



**clarencocoast** *holiday* **parks**

**Standards for the Maintenance and  
Installation of Holiday Vans and Associated  
Structures**

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## 1. Purpose

These standards is to manage the maintenance and installation of caravans and cabins, relocatable homes, moveable dwellings, annexes and associated structures on designated Holiday Van sites and to ensure that building improvements are in accordance with all relevant legislative requirements.

This standard will support the orderly development, aesthetic attributes and general safety of the Holiday Parks. Where appropriate the standard may be altered, particularly in relation to the current site reallocations associated with any park redevelopment.

## 2. Legislation

This standard addresses a number of items which are controlled by legislation and must be the minimum requirements. Other items specifically relate to Clarence Coast Holiday Parks. If there is any conflict the requirements of the legislation take precedent.

In many cases the legislation is quite involved and this standard is abridged to maintain simplicity. For full details please refer directly to the legislation: The following legislation has been considered in framing this standard:

- a) Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.
- b) Holiday Parks (Long-term Casual Occupation) Act 2002.
- c) Work Health & Safety Act 2011
- d) State Environmental Planning Policy No 21 - Caravan Parks (1992 EPI 204)

Please note separate legislation and guidelines apply to permanent residents of the park under the Residential (Land Lease) Communities Act 2013.

Specifications, guidelines and standards outlined in the legislation and regulations only describe minimum conditions. Clarence Coast Holiday Parks has the right to develop and adopt its own standards and specifications for Holiday Van installations and alterations, provided that the minimum standards in the regulations are still met. For example, the regulation sets out standards for carports, however due to space constraints on some sites Clarence Coast Holiday Parks may not permit carports on some short term moveable dwelling sites.

## 3. Maintenance

Residents/van owners shall ensure the following is completed:

- All structures including the van/dwelling/structures are in a condition that is safe, clean, well maintained, adequate and hygienic to use.
- All external building elements are to be maintained/painted free of flaking paint, mould and of a good/quality visual appearance.
- No hazard or items are left on grounds. Furniture and other items left on patios or verandas are also to be neat and tidy.
- No accumulation of white goods, old disused furniture, rubbish and unwanted goods is to occur.
- No storage of motor vehicles, boats, motorcycles (or other vehicles required to be registered) that are unregistered or in a state of disrepair.

- Gardens and landscaping are only permitted around the van with approval of the park manager. Pot plants are permitted providing they are within the van site boundaries and do not cause a hazard.
- Any item that cannot fit into a 20 litre drum/bucket cannot be placed in holiday park bins and must be removed and disposed of by the park van owner/resident.

## Compliance

The administration of holiday vans over a number of years has been inconsistent which has resulted in various non-compliant issues that have not been managed or addressed. It is the intention of Council as Crown Land Manager that all holiday vans will transition to meet the compliance standards representing the most current laws.

Each year Clarence Coast Holiday Parks will conduct a compliance check of every holiday van in our parks. These checks ensure that all holiday vans in parks meet the regulations and standards.

## Non-Compliance

The compliance check report will be provided to the holiday van owner/s and if a compliance check has found that something on your van needs fixing, these will be identified and you will be given a reasonable timeframe to address any issues. Any major work e.g., replacing an awning, or an annexe may require an Annexe/Structure Application to be lodged.

For most vans and structures, a structural report will be all that is required. Unfortunately some vans will also need to make modifications to their van to ensure they meet separation distances, distances from boundaries, have space for a car and occupy the dwelling site originally allocated to them.

Future annual Occupation Agreements and participation in sale transfers, will only be offered to van owners who have achieved the compliance standards outlined in their compliance report. Any major non-compliant or unauthorized works will be required to be rectified prior to any sale. Failure to comply will constitute a breach of the Occupation Agreement and may ultimately result in termination of the Agreement.

