



# Installation of a Moveable Dwelling, Rigid Annexe or Other Structure.

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

Council’s written approval is required for the installation of a Movable Dwelling, Rigid Annexe or other permanent structure in Caravan Parks prior to the works being carried out. This form must be submitted to Council not less than 21 days prior to the installation.

**Fee**  
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Proposed Installation of:

- Rigid Annexe**
- Unregistrable Movable Dwelling (Cabin)**
- Other:** \_\_\_\_\_

## Caravan Park Details

Name of Caravan Park: \_\_\_\_\_

Address of Caravan Park: \_\_\_\_\_

Site Number: \_\_\_\_\_

## Applicant Details

Surname: \_\_\_\_\_ Title Mr Mrs Miss Ms

Given/ Christian Name: \_\_\_\_\_

Street: \_\_\_\_\_ Town: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email \_\_\_\_\_

Are you the Caravan Park Owner?  Yes

No – the Caravan Park Owner must consent to your application

## Caravan Park Owner Consent

I \_\_\_\_\_ being owner/ operator / manager (see note 1) of the above mentioned Caravan Park have reviewed this application and hereby consent to this installation (see note 2)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note 1:** In the case of Council Caravan Parks (located in Bridgewater, Boort, Pyramid Hill and Wedderburn) written consent is to be obtained from the Caravan Park operator / manager **AND** the Manager Executive and Commercial Services at Loddon Shire Council.

Manager Executive & Commercial Services \_\_\_\_\_ Date \_\_\_\_\_

**Note 2:** The caravan park owner /operator / manager is to initial the site plan.



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## Installation Details

Item being installed is:  Unregisterable movable dwelling (UMD) / cabin

Rigid Annexe Please note under the Regulations a Rigid Annexe may be 3.6 meters in width but no wider and it must not be longer than the body of the dwelling to which it is being attached.

Is the Rigid Annexe being attached to a  Unregisterable Movable Dwelling / Cabin  
 Movable Dwelling / Caravan

Does the UMD or Rigid Annexe have a compliance plate affixed to it?  Yes  No

If NO the Installation is NOT PERMITTED the Regulations are clear on this and penalties apply to the installation of an Unregisterable movable dwelling (UMD) or Rigid Annexe without a compliance plate.

Item being installed is:  Flyover

Other: \_\_\_\_\_

Please provide full details of the proposed installation and a detailed site plan that clearly shows all separation distances between all structures on your site, the neighbouring site and the proposed flyover.

Proposed Installation Date: \_\_\_\_\_

## Installers Details

Installation to be carried out by:  Applicant  
 Other – please provide details

Name: \_\_\_\_\_

Street: \_\_\_\_\_ Town: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Additional Information

Please complete the remaining pages of this application and ensure that you submit the following additional details with this application:

- Copy of Site Plan – example plan and space are provide with this form or you can attach your own
- A copy of your planning permit or a letter of consent from the Planning Officer.
- Details of the installation. - This will include the Manufactures Details, construction details and design



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## Applicants Declaration:

I herby certify that the above installation will be completed in accordance with:

1. The requirements of schedule 3 of the regulations
2. The requirements of the park owner
3. The written approval from Council
4. All Planning and Building Permits (if applicable)

I further certify that :

1. **All plumbing and electrical work will be carried out in accordance with statutory requirements and a copy of the Plumbing and Electrical Certificates will be submitted with the installation certificate**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### \*\*\*\*\*Important Safety Advice \*\*\*\*\*

#### Smoke Detectors

A smoke detector **MUST** be fitted in all Caravans, UMD's & Rigid Annexes used for sleeping and must be maintained in working order at all times.

- The CFA recommends that these are installed and maintained in each sleeping area.
- False alarms may be more prevalent in UMD's due to the confined space, especially at times of cooking. The CFA advises that the most suitable type of smoke alarm for small confined spaces is a photo-electric type with a hush button fitted (if available).
- Smoke alarms must comply with AS 3786, be installed and maintained in accordance with AS 1670 part 6 and AS 1851 Part 8.
- To reduce the incidence of tampering or removal of batteries, therefore rendering the alarm inoperative, alarms should be hardwired, with a rechargeable back up battery which draw their power from the caravan or cabin electricity supply.

#### Fire Extinguishers & Fire Blankets

Fire Extinguishers & Fire Blankets should be installed in all Caravan's UMD's & Rigid Annexes:

- Fire Extinguishers should be of a dry chemical type with a minimum 1A10B(E) rating and located in a readily accessible area.

Fire Blankets should be installed in a readily accessible area near the cooking facilities

Office Use      Receipt Number: \_\_\_\_\_      Date: \_\_\_\_\_

#### Privacy statement

Loddon Shire Council  
 41 High Street, Wedderburn, Victoria  
 P.O. Box 21, Wedderburn, Vic 3518  
 Telephone: (03) 5494 1200  
 Facsimile: (03) 5494 3003  
 Email: [loddon@loddon.vic.gov.au](mailto:loddon@loddon.vic.gov.au)  
 Web: [www.loddon.vic.gov.au](http://www.loddon.vic.gov.au)

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## Site Plan – See Example Plan

- ◆ Please provide a site plan for your installation below or on a separate page, it must be signed by the Caravan Park Owner
- ◆ It must show the dimensions of the subject site and the neighbouring sites.
- ◆ It must include details of all existing structures on the subject site and all neighbouring sites

A large rectangular area filled with a light blue grid, intended for drawing a site plan. The grid consists of small squares, with larger squares forming a 10x10 grid pattern across the entire area.

Example Site Plan:

- ◆ You must provide distances from the proposed installation to all surrounding structures.
- ◆ A minimum 2 meters fire separation is required between all structure's
- ◆ A minimum 1.2 meters clear space is required between poles and guide wires

