

Port Macquarie-Hastings Council
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DE114

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Notice of Completion of Installation

Pursuant to the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds & Moveable Dwellings) Regulation 2005

Park Name:			Site No:		
Type of unit installed: (choose one)					
Re-locatable Dwelling		Manufactured Home		Associated structure	
Owner Name/s					
Address:				Postcode:	
Phone No:			Mobile No:		
Email Address:					

1. APPLICANT DETAILS (mark "same" if as above)

Applicant Name/s		
Postal Address		Postcode:
Phone No:	Mobile No:	
Email Address:		
Applicants Signature:		

2. OWNERS DECLARATION

- Penalties apply for the provision of false or misleading information or failure to maintain the system in accordance with approval conditions.
- In order to process your application and determine compliance with any consent that may be issued, access to the property may be required by Authorised Council Officers (ACO). By submitting this application or authorising its submission by another person/s, you are giving approval for entry to the premises by ACO. Access may be made in your absence. Should access be restricted, staff will contact you to make the necessary arrangements.
- Inspection fees may be charged where subsequent inspections of upgraded works are required.
- Where the applicant is not the owner/s then both the owner's signature and the applicant's signature are required, otherwise approval may be delayed.
- It is the applicant's responsibility to ensure that the *Notice of Completion application* is accompanied by all the required documentation and certificates as outlined in either Division 3 or 4 of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 (Regulation)* requirements. ***Notice of Completion* submissions that do not include all the required documentation to adequately assess the requirements of the *Regulation* may be refused or rejected.**

I/We hereby declare that the information provided in this application and accompanying plans is true and correct. I/We hereby undertake to comply with all conditions of approval.

Signature(s) - Owner/s	Date
1.	
2.	

FEE DETAILS (Cashier Code 10)

Date:	Receipt No:	Amount:
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Checklist A

INSTALL MANUFACTURED HOME IN A MANUFACTURED HOME ESTATE

REQUIREMENT	ACTION	Y/N
1. Is the land flood prone?	If yes, plans to specify the Finished Floor Level (FFL) of the completed Dwelling to Australian Height Datum (AHD). Alternatively survey report is to be furnished.	
2. Is land bushfire prone?	If yes, Certification is to be submitted to confirm that the completed dwelling conforms to the required BAL rating.	
3. BAL certification required/provided	As above	
4. Have Section 94 Contributions been paid	Copy of receipt to be furnished to confirm payment.	
5. Section 68 for water, sewer, stormwater required/issued	Certificate of Compliance is to be submitted.	
6. Plumbing and drainage completed	Certificate of Compliance and Work as Executed Plans to be submitted.	
7. Compliance with Regulations		
<ul style="list-style-type: none"> Plans/specifications provided and adequate (cl.39) 	Certificate of Compliance is to be submitted.	
<ul style="list-style-type: none"> Installation on dwelling site only (cl.40) 	Home to be installed on manufactured home estate or on dwelling site.	
<ul style="list-style-type: none"> Constructed offsite (cl.41) 	Verification is to be submitted from Builder or Engineer to confirm that each major section of home has been constructed, assembled and transported to the site from a place of manufacture outside the site or manufactured home estate.	
<ul style="list-style-type: none"> Services available (cl.42) 	Verification is to be submitted from Builder to confirm that all requirements of Division 3 have been met.	
<ul style="list-style-type: none"> Density (cl.43) 	Dimensioned plans drawn to scale are to be submitted to verify compliance.	
<ul style="list-style-type: none"> Setbacks to MHE's (cl.44) 	As above	
<ul style="list-style-type: none"> Site coverage (cl.45) 	As above	
<ul style="list-style-type: none"> Min. Open Space (cl.46) 	As above	
<ul style="list-style-type: none"> Site boundary arrangements (cl.47) 	As above	
<ul style="list-style-type: none"> Garages (cl.48) 	As above	
<ul style="list-style-type: none"> Carports (cl.49) 	As above	
<ul style="list-style-type: none"> Associated structures not to contain habitable areas (cl.50) 	As above	
<ul style="list-style-type: none"> Structurally sound (cl.51) 	Certification to be provided by Structural Engineer.	
<ul style="list-style-type: none"> Design wind speed (cl.52) 	Certification to be provided by Structural Engineer.	
<ul style="list-style-type: none"> Floor area of MHE (cl.53) 	Dimensioned plans drawn to scale are to be submitted to verify compliance.	
<ul style="list-style-type: none"> Floor area of certain rooms (cl.54) 	As above	
<ul style="list-style-type: none"> Ceiling height (cl.55) 	As above	
<ul style="list-style-type: none"> Separation of kitchen (cl.56) 	As above	
<ul style="list-style-type: none"> Light and ventilation (cl.57) 	As above	
<ul style="list-style-type: none"> Termite shields (cl.58) 	Certificate to be submitted to verify compliance.	
<ul style="list-style-type: none"> Glazing (cl.59) 	As above	