## The Site

The size of a Short-Term dwelling site is approximately 120 square metres (some may be smaller). A moveable dwelling being a caravan or other van or other portable structure (whether on wheels or not), used for human habitation or a manufactured home. Sites and structures must comply with the following conditions (however may vary depending in park locations)

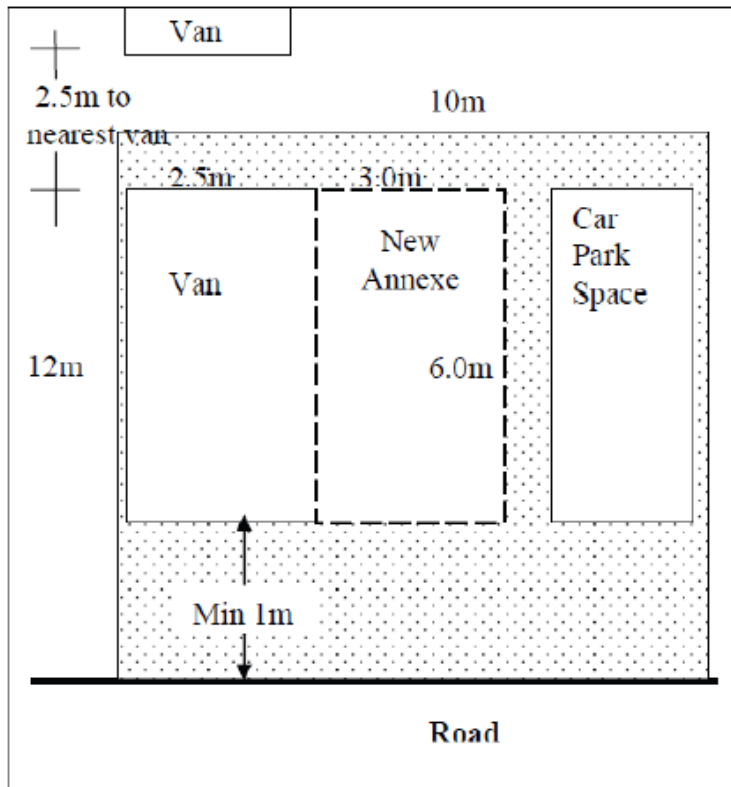
- The moveable dwelling must be located on the site such that it is set back 2 metres from any park / site boundary
- The moveable dwelling must be set back at least 1.0 metre from any access road;
- The moveable dwelling must be no closer than 2.5 metres to any other Holiday Van or Annexe or associated structure.
- The moveable dwelling must be located at least 3 metres from a long-term resident's van, annexe and associated structure;
- Only fixed annexes made from approved sandwich panel can be installed, canvas annexes not permitted.
- An uncovered car parking space of 6m x 3m must be provided on the site.

- The enclosed floor area of all fixed attached annexes must be no bigger than the enclosed floor area of the caravan. The floor area of a caravan that has an internal width of less than 3.1 metres can be determined as if that width were 3.1 metres.
- Tropical roofs attached to the caravan and annexe must be constructed of certified aluminium/metal sandwich panel and installed using methods and materials certified by an engineer. Corrugated iron tropical roofs are not permitted.
- The caravan, annexe and any associated roofed structure must occupy less than 2/3rds of the total site area.
- If site boundaries are not easily identifiable the park manager will establish the boundaries of the site.
- All vans must be skirted with timber (e.g. treated pine/hardwood/fibre cement sheeting) or other approved material in the manner.

An example of the site layout plan is required with any application and must be drawn to scale. Please refer to Figure 1 (Example of site diagram).

Moveable dwellings and all associated structures are to be less than 65% area or 2/3rds usage of the total dwelling site area. The Park Manager shall establish the boundaries of the site, if not readily identified, on request.

### Example of Site Diagram



### Site Diagram Checklist

	Site Dimensions
	All Structures on site shown
	Dimensions of all structures
	Site coverage #
	Separation distances
	Setback from the road
	Car parking space (min 6m x3m)

# Site coverage is not to exceed 2/3rds of the site area.

ie, Site area:  $12\text{m} \times 10\text{m} = 120\text{m}^2 \times 2/3\text{rds}$   
 $= 80\text{m}^2$

Developed area:  $(2.5\text{m}+3\text{m}) \times 6\text{m} = 33\text{m}^2$

Figure 1 – Example of Site Diagram

## Positioning of Structures on the Site

All structures (caravans, annexes, and other approved structures) must:

- Have wheels, axles and draw bars in proper working order as required under the regulations.
- Have no alterations to the van or annexe undertaken without first submitting the appropriate Application Form and obtaining approval.
- If the holiday van is required to be moved off its current site, the site must be returned to the park in its natural state, free from concrete slabs, pipes, fittings and any other man made or installed materials.
- Annexes must be attached to the caravan and must be constructed of approved aluminium sandwich panel.

