



# Notification of Installation of Structure in a Caravan Park

Updated: July 2019

## Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010

Form must be lodged by Caravan Park owner within 14 days of the proposed installation date with all supporting documentation and \$256.00.

<b>Caravan Park Name:</b>	
<b>Caravan Park Address:</b>	
<b>Caravan Park Owner:</b>	
<b>Caravan Park Owner Phone Number:</b>	
<b>Type of Proposed Structure:</b>	<input type="checkbox"/> Rigid Annex <input type="checkbox"/> Unregisterable Movable Dwelling <input type="checkbox"/> Prefabricated Holiday Unit <input type="checkbox"/> Caravan Flyover <input type="checkbox"/> Other (please specify)
<b>Site Number for Proposed Work:</b>	
<b>Site Lessee Name:</b>	
<b>Site Lessee Phone Number:</b>	
<b>Installer/Manufacturer Name:</b>	
<b>Installer/Manufacturer Phone Number:</b>	

### NOTIFICATION TO BE ACCOMPANIED BY:

- Site plans showing location of proposed installation in park and setbacks between proposed structures and surrounding structures/obstacles.
- Scaled floor plans and elevations (minimum scale 1:100).
- Structural engineering specifications, design and installation information showing compliance with the associated legislation and standards including for structure footings and tie down equipment.
- Details of termite protection.
- Details of proposed footings and tie down methods.
- Details of fire safety equipment (eg. smoke alarms) to be installed.
- Details of any proposed wastewater fixtures to be installed and the methods for wastewater disposal.
- Details of electrical safety and plumbing compliance.

**Installation works should not commence without written acknowledgement from Council**

**Caravan Park Owner  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sale Service Centre**  
18 Desailly Street (PO Box 506), Sale Victoria 3850  
Telephone 1300 366 244

**Yarram Service Centre**  
156 Grant Street, Yarram Victoria 3971  
Telephone 03 5182 5100

**Contact Us Online**  
Web [www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)  
Email [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)

**FEE PAYABLE WITH NOTIFICATION: \$ 256.00**

Credit Card Payment Details			
<b>Name on Credit Card</b> (please print)			
<b>Type of Card</b> (Visa, Mastercard only)			
<i>We do not accept BPAY, American Express or Diners Club.</i>			
<b>Bank Name</b> (NAB, ANZ, Westpac etc)			
<b>Credit Card Number</b>			
<b>Card Expiry Date</b>			
<b>Amount Authorised</b>	\$		
<b>Card Holders Signature</b>		<b>Date</b>	

<b>Office Use Only</b>	Receipt No:	LEDGER	CUSTOMER SERVICE OFFICER & DATE
Fee: \$		03.03440.1420.2708 (145)	

<b>Office Use Only</b>	<b>Officer Notes:</b>
Officer:	
Date Received:	

<b>Office Use Only</b>	
Information Updated in Authority	Yes <input type="checkbox"/>
Authority Notification Number:	
Acknowledgement Letter Sent	Yes <input type="checkbox"/>
Date:	Officer/Admin:

**Privacy Notification (Residential Tenancies Act 1997):** The personal information requested on this form is being collected by Council for the purpose of enforcement of the Residential Tenancies Act and associated regulations. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of enforcement of the Residential Tenancies Act and associated regulations and that they may apply to Council for access and/or amendment of the information