

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale VIC 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
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Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service: 133 677  
ABN: 81 957 967 765

## Notification to Install an **Unregistrable Movable Dwelling** or **Rigid Annex**, in a Caravan Park

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

There are some hard words in this form. The hard words are in **blue**. You can read what they mean on page 3.

Applicant

Name:							
Postal address:			Postcode				
Phone number: Home:		Work:		Mobile:			

Installation Details

I wish to install -							
<input type="checkbox"/> <b>Unregistrable Movable Dwelling</b>							
<input type="checkbox"/> <b>Rigid Annex</b>							
Caravan park name:							
Site number:	Street number:	Street name:					
Town:			Postcode				
Proposed date of installation:							

The installer certifies that the (please tick the correct box),

☐ **Unregistrable Movable Dwelling** ☐ **Rigid Annex**

to be installed on the site detailed above meets with the **requirements** set out in the *Residential Tenancies (Caravan Parks & Movable **Dwellings** Registration & Standards) Regulations 2010* and the relevant Australian Standards.

**You must attach the following information:**

- ☐ The **manufacturer's** structural specifications and design.
- ☐ The **manufacturer's** installation information.
- ☐ A site plan showing the location of the unit and the required setback distances. See page 3.

Installers signature:	
Name:	Date: ____/____/____
Proprietors signature:	
Name:	Date: ____/____/____

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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## Rules for Installation of an **Unregistrable Movable Dwelling, Rigid Annex, Prefabricated Holiday Unit, Deck or Verandah** in a Caravan Park

1. A person who builds or installs an **Unregistrable Movable Dwelling (UMD)** or **rigid annex** must meet all **requirements** in the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010*.
2. The owner of a caravan park in which a **UMD** or **rigid annex** is to be installed must submit an Installation advice form to the East Gippsland Shire Council Environmental Health Office at least twelve days before the installation of the unit.
3. The Installation Advice form sent to Council must come with the **manufacturer's structural engineering specifications**, design and installation information and a site plan showing the setback distances of the unit.
4. The **UMD** or **rigid annexe** must be placed so that it meets the **requirements** of Regulation 21. The CFA guidelines are available at [http://www.cfa.vic.gov.au/fm\\_files/attachments/plan\\_and\\_prepare/Caravan\\_Park\\_Fire\\_Safety\\_Guidelines-web.pdf](http://www.cfa.vic.gov.au/fm_files/attachments/plan_and_prepare/Caravan_Park_Fire_Safety_Guidelines-web.pdf)

Council will sometimes need to refer the installation advice to the CFA. Timelines will be determined by the CFAs response.

**Compliance** with fire **requirements** can also be gained if the conditions of *Regulation 21 (3)* are met.

A person who is a **manufacturer**, installer or owner must make sure that a **manufacturer's compliance** plate is attached to any **UMD** or **rigid annex** containing the following information -

- (i) name and address of manufacturer
- (ii) manufacturer's serial number
- (iii) the month and year of manufacture, and
- (iv) a statement that the **UMD** or **rigid annex** meets with the appropriate regulations.

The person installing a **UMD** or **rigid annex** in a caravan park must give the **proprietor** an installation certificate on completion of the installation.

The person who is the owner of the **UMD** or **rigid annex** must supply a copy of the Installation Certificate to the Caravan Park Owner or Manager and the East Gippsland Shire Council within seven (7) days of the of the installation being completed.

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## Hard Words:

**Unregistrable Movable Dwelling (UMD):** a movable dwelling that— (a) is constructed on a chassis or in prefabricated sections; and  
(b) once installed, is a freestanding dwelling with solid walls and roof; and  
(c) is not a registrable movable dwelling.

**Rigid Annex:** an extra part, unable to bend or be forced out of shape

**Manufacturers:** A person or company that makes goods for sale

**Compliance:** The action or fact of meeting with a wish or command

**Regulations:** Rules

**Requirements:** A thing that is needed or wanted

**Structural Engineering Specifications:** A detailed description of the design and materials used to make the Unregistrable Moveable Dwelling, Rigid Annex or Prefabricated Holiday Unit.

## Submitting your application:

<b>Mail</b>	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
<b>Electronic</b>	Fax to 03 5153 9576 Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
<b>In Person</b>	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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