

Park Home, Rigid Annexe and Freestanding Structures - Information Sheet

Approval is required from the City before beginning works to install a park home, solid annexe, carport or any other structure within a caravan park facility.

Park Home Requirements

Information to include with your application:

1. Written approval from the person licensed to run the caravan park
2. Certificate signed and dated by a registered builder, stating that the park home has been constructed in accordance with the requirements of the Building Code
3. A certificate signed and dated by a registered Builder stating:
 - (a) that the builder has built, or supervised the building of the park home
 - (b) construction of the park home is in accordance with the Building Code, with regards to the class or classes, specified on the certificate
 - (c) the name of the person who constructed the park home and in what year
4. A certificate signed and dated by a professional engineer stating:
 - (a) the opinion of the engineer is that the park home will be structurally sound, if assembled in accordance with the manufacturer's instructions
 - (b) the wind velocity that the Park Home has been constructed to withstand, if assembled in accordance with the manufacturer's instruction
 - (c) chassis, axles and wheels of the park home, or each component of the park home, are adequate in structure to bear the weight of the park home. Or component to which they are attached if drawn by another vehicle without causing structural alteration or damage to the park home
5. A plan of the park showing the proposed site of the park home in relation to all other sites, road and buildings. Please show exact distances on the plan and orientation for energy efficiency

Effluent Disposal

Information to include with your application:

1. Written statement of connection to deep sewerage - or -
2. Details and plan showing connection into existing septic tank system and leach drains. i.e.: location and size - or –
3. Application to install a new septic tank system. Application forms are available from Environmental Health Service

Rigid Annex Requirements

Information to include with your application:

1. Written approval from the person licensed to run the caravan park
2. A certificate signed and dated by a professional engineer stating:
 - (a) the opinion of the engineer is that the annexe will be structurally sound; if assembled in accordance with the manufacturer's instructions
 - (b) the wind velocity that the annexe has been constructed to withstand, if assembled in accordance with the manufacturer's instruction

3. If the amount paid for the annexe exceeds \$20,000, a certificate signed and dated by a registered builder, stating:
 - (a) that the builder has built, or supervised the building of the annexe;
 - (b) that construction of the annex is in accordance with the Building Code, with regards to the class or classes, specified on the certificate
 - (c) the name of the person who constructed the annex and in what year
4. A plan of the park showing the proposed site of the annexe in relation to all other sites, roads and buildings. Please show exact distances on the plan

Freestanding Structures

Structures are classified as freestanding if less than 10m² and not attached to a park home, annexe or caravan. A carport or patio that is attached OR a freestanding structure that is greater than 10m² requires a building permit.

Type of structure	Size/details	Attached/freestanding	Building permit required
Shed	A freestanding storage shed is not to exceed 6m ²	freestanding	N
Pergola	<20m ² , Covered in a permeable roof or unroofed	freestanding	N
Pergola	>20m ²	attached or freestanding	Y
Patio/ Carport/ Caravan Roof Cover	>10m ²	attached or freestanding	Y
Other structures	Please ask us		

Information to include with your application if a building permit is NOT required:

1. Written approval from the person licensed to run the caravan park
2. Plans that include the manufacturers specifications, details of footings, dimensions of all materials used, engineering specifications (if applicable), details of joinery and any other structural details that may be relevant
3. A plan of the park showing the proposed site of the structure in relation to all other sites, roads and buildings. Please show exact distances on the plan