## Structures

All structures (including the moveable dwelling, relocatable homes and associated structures) shall comply with the following;

- Only structures that are attached to the on-site van will be permitted. Free standing structures such as aviaries, aeries, satellite dishes, gazebo's and garden lockers are not permitted.
- Storage boxes are permitted under strict conditions and only with the Park Managers permission.
- Storage boxes can be installed in the awning area and cannot exceed 2.4m in height or higher than the annexe roof. The width and depth must be approved by the park management.
- All new works must have approved plans including engineer's details and specifications.
- Maximum height of any structure shall be 3.5 metres.
- Timing of works to be approved by Park Management to minimise disruption in the park. No works are allowed during peak periods.
- Any new works must supply details for the materials and construction methods being used.
- "A" Frame roofing is not permitted
- Structures and dwelling may be subject to flood prone areas and any subsequent additional requirements must be approved.
- Storage structures, cupboards, BBQ's sheds or boxes must be fully contained under the roofed area of the site and approved before installation.

Only suitable licensed tradesman or recognised installers can carry out any new building work. This is to ensure that structures are constructed to a tradesman manner and that insurance requirements are in place. Licensed tradesmen or recognised installers are to be inducted to the site and are required to log in and out of the Holiday Park via the Holiday Park reception, also they must provide reception staff with evidence in relation to their public liability and liability insurance and trade certificate or licence.

New building works is any works that increases the existing area of the moveable dwelling or is built on an existing structure.

Any maintenance work to existing structures with the exception of electrical and plumbing (which must be licensed tradesman) may be carried out by the occupant. Park Management is to be advised of any maintenance activities prior to the commencement of the works.

Any works may result in Council or Clarence Coast Holiday Parks ordering rectification or removal of the non-conforming works. Internal works that may result in noise and adverse impact of neighbours or adjacent moveable dwellings requires concurrence of the park management. The occupant is to ensure the work site is kept safe and work practices comply with WH&S regulations and legislation.

Any works that may involve disturbance to an asbestos lining material must be carried out only by an approved asbestos control contractor.

The base and associated structures of the dwelling must be enclosed with an approved skirting material (timber, fibre cement, etc) to prevent or discourage nesting of pests. No other material is permitted without Park Managers approval.

Cladding is allowed provided the cladding is adhered directly to the van and in the form/shape of the original van with park management approval. The cladding must clearly distinguish a van and associated structure (annexe).

## Utilities

All long-term casual dwellings shall ensure all pipes and fittings that relate to water supply, sewerage or stormwater drainage must be installed in accordance with the Plumbing and Drainage Code of Practice and any installation satisfies the requirements of the Council. All plumbing and drainage works must be approved by the park manager and Council using licensed tradepersons.

## Electrical installations and alterations

All electrical wiring, installations and alterations that may be carried out within a relocatable home, moveable dwelling or rigid annexe must comply with the requirements of AS/NZS 3000:2007, Electrical installations (known as the Australian/New Zealand Wiring Rules).

All occupants intending to connect their holiday vans to the site supply by means of a detachable connection must comply with AS/NZS 3001:2008. Electrical installations - Holiday vans and vehicles including their site supplies connections are also subject to the following conditions:

- Only one supply lead shall be connected to each socket-outlet of the site supply.
- Any supply lead used to connect a holiday van to a site supply socket-outlet must be in one unbroken length.
- The supply of electricity for use in holiday vans or vehicles must not be obtained from a socket-outlet inside another holiday van or vehicle or by the use of socket-outlet adaptors (double adaptors and power boards).
- Where a supply lead is coiled on or in a reel, drum, storage box or similar, the lead must not be connected to the site supply while coiled.
- Electrical installations in holiday vans should be inspected regularly, e.g. annually, by a qualified person to ensure their safe and effective operation.



