

# Application for Approval to Construct a Structure in a Caravan Park



## Owners Details

Applicant: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Contact numbers: \_\_\_\_\_

## Property Details

Name of Caravan Park: \_\_\_\_\_  
Address of Caravan Park: \_\_\_\_\_  
Site Number: \_\_\_\_\_ (Assess No: \_\_\_\_\_)

## Builders Details

Builder: \_\_\_\_\_  
Registration No: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Contact numbers: \_\_\_\_\_

Signature: \_\_\_\_\_

## Building Details

Description of installation: \_\_\_\_\_  
Materials: Floor: \_\_\_\_\_ Roof: \_\_\_\_\_  
Walls: \_\_\_\_\_ Frame: \_\_\_\_\_  
Total area of annexe/park home (m<sup>2</sup>): \_\_\_\_\_  
Estimated value of construction work (including GST): \_\_\_\_\_

## Person Giving Notice

Tick if details are as listed above for: Owner  Builder , otherwise fill in details below:

Name: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Contact numbers: \_\_\_\_\_

Signature: \_\_\_\_\_

SHIRE USE

Office use only	FILE:	ACTION OFFICER
ACTION	Noted	Responded
RECORD NO		
FURTHER REFERRAL		Already Received
ACTION OFFICER		by
ACTION REQUIRED	NOTE OR RESPOND	EMAIL / FAX

## Information

All buildings and structures within a facility must comply with the *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Grounds Regulations 1997*.

In accordance with the Shire Policy, 40% of the total area of a caravan park may be used for long term accommodation.

Park Homes must be built off-site by a registered builder (WA registration) and be transported to the caravan park site. They are to have wheels and be able to be moved or transported.

A registered builder must carry out the works on all Annexes that have a value that exceeds \$12, 000.

## To be submitted with this application

1. Written approval from the licence holder of the caravan park for the proposed works.
2. If strata titled Caravan Park, written approval from the strata company for the proposed works.
3. Written approval from the site owner and/or park home or annexe for the proposed works.
4. Supply (2) two copies of each of the following:
  - **Site Plan** This plan to show:
    - Clear dimensions of proposed structure
    - Any trees, existing buildings (including dimensions), fences, etc on/around site
    - Drainage
    - Parking space (illustrating size)
    - Distances to structures on the next site and any roads next to the site.
    - If a strata titled site strata boundary (with distances indicated).
  - **Elevations** - at least two.
  - **Floor Plan** - layout, showing finished levels.
  - **Specifications** - description of floor, roof and wall materials, internal finishes, falls to wet areas etc.
  - **Structural Engineers Certificate** for the annexe or park home structure itself – it must also say that the wheels, chassis and axle can bear the full weight of the park home whilst being towed. We require one copy with the original signature on it and one other copy.
  - **Registered Builders Certificate**- Letter from the builder stating that he/she is a **registered builder in WA** and stating their registration number, name, address and contact details – must be signed and dated, or The registered builder to fill in and sign the section “Builders Details” on the application form. This is required if the proposed building is over 20,000.

### **Fees**

At present the Act does not provide for any fees to be paid for this application.