• External waterproofing (cl.60)	As above	
• Internal waterproofing (cl.61)	As above	
• Plumbing and Drainage (cl.62)	As above	
• Electrical wiring (cl.63)	As above	
• Smoke Alarms (cl.64)	Certificate to be submitted to verify compliance.	
• Footings (cl.65)	Certification to be provided by Structural Engineer.	
• Install complies with specifications (cl.66)	Certification to be provided by Structural Engineer.	
• Compliance plate (cl.67)	Evidence of installation of compliance plate is to be provided.	
• Notice of completion of installation (cl.68)	Notice of completion must indicate the site identifier of the dwelling, details of the compliance plate, copies of the Engineers Certificate for the manufactured home associated structure and fully dimensioned plans.	

Checklist B

INSTALL MANUFACTURED HOME IN A CARAVAN PARK/CAMPING GROUND

REQUIREMENT	ACTION	Y/N
1. Is the land flood prone?	If yes, plans to specify the Finished Floor Level (FFL) of the completed Dwelling to Australian Height Datum (AHD). Alternatively survey report is to be furnished.	
2. Is land bushfire prone?	If yes, Certification is to be submitted to confirm that the completed dwelling conforms to the required BAL rating.	
3. BAL certification required/provided	As above	
4. Have Section 94 Contributions been paid?	Copy of receipt to be furnished to confirm payment.	
5. Section 68 for water, sewer, stormwater required/issued.	Certificate of Compliance is to be submitted.	
6. Plumbing and drainage completed	Certificate of Compliance and Work as Executed Plans to be submitted.	
7. Structure is single storey		
8. Compliance with Regulations		
• Plans/specifications provided and adequate (cl.133)	Certificate of Compliance is to be submitted.	
• Installation on dwelling site only (cl.134)	Home to be installed on manufactured home estate or on dwelling site.	
• Constructed offsite (cl.135)	Verification is to be submitted from Builder or Engineer to confirm that each major section of home has been constructed, assembled and transported to the site from a place of manufacture outside the site or manufactured home estate.	
• Services available (cl.136)	Verification is to be submitted from Builder to confirm that all requirements of Division 3 have been met.	
• One home per site (cl.137)		
• Setbacks to relocatable homes/structures (cl.138)	Dimensioned plans drawn to scale are to be submitted to verify compliance.	
• Site coverage (cl.139)	As above	
• Garages (cl.140)	As above	
• Carports (cl.141)	As above	

• Associated structures not to contain habitable areas (cl.142)	As above	
• Structurally sound (cl.143)	Certification to be provided by Structural Engineer.	
• Design wind speed (cl.144)	Certification to be provided by Structural Engineer.	
• Floor area of relocatable home (cl.145)	Dimensioned plans drawn to scale are to be submitted to verify compliance.	
• Floor area of certain rooms (cl.146)	As above	
• Ceiling height (cl.147)	As above	
• Separation of kitchen (cl.148)	As above	
• Light and ventilation (cl.149)	As above	
• Termite shields (cl.150)	Certificate to be submitted to verify compliance.	
• Glazing (cl.151)	As above	
• External waterproofing (cl.152)	As above	
• Internal waterproofing (cl.153)	As above	
• Plumbing and Drainage (cl.154)	As above	
• Electrical wiring (cl.155)	As above	
• Smoke Alarms (cl.156)	Certificate to be submitted to verify compliance.	
• Footings (cl.157)	Certification to be provided by Structural Engineer.	
• Install complies with specifications (cl.158)	Certification to be provided by Structural Engineer.	
• Compliance plate (cl.159)	Evidence of installation of compliance plate is to be provided.	
• Notice of completion installation (cl.160)	Notice of completion must indicate the site identifier of the dwelling, details of the compliance plate, copies of the Engineers Certificate for the manufactured home, associated structure and fully dimensioned plans.	

Checklist C

INSTALL MANUFACTURED HOME ELSEWHERE THAN IN CARAVAN PARK OR CAMPING GROUND

Where there is an installation of a Manufactured Home other than in a Caravan Park/Camping Ground or Manufactured Home Estate, the requirements are the same as Checklist B - Caravan Park/Camping Ground, with the exception of Clauses 133 to 136 (Point 8. Compliance with Regulations).

NOTE

The clauses (cl.) referred to in the checklists can be found in the Local Government (Manufactured Home Estate, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 at:

http://www.austlii.edu.au/au/legis/nsw/num_reg/lghecpcgamdr20052005486946.pdf