- Residual Current Devices (RCD's) used for the protection of holiday vans are to be tested by operating the push button on the RCD to check that the device trips. After tripping, the RCD should be reset. If the RCD fails to trip, this failure should be reported to the park manager.
- If supply to a site is lost, the device requiring resetting might be located within the premises or at the service pillar.
- All electrical works is only to be undertaken by a licensed electrical contractor.

## Extension Cords

As a general rule, electrical equipment used in 'hostile operating environments' must be tested at least once every 12 months. Further guidance may be found in manufacturer's recommendations and Australian Standards, for example:

- AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment (This includes the safety inspection for test and tag)
- AS/NZS 5033:2014 Installation and safety requirements for photovoltaic (PV) arrays.
- AS/NZS 3000:2018 Electrical installations "Wiring Rules"

The insulation and sheathing materials of cables may degrade over time when exposed to heat, UV light, ozone, various chemicals, excessive flexing, or mechanical action and may be also exposed to attack by termites and rodents.

- Make sure cords are in good condition. Frayed, cracked or damaged cords are dangerous and may result in fire or cause an electric shock. Make sure the outer sheath is not damaged by cuts, cracking or fraying.
- Check there are no internal wires which are exposed or twisted, and there are no signs of overheating or burning on plugs (and on sockets of an extension cord).
- Any cables which have been repaired must be signed off by a competent person. Check the cable entry and anchor points into plugs, sockets, or equipment are secure and no internal coloured insulation of the wires is exposed.
- No joining of leads or split leads (piggybacking) is permitted.
- The extension cord must be heavy duty (three-prong) suitable for outdoors
- The lead must be 15Amp
- Must be a suitable length from the power head to the van (cannot be coiled up)
- Must be a suitable height above ground to avoid harm or danger
- The lead must be replaced every 3 years with a new lead (lead must be dated when installed)
- The lead must be tested and tagged every 12 months.
- Power socket on the van must be in good safe working condition and have a cover installed
- Clarence Coast Holiday Parks may inspect the leads every 12 months to check if the lead is in a safe working condition, if it is deemed unsafe the owner of the van must replace it within 1 month of notice. If the van owner is unable to replace the lead within 1 month, Clarence Coast Holiday Parks will replace the lead and invoice the owner.
- If your power lead does damage to any infrastructure the owner will be liable to pay the cost to fix
- No power will be put under ground to a van

## Dwellings

All dwellings are to be maintained and installed in the park subject to the following conditions:

- The external presentation of the dwelling is to be clean, neat and tidy at all times.
- The colour and paintwork of the dwelling and associated structures is to be in accordance with the manufactured colour scheme and should be free of mould, flaking paint and corrosion. Should a patron desire a colour scheme substantially different to the original, the approval of Park Management is required.

## Verandahs (Decks) and Awnings

Verandas and awnings are permitted with Park Management approval under the following conditions:

- Must adhere to the setback and site coverage requirements and not be longer than the caravan/dwelling to which it is attached.
- Must be in scale and constructed with compatible materials to the annexe (insulated sandwich panelling). Design plans and specifications must be given to the park management for approval.
- Have general dimensions of 3.0 metres wide x 1.8 metres deep, with each application considered on its own merit.
- Any outdoor blinds installed must be rolled up when your site is unoccupied. Only certain materials (No solid materials), and colours are allowed at the discretion of Park Management and must be approved.
- Stairs on decks are included in setback measurements of the site (stairs should be designed and installed to avoid traffic from roads).
- The awning roof must be constructed of insulated sandwich panelling.
- Of the 3 awning wall sides (not including the annexe side), 1 side can be enclosed fully, the other two sides can have panelling up to 1200mm high. This wall panelling can be either constructed in insulated sandwich panelling or colorbond double sided steel fencing infill sheets (colours must be approved before starting). An entry/exist point (opening) must be permanently available in case of emergency, this opening must be deemed adequate and be of a minimum 900mm in width.
- Decks must be installed by a licensed tradesperson, with new materials and must be up kept to a good standard. Footing details must be provided with application.
- No applications to fully enclose awnings/verandas will be approved.

