

**12.3 SITE ADDITION, ALTERATION & MAINTENANCE APPLICATION FORM-**

**Site Addition / Alteration / Maintenance Application**

Date: \_\_\_\_\_ Holiday Park: \_\_\_\_\_

Street Name & Site Number: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Contact #: \_\_\_\_\_

Email address: \_\_\_\_\_

*Port Stephens Beachside Holiday Parks are governed by the following Legislations and Regulations:*

- Crown Land Management Act 2016
- Local Government Act 1993 and Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005
- Holiday Parks (Long Term Casual Occupation) Act 2002
- Port Stephens Council Holiday Van Occupancy Agreement Terms and Conditions
- Port Stephens Beachside Holiday Parks Standard Operating Procedures
- Other current standards and regulations under which our Parks operate relating but not limited to: gas storage, electrical wiring (and testing) for moveable dwellings, plumbing, etc.

*All Site Addition, Alteration and Maintenance applications are individually assessed in accordance with these standards and documents to ensure a fair and equitable outcome is reached.*

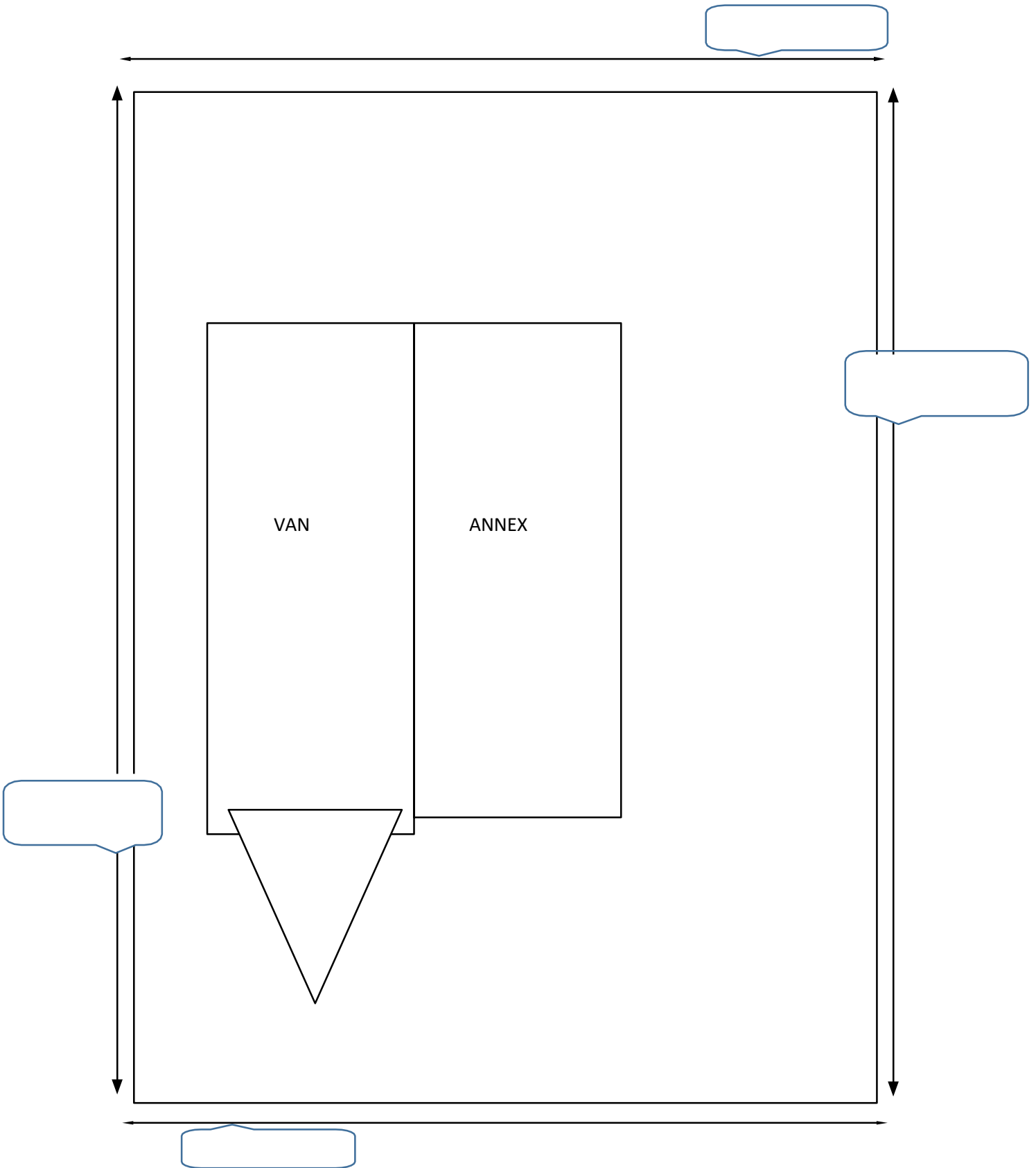
*Please send application directly to: Holiday Park Admin Officer at PO Box 147, Nelson Bay NSW 2315, or email directly to: [holidayvanenquiries@portstephens.nsw.gov.au](mailto:holidayvanenquiries@portstephens.nsw.gov.au) or drop in at Admin Office located at Treescape, 562 Gan Gan Road, One Mile – between 9am and 4pm Monday to Friday only.*

Owners Signature: \_\_\_\_\_ Owners Signature: \_\_\_\_\_

Received by (Park Staff Members Name): \_\_\_\_\_ Date: \_\_\_\_\_



SITE PLAN



NOTES:

