

12.3 SITE ADDITION, ALTERATION & MAINTENANCE APPLICATION FORM-

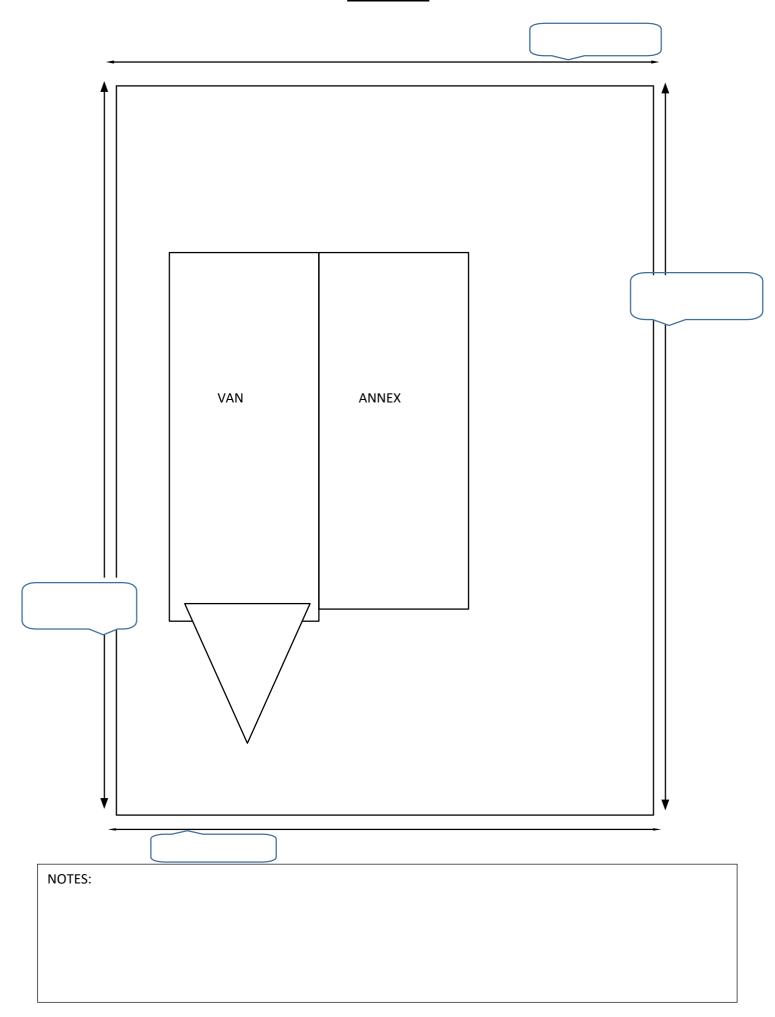
Site Addition / Alteration / Maintenance Application

	Holiday Park:					
Street Name & Site	e Number:					
Owners Name:						
Postal Address: _						
Postcode:	Contact #:					
Email address:						
Port Stephens Regulations:	s Beachside Holiday Parks are governed by the following Legislations and					
- Crown Land	Management Act 2016					
- Local Govern	nment Act 1993 and Local Government (Manufactured Home Estates,					
Caravan Park	s, Camping Grounds and Moveable Dwellings) Regulation 2005					
- Holiday Park	ss (Long Term Casual Occupation) Act 2002					
- Port Stepher	ns Council Holiday Van Occupancy Agreement Terms and Conditions					
- Port Stepher	ns Beachside Holiday Parks Standard Operating Procedures					
- Other curren	- 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.						
assessed in a	on, Alteration and Maintenance applications are individually ccordance with these standards and documents to ensure a fair outcome is reached.					
holidayvanenquiries@p	irectly to: Holiday Park Admin Officer at PO Box 147, Nelson Bay NSW 2315, or email direct p <mark>ortstephens.nsw.gov.au</mark> or drop in at Admin Office located at Treescape, 562 Gan Gan n 9am and 4pm Monday to Friday only.					
wners Signature:	Owners Signature:					
	f Members Name):Date:					



DETAILS OF APPLICA	TION: Please tick a	ppropriate box:			
Structural work- External modification- Service connections - Maintenance work -	Tropical roof	Annexe / Awning Paving/flooring Sewer Plumbing	☐ Hot Water System ☐ Other ☐		
Name of Builder/Contract	or:				
Postal Address:					
			Postcode		
Telephone Number:		Email address:			
ABN Number:	Builders License Number:				
Email address:					
DESCRIPTION OF WOI			a calcur achamaa matarial turaa ata		
			s, colour schemes, material types, etc d pens to differentiate new & existing)		
PSBHP has Approved the			,		
	<u> </u>		ey, Ironstone and Deep Ocean		
olaccio orcani, trinto, co	ot, Barro, Baorna	ina, modulana Gre	y, nonotono una Boop Goodii		
Site Plan Attached: Y	ES/NO	Photos Attached	d: YES / NO		

SITE PLAN





FOR MANAGER/ADMIN OFFICER TO COMPLETE. HOLIDAY VAN OWNER PLEASE READ ANY COMMENTS BELOW.

APPROVED: (Please see below for any comments / conditions /additional infor	mation)
 ☐ YES ☐ NO ☐ PENDING: further documentation/details to be provided 	
Park Manager / Holiday Van Admin Officers Comments:	
Signed by Park Management (or Authorized Officer):	Date:

Please note: This application is valid for a period of 12 months only.

IMPORTANT NOTES:

- All contractors MUST register at Reception prior to entering the Park.
- All Contractors MUST have completed a short Site Induction within the past 3 months.
- Works are permitted during the week ONLY.
- No works to be carried out on weekends unless Permission granted by Park Manager.
- No works permitted to commence before 9am unless Permission granted by ParkManager.
- All contractors must be offsite prior to 5pm.
- No works permitted during school holidays / Long Weekends / Peak Periods unless Permission granted by Park Management.
- Permission from Park Management must be sought & granted prior to working outside of these guidelines.