## Annexe

The design, construction and installation of annexes shall:

- not be longer than the dwelling to which it is attached.
- be of a design certified by a practicing structural engineer to be structurally sound. A certificate issued under this clause must indicate that the rigid annexe complies with any standards, codes and specifications with which it is, by this regulation, required to comply, and must include specifications as to the manner in which the rigid annexe must be installed and as to the nature of the footings (if any) on which it must be installed.
- design plans and specifications must be given to the park management for approval.
- any specifications with respect to footings or tie-down systems must have regard to the design gust wind speed, soil type and other design considerations applicable.

- have an internal width of less than 3.1 metres.
- be constructed of only insulated sandwich panelling (walls and roof).
- have a colour along the lines of and similar to the colour scheme (paintwork) of the dwelling. Any change to the colour of the annexe (or dwelling) requires Park Management approval.
- If the roof is damaged or leaking; metal corrugated roof sheeting is not deemed adequate as it is not structurally engineered and therefore cannot be used as it does not comply.
- The roof can be waterproofed with a waterproof membrane.

## Flyovers and Tropical Roofs

Flyovers and Tropical roofs are permitted with Park Management Approval under the following conditions:

- They must be constructed of only certified sandwich panelling with aluminium posts and beams installed to engineers' details.
- They must be constructed only of new materials.
- The maximum width is that of the dwelling including any verandas, annexe etc, plus 150mm on either side.
- The area covered must not exceed the length of the dwelling.
- The height is not to exceed 300mm above the dwelling roof at any point.
- They are to be restrained in accordance with the specifications of a practicing structural engineer to withstand the wind forces applicable to the terrain category in which the dwelling site is located. An engineer's certificate confirming the integrity of the structure must accompany any request for approval. Design plans and specifications must be given to the park management for approval.
- If the roof is damaged or leaking; metal corrugated roof sheeting is not deemed adequate as it is not structurally engineered and therefore cannot be used as it does not comply.
- The roof can be waterproofed with a waterproof membrane

## Driveways (parking pads) and Paving

Driveways and other hard surface areas are permitted in some parks only and:

- may be either paved using segmented pavers placed on a compacted base or a concrete slab
- shall be graded to allow drainage and prevent the pooling of water or causing water damage to other dwellings
- Driveway measurements (6m x 3m) start from the building line. You can concrete to the road but the 1 metre setback is not included in the 6 metre measurement. It must not be built such that it creates a trip hazard and must not exceed ground level without park manager's approval.
- Park manager/Council officer is to inspect and approve formwork prior the placement of any concrete.
- Timing of works to be approved by Park Management to minimise disruption in the park. No works are allowed during peak periods.
- Your site is to be kept safe and secure at all times.

## Concrete

- Park Management to inspect and approve formwork prior the placement of any concrete.
- Timing of works to be approved by Park Management to minimise disruption in the park. No works are allowed during peak periods.
- Your site is to be kept safe and secure at all times.
- Any concrete must be approved and documentation stating removal of all concrete if requested or van removed

## Pavers

- Paving must not be built such that it creates a trip hazard and must not exceed ground level without park manager's approval.
- Park manager to inspect and approve paving levels prior the placement of pavers.
- Timing of works to be approved by Park Management to minimise disruption in the park. No works are allowed during peak periods.
- Your site is to be kept safe and secure at all times.

## Fencing

No boundary fencing including lattice structures or the like are permitted on or around the van or the site.

## Clotheslines

Clotheslines are permitted with Park Management approval providing the clothes line is:

- of a fold-up nature and affixed or erected adjacent to the side or rear of the dwelling
- located so as not to overlap any site boundary when in use
- able to be folded up (closed) when not in use

## Garages and Carports and Car spaces

- Garages are not permitted.
- Carports will generally not be permitted due to site size constraints and unless the installation complies with the setbacks under legislation and regulations.
- A car parking space must be provided and accessible with a minimum size of 6 metres long by 3 metres wide.
- Park manager to inspect and approve the car space prior to the placement.

