

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: _____

Construction / Addition / Maintenance Guidelines

***Please note clause references to Local
Govt.***

- 1) Reference Cls. 25 - A moveable dwelling must not be installed closer to any other movable dwelling than 2.5m. This includes any habitable area of the movable dwelling. (Habitable area defined as "more than 50% of wall area being fully enclosed".)
- 2) A minimum maintenance buffer of 2.5 metres is required between caravans (including any associated structure or annex).
- 3) Reference Cls. 37.3 - Any electrical circuit must be installed in accordance with the requirements of AS 3001 (or any other relevant Australian Standard).
- 4) Reference Cls. 94(a) - A tent or caravan (including any associated structure or annex) must not be located closer than 1 metre to an access road.
- 5) Reference Cls. 95 (amended) - A caravan (including any associated structure or annex) must not be installed on a single dwelling site if the roofed area of the caravan (including any associated structure or annexe) is more than two-thirds of the area of the site.
- 6) Any paving / concreting or similar, must not exceed 60% of the total habitable floor area of the site. In the event of the caravan being relocated, the Site Occupier will remove any paving / concrete or similar at the Site Occupiers cost, or reimburse Port Stephens Council for the cost of the above-mentioned work.
- 7) Clothes-lines (reference to our clothesline guidelines)
- 8) Reference Cls. 102 – The enclosed floor area of all annexes that are attached to a caravan must not exceed the enclosed floor area of the caravan.

Owners Signature: _____ Owners Signature: _____

Received by (Park Staff Members Name): _____ Date: _____

DETAILS OF APPLICATION:

Please tick appropriate box:

| | | | |
|------------------------------|--|--|--|
| Structural work- | Tropical roof <input type="checkbox"/> | Annexe / Awning <input type="checkbox"/> | Internal fit-out/modification <input type="checkbox"/> |
| Externalmodification- | Air conditioner <input type="checkbox"/> | Paving/flooring <input type="checkbox"/> | Other <input type="checkbox"/> |
| Service connections - | Electricity <input type="checkbox"/> | Sewer <input type="checkbox"/> | Water <input type="checkbox"/> |
| Maintenance work - | Electrical <input type="checkbox"/> | Plumbing <input type="checkbox"/> | Cladding <input type="checkbox"/> Other <input type="checkbox"/> |

Name of Builder/Contractor: _____

Postal Address: _____

_____ Postcode _____

Telephone Number: _____ Email address: _____

ABN Number: _____ Builders License Number: _____

Email address: _____

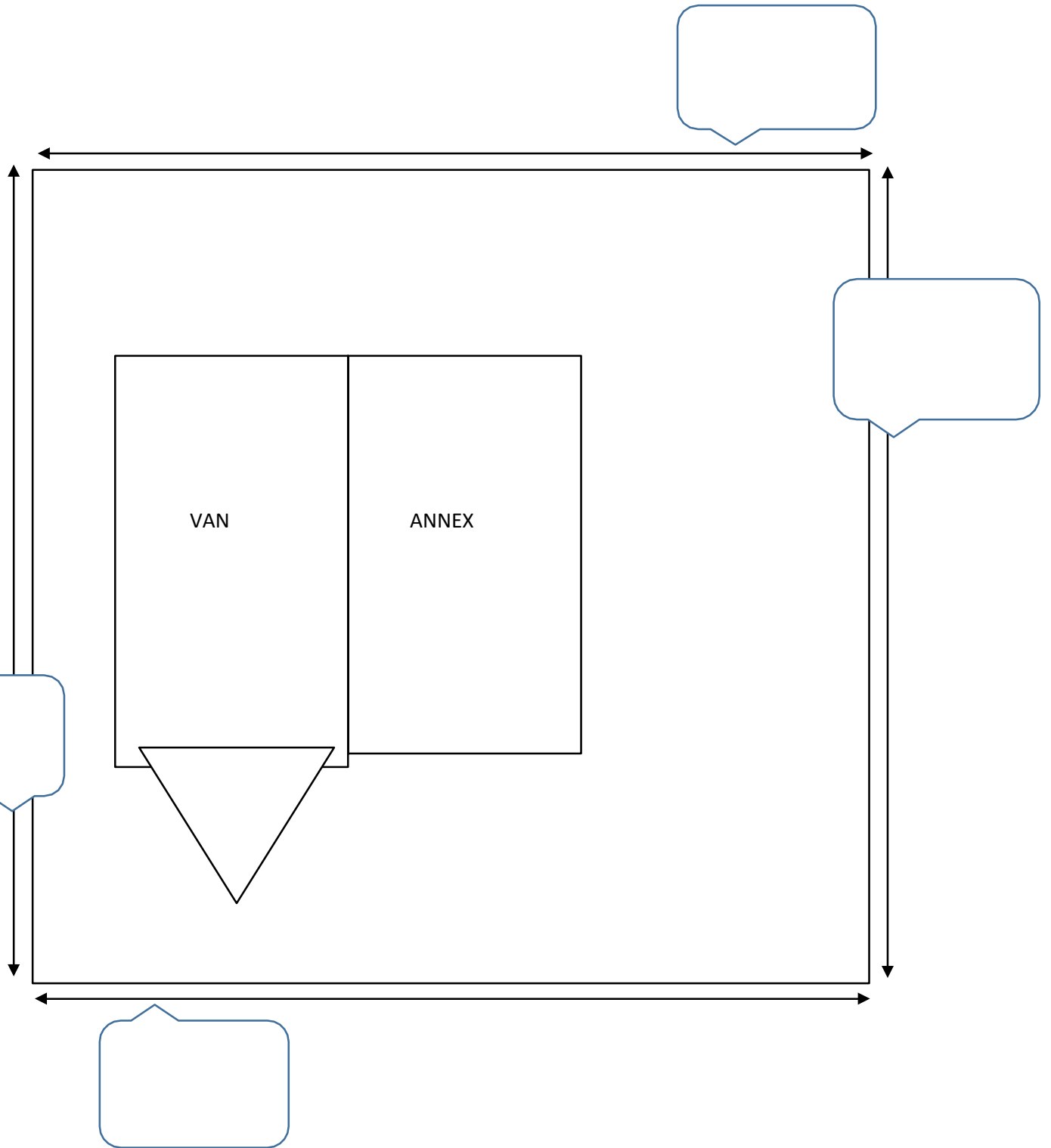
DESCRIPTION OF WORKS TO BE CARRIED OUT:

(Please include as much detail as possible – attach specific plans if applicable.)

Site Plan Attached: YES / NO

Photos Attached: YES / NO

SITE PLAN



NOTES:

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

APPROVED: (Please see below for any comments / conditions /additional information)

- YES
- NO
- PENDING: further documentation/details to be provided

Park Manager / Holiday Van Admin Officers Comments:

Signed by Park Management (or Authorized Officer):

Date:

- 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 Park Manager.
 - 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.