

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale VIC 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service : 133 677
ABN: 81 957 967 765

Certificate of Installation

*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 2.

Your Details:

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

Installation Details:

I have installed - <input type="checkbox"/> Unregistrable Movable Dwelling <input type="checkbox"/> Rigid Annex					
Caravan park name:					
Site number:		Street number:		Street name:	
Town:				Postcode	
Manufacturers name:					
Manufacturers address:					
				Postcode	
Installers name:					
Installers phone number: Work:				Mobile:	
Manufacturers compliance plate number:					

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

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

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.

The Caravan park owner or manager has approved the installation.

This form to be given to the owner, by installer, and then provided to the East Gippsland Shire Council and Caravan Park Owner or Manager within 7 days of installation.

Installers signature:	
Name:	Date: ____/____/____
Owners 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

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Hard Words:

Unregistrable Movable Dwelling: 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.

Dwelling: A house, flat, or other place of residence

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 that have to be followed

Requirements: A thing that is needed or wanted.

Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	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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