## Water and Sewer Connections

Water connections will be provided to all sites. Sullage and sewer may not be available to all sites, but as infrastructure is improved sullage and sewer may become available. Any illegal sullage or sewer installations will constitute a breach of the Occupation Agreement and may result in your occupancy being terminated.

If you wish to connect to the sewer a Clarence Coast Holiday Parks prior approval from park management and Clarence Coast Holiday Parks is required. An approved licensed plumber must be engaged by the Holiday Van Owner to bring the sewer connection to the holiday van at the expense of the van owner. The holiday van owners preferred plumber will then be permitted to connect the van to the sewer connection point.

## Ensuites and Laundries

As Brooms Head, Minnie Water and Woolli Holiday parks are unsewered land only some Clarence Coast Holiday Parks are permitted to have ensuites. Of these Parks, ensuites are permitted to be installed inside a rigid annexe structure provided the following conditions are met:

- Need to submit a drainage application to council and have that approved before work can start.
- Park Management's approval has been obtained as only certain parks are allowed to have ensuites in short-term and long-term dwellings.
- There is a minimum of 2.5 metres separating the proposed wall and any structure on an adjoining site.
- The ensuite is constructed of a material to match the existing rigid annexe.
- The maximum size is 1.5 metres x 3.0 metres.
- All plumbing and drainage are carried out by an NSW licensed plumber.
- An external vent pipe is provided to any branch line connected to the main communal sewer line.
- A toilet must not be located in any room in a dwelling that leads directly into a kitchen or other food preparation area unless the room containing the toilet is mechanically ventilated.
- All connections to the sewer main are capable of being sealed during periods of flood (where applicable).
- Relevant sanitary and drainage approvals are gained from Clarence Valley Council.
- Plumbing fixtures and fittings to be installed must be inspected by Park Management after works are completed. Fixtures must include a water saving shower head (9 litre maximum) and toilet to be dual flush (6/3 litre maximum).
- Ensuites (Shower and/or toilet) may only be installed on sites with access to sewer after written permission has been granted from the park manager/Clarence Coast Holiday Parks. Installing ensuites illegally on sites not connected to the sewer and are discharging into the groundwater will attract a fine.
- Rear separation between an ensuite to another ensuite is a minimum of 1.8 metres and 1.0 metre from park boundary.
- Laundries are not permitted in any sites within parks (this is including dryers and washing machines)

## Fire Equipment and Control

A moveable dwelling must be equipped with automatic fire detection and alarm systems. Occupants are to ensure:

- an appropriate fire extinguisher of minimum 1kg capacity or fire blanket is provided in a readily accessible position in the case of fire.
- a smoke alarm is installed and comply with Australian Standard AS3786 and have a push button.
- have sufficient knowledge of any fire equipment to ensure they react appropriately in an emergency situation.
- Are aware of the fire evacuation routes and park assembly points.

## Combustion Heaters/Solid Fuel Heaters

- Heaters are generally not approved for installation in all parks and must obtain Clarence Valley Council and park manager's permission in advance.
- Heaters if approved, must be an approved model under the relevant Australian Standards and must be installed as required under those standards.
- The flue or chimney shall not terminate in such a position as to constitute:
  - A risk of fire to nearby combustibles; or
  - A risk of penetration of flue gases through nearby windows or other openings, fresh air inlets, mechanical ventilation inlet or exhaust, or the like.

## Gas Installation

- Any gas installation connected to the holiday van (gas bottles, hot water systems etc) must comply with Storage & Handling of Gas (AS/NZ 1596) and the Gas Installation Code (AG601) and be installed by a licensed gasfitter with a compliance plate fitted. Only 9 or 45 kg gas bottles may be installed for holiday vans. Any regulator connections not being used must be sealed off. Gas cylinders are to be secured by chain in an upright position on a concrete paver or pad to Australian standards. Park managers will inspect and approve the gas location prior to the placement.
- Only LPG gas 50-degree continuous flow hot water systems are allowed (hot water storage tank units are not allowed).

