



Site Addition / Alteration / Maintenance Application

Date: _____

Street Name: _____

Site Number: _____

Owners Name: _____

Postal Address: _____

_____ Postcode _____

Telephone Number: _____ Email address: _____

Construction / Addition / Maintenance Guidelines
Please note clause reference to Local Govt. Regulations

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.

All Main Owners MUST Sign:

Owners Signature: _____ Owners Signature: _____

Owners Signature: _____ Owners Signature: _____

Park Management Signature _____



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Details of Application:

Please tick appropriate box

Structural work- Tropical roof Annex Internal fit-out/modification
 External modification Concrete paving/flooring Other
Service connections - Electricity Sewer Water
Maintenance work - Electrical Plumbing Cladding Other

Name of Builder/Contractor: _____

Postal Address: _____

_____ Postcode _____

Telephone Number: _____ Email address: _____

Email address: _____ Builders License Number: _____

ABN Number: _____

Description of works to be carried out: Details of Other Additions / Works:

Site Plan Attached: Yes / No

Photos Attached: Yes / No

Approved: Yes / No / Pending: further documentation/details to be provided

Park Management: _____ Date: _____

IMPORTANT NOTE:

- All contractors MUST register at reception prior to entering Park.
- No works to be carried over weekends without PERMISSION.
- No works before 9 am. No works after 5 pm.
- No works during School Holidays or Long Weekends without PERMISSION.

Site Plan

