address	
Contact Number(s)	
Contact Email	

**7. STRUCTURE DETAILS**

Manufacturer/builder name	
Company postal address	
Company contact number	
Company contact email	
Will there be any associated structures?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
If yes,	
<input type="checkbox"/>	Carport
<input type="checkbox"/>	Garage
<input type="checkbox"/>	Veranda

	Awning	
	Other:	

**8. ACCESS DETAILS** (indicate any difficulties with access for the purposes of an inspection)

	Locked gates	
	Dangerous Animals	
	Other:	

**9. ATTACHMENTS** (You will need to submit the following with this application)

	Owner's consent - from Manufactured Estate Manager and/or Caravan Park Manager and/or Property Owner
	Site plan - showing the location of all structures on the site including distance in metres to structures on adjoining sites, site boundaries and roads, site number, site area and percentage of site coverage (all roofed areas).
	Plans and specifications for the moveable dwelling - which include the height, external configuration, sections, elevations, floor levels, provision for fire safety/resistance, description of the construction and materials used, and the method of drainage, sewerage and water supply. You must also state whether the materials will be new or second-hand, including particulars of the second-hand materials, if any.
	Certified engineering details of footings (if applicable)
	Plans and specifications for fences - already erected or intended to be erected

**NOTE:** If the plans include a proposal to:

- carry out an alteration or rebuilding of an existing moveable dwelling, or
- modify plans and specifications submitted to the council,

Then the plans must be coloured or marked to adequately distinguish a proposed alteration, rebuilding or modification.

**10. APPLICANT SIGNATURE(S)**

This form may be submitted on behalf of the owner by another party; however, the form **MUST** have been signed by all the owner(s) prior to submission.

Signature of applicant		Date	
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**11. OWNER SIGNATURE(S)**

I/We own the subject land and consent to Council officers entering the premises for the purpose of carrying out inspections in conjunction with this application, without first giving written notice.

Name of Owner			
Signature of Owner		Date	

Name of Owner			
Signature of Owner		Date	
Name of Owner			
Signature of Owner		Date	
Name of Owner			
Signature of Owner		Date	

**12. MANUFACTURED ESTATE AND/OR CARAVAN PARK MANAGER (if applicable)**

Name			
Signature		Date	

You can submit this application form and attachments to Council by emailing it to [council@bellingen.nsw.gov.au](mailto:council@bellingen.nsw.gov.au) or bringing it into our Council Administration Building.

**Privacy Statement**

Bellingen Shire Council (Council) is committed to protecting your privacy and takes reasonable steps to comply with all relevant legislation, including the *Privacy and Personal Information Protection Act 1998*.

The personal information requested on this form will only be used to fulfil the purpose for which it is being collected as described on this form.

The supply of information by you is voluntary, but if you cannot, or do not wish to, provide the information sought, we may not be able to process your application.

**OFFICE USE ONLY**

**13. FEE DETAILS**

Description	Account Numbers	Amount

**14. PAYMENT DETAILS**

Amount Paid:		Date paid:		Receipt Number	
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