LPG tank siting regulations require:

- a minimum of 1 metre from doors, windows, any wall opening, drain or pit.
- must also be up to 3.5 metres from ignition sources, including electrical equipment and mobile phones.

LPG gas bottle location regulations (LPG tank siting location regulations) require:

- LPG gas installation must be sited safely away from ignition sources -primarily electrical devices and flames - in the event of a leak.
- A gas installation is expected to be situated in a well-ventilated area.
- Avoid LPG gas bottle installation in alcoves or any enclosure.
- LPG gas bottle installation needs to be on a solid base, such as a concrete slab and restrained with a chain to prevent fall. They must not be placed on grass or soil areas.

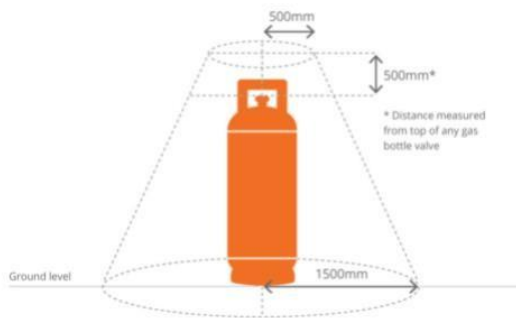
- All plumbing, drainage and gas fitting work is to be carried out by NSW licensed plumber or gasfitter.

Figure 2. below of gas installation shows the minimum distance clearance to be maintained from various wall openings and drains:

#### Gas exchange installations

If you have a [gas exchange installation](#) – where your empty LPG bottles are swapped for full ones when they run out – the minimum clearance levels are shown below.

#### Minimum clearance to ignition sources



#### Minimum clearance to openings

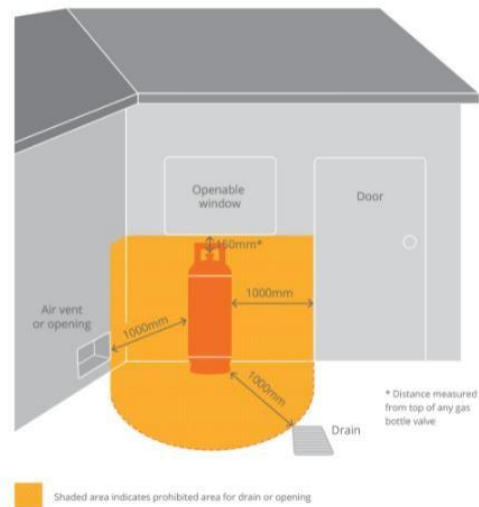


Figure 2 Gas Installation Distances

## Air Conditioning Units

- Air conditioner units must be installed by a licensed tradesperson as per the approved plans and must cause a noise nuisance to other persons.
- Unit model must be as approved to a maximum of 2.5KW of power and less than 64dB(A) sound power level.
- Required separation distances must be maintained. No part of the air conditioning unit system can reduce the 6m x 3m car park space or be closer than 2.5m from any adjacent structure or closer than 1m from any roadway.
- All tradespeople must be licensed and provide insurance details to Park Management and report to the park office prior to installation.
- Timing of works to be approved by Park Management to minimise disruption in the park. No works are allowed during peak periods.
- Your site is to be kept safe and secure at all times.

## Boats and Trailers

- The storage of a boat and trailer is permitted within the dwellings' allocated car parking space with Park Management approval and only whilst the dwelling is occupied. If the van owner is not on site, the boat is to be removed immediately.
- It must be stored totally within the confines of the designated site and must not encroach onto adjoining sites or cause a nuisance to other park occupants. Any boat or trailer must be firmly secured and stored in a stable position.
- No responsibility will be accepted by the Park for theft or any other costs whatsoever.

## Safety

All persons when staying in the Holiday Park, carry with them a duty of care to ensure the safety of themselves and others in the Holiday Park. The installation and maintenance of long-term dwellings upon dwelling sites must be such as to minimise any risk of injury to other persons or property. For example, the occupant must ensure there are no sharp protrusions from the dwelling or other structure which may cause injury or harm to any persons.

## 4. Submissions and Approvals

Occupants are required before the construction and habitation to:

- make an application for approval by Park Management (this does not constitute building approval if required, as is the case with any works that require plumbing)
- prepare drawings and specifications to indicate their proposal
- obtain Council's approval for all plumbing and drainage works undertaken at the Park by lodging a s68 application for approval under the Local Government Act to undertake plumbing and drainage works.
- be responsible for any fees or charges associated with any application

## Applications for Installation

1. Written approval must be received from the park manager, Clarence Coast Holiday Parks and Clarence Valley Council for alterations to a Holiday Van and where -
  - The site is on flood liable land, and the park has been informed of this restriction
  - The work will be more than one storey high, or the subfloor is 2.1 metres or more above ground level.

Please refer to Clarence Valley Council web site for further information and procedures to lodge an application and obtain approval.

2. If the alterations or approval is not on flood liable land or more than one storey written approval must be still received from the park manager, and Clarence Coast Holiday Parks. Works may include -
  - Wanting to create a carport by enclosing an area with roller doors, solid screens, sliding doors or walls.
  - An extension to an existing part of a relocatable home, deck or annexe.
  - Fences and rigid privacy screens.
  - Installing rigid adjustable louvres or sliding doors to enclose an existing roofed area.
  - Demolition and replacement of an existing structure.



- Moving an existing structure from one location to another.
- Any other site structures.

Your Park Manager will liaise with Council's Holiday Park staff. They will be able to advise you if what you want to do is likely to be approved. You will need to complete an Annex/Structures Application Form and submit to park management. Applications made after work has been done will be refused.

### Notification of Completion

After completion of work the following must be done:

- Submit the compliance plate details, including manufacturer, the unique identification No., Month and Year of construction, design gust wind speed (applies to annexes and relocatable homes)
- Please notify the park manager and or Clarence Valley Council after work has been fully completed

## **Glossary of Terms**

### **Manufactured home**

A self-contained dwelling (that is, a dwelling that includes at least one kitchen, bathroom, bedroom and living area and that also includes toilet and laundry facilities), being a dwelling:

- (a) that comprises one or more major sections, and
- (b) that is not a motor vehicle, trailer or other registerable vehicle within the meaning of the Road Transport Act 2013, and includes any associated structures that form part of the dwelling.

### **Moveable dwelling**

- (a) any tent, or any caravan or other van or other portable device (whether on wheels or not), used for human habitation, or
- (b) a manufactured home, or
- (c) any conveyance, structure or thing of a class or description prescribed by the regulations for the purposes of this definition.

### **Relocatable home**

- (a) a manufactured home, or
- (b) any other moveable dwelling (whether or not self-contained) that comprises one or more major sections, including any associated structure that forms part of the dwelling, but does not include a tent, caravan or campervan or any moveable dwelling that is a vehicle of a kind that is capable of being registered within the meaning of the Road Transport Act 2013.

### **Annexe**

- (a) is an attachment to a relocatable home or caravan, and
- (b) is used as an extension of the habitable area of the relocatable home or caravan, and
- (c) is capable of being erected or removed within 24 hours.

### **Associated structure**

- (a) a carport, garage, shed, pergola, verandah or other structure designed to enhance the amenity of a moveable dwelling and attached to or integrated with, or located on the same site as, the dwelling concerned.

### **Dwelling site**

An area of land within the caravan park on which a moveable dwelling may be installed and that is designated as a dwelling site by the approval for the caravan park.

### **Engineer's certificate**

A certificate issued by a practising structural engineer.

### **Holiday van**

A moveable dwelling (other than a tent) that is or usually is continuously located on a short-term site and used primarily by its owner for occasional occupancy for holiday purposes.

**Installation**

In relation to an associated structure-the process of constructing or assembling the components of the associated structure, and (if appropriate) attaching them to footings

**Practising structural engineer**

A person who holds (or who at all relevant times held) qualifications in structural engineering acceptable to the Institution of Engineers, Australia, for admission as a corporate member.

**Park Management**

Clarence Coast Holiday Parks and the contract and resident on-site park manager.

**Holiday Park or Park**

Clarence Coast Holiday Parks

**Council**

Clarence Valley Council