

## Application for Installation of a Relocatable Home, Moveable Dwelling or Associated Structure

*made under the Local Government Act 1993  
Section 68 A1*

### FEES & CHARGES

S68 No.	<input type="text"/>	Assessment No.	<input type="text"/>	Receipt No.	<input type="text"/>	Date	<input type="text"/>
Lodgement Fee <input type="text"/>							
Job No: 1705-1162							
Would you like a copy of the receipt? <input type="checkbox"/> Yes <input type="checkbox"/> No							

### PART A – APPLICANT'S DETAILS

Name/s	<input type="text"/>
Company Name (if applicable)	<input type="text"/>
Postal Address	<input type="text"/>
Contact No.	<input type="text"/>
Alternate No.	<input type="text"/>
Email	<input type="text"/>
I apply for approval to carry out the building works as described in this application. I declare that all the information in this application is to the best of my knowledge, true and correct.	
Signature/s	<input type="text"/>
Date	<input type="text"/>

### PART B - PROPERTY DETAILS

Lot / Section / DP Numbers can be found on the Rates Notice or Certificate of Title for the land.

Street No.	<input type="text"/>	Street Name	<input type="text"/>
Town/Locality	<input type="text"/>	Postcode	<input type="text"/>
Lot No/s	<input type="text"/>	Section	<input type="text"/>
DP No/s	<input type="text"/>		

### PART C – DEVELOPMENT DETAILS

Please select one of the following:

☐ Relocatable Dwelling    ☐ Moveable Dwelling    ☐ Associated Structure

Note: A compliance plate must be attached to an accessible part of a relocatable home & associated structure.

Total estimated cost (inclusive GST)

### PART D – DEVELOPMENT CONSENT DETAILS

DA No.	<input type="text"/>	Date Approved	<input type="text"/>	BCA Classification	<input type="text"/>
Description of approved works					
<input type="text"/>					

## PART E – OWNER’S DETAILS

☐ Details are the same as Part A – Applicant’s Details (Note: All owners are still required to sign the form)

Name/s

Company Name (if applicable)

Postal Address

Contact No.

Alternate No.

Email

Do you agree to receive all correspondence via email? ☐ Yes ☐ No

As owner/s of the land to which this application relates to, I/we consent to carry out the building works as described in this application. I/we also authorise:

- Council representatives to enter the property for the purpose of site inspections;
- Council to make copies of all the documents for the purpose of determining the application or to people who may be affected by the proposal

Note:

- If more than one owner every owner must sign.
- If you are signing on the owner’s behalf as their legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director)
- If the owner is a company, a current ASIC extract must be supplied as documentary evidence and application must be executed as per section 127 of the Corporations Act 2001.
- If the land is Crown Land, consent will be required from NSW Department of Primary Industries - Lands. Please refer to separate attachment Landowner’s Consent: Landowner’s Consent Application.

Name

Signature

Date

Name

Signature

Date

If more than two signatures are required please attach a separate document.

## PART F – SUPPORTING INFORMATION

To enable assessment of your application, Council requires 2 copies of the following supporting information. Please note, if the information is not provided this may lead to your application be delayed or rejected.

☐ Plans

- Site Plan
- Elevation Plan
- Floor Plan

☐ Structural Engineer’s Certification

☐ Specifications

☐ Structural Design and Computations

Please note: further information may be required once the documentation has been assessed by Council’s Building Surveyor.

## Privacy and Personal Information Protection Notice

The personal information provided on this form is collected by Wentworth Shire Council for the purposes of processing this application by Council Employees and other authorised persons. This form will be stored within Council’s record management system and may be available for public access and/or disclosure under various NSW Government legislation.

## Erection of a Relocatable Home, Moveable Dwelling or Associated Structure Application

Notes for completing Erection of a Relocatable Home,  
Moveable Dwelling or Associated Structure Application

### FEES & CHARGES

**Lodgement Fee** – This is a fee charged by Council, which is aimed at covering a portion of Council’s costs for the processing of the application.

A schedule of fees are available on the Wentworth Shire website under the Council Business Tab. Alternatively you can call Council’s Health & Planning Department on 03 5027 5027.

### PART A – APPLICANT’S DETAILS

Anyone can apply for approval; it does not necessarily have to be the owner of the land; however the owner will still need to provide consent in Part E – Owner’s Details. Please complete the details of the person who is applying for this consent. NOTE: It is the applicant’s responsibility to provide Council with any additional details that may be requested.

### PART B – PROPERTY DETAILS

This section asks you to provide details on the land where the development / building work is to be situated. These details are available on your rates notice or a Certificate of Title. NOTE: Not all properties have a section number.

### PART C – DEVELOPMENT DETAILS

Select the appropriate development. If choosing the “Associated Structure” option please enter a description in the box.

The cost of the project should include but not limited to building construction, building materials, landscaping, drainage, fencing, labour and drainage but not include the cost of the land.

### PART D – DEVELOPMENT CONSENT DETAILS

If a Development Application was required for your proposal, please provide the Development Application Number (DA No.), date approved and BCA Classification of your approved Development. These details are available on the Notice of Determination that was sent following approval of the Development Application. Leave this section blank if it does not apply. If you are unsure if a Development Application is required, please contact the Health & Planning Division.

### PART E – OWNER’S DETAILS

The owner of the land is generally the people/ company listed on the Title to the Land. All owners listed on the title must sign the application form giving consent to the proposed development / building works. If there is not enough room, please attach a separate document.

If the owner is a Company/ partnership etc, then evidence of role of signatories is to be supplied in the form of a Company Extract from the ASIC website.

### PART F – SUPPORTING INFORMATION

All applications require the following Information to be submitted with the application form.

#### Site Plan

*A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.*

- North point and scale
- Street name and number
- Name and contact details of who prepared the plans
- Location of
  - property boundaries and

- any existing physical and natural features e.g. building, vegetation, driveways etc
- Existing easements and/or utility services e.g. water, sewer, stormwater drains, discharge points etc
- Existing and proposed structure/s and/or additions
- Vehicle access and car parking
- New vehicle crossings
- Site dimensions (length, width and site area)
- Relative location of adjoining buildings
- Existing and proposed site ground levels and floor levels
- Contour lines of site and spot levels at all corners of the building
- Extent of any cut and fill to be carried out

## Elevation Plans

*Elevation plans are a side on view of your proposal that shows all 4 sides (north, south, east and west).*

- Height of existing and proposed structure/s and/or additions
- Existing and proposed surface finishes e.g. brick wall, tile, colourbond roof
- Location and heights of windows
- Levels for roof ridge, floor and ceiling (expressed as Reduced Levels (RLs) or levels to AHD)
- Roof Pitch

## Floor Plans

*A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development.*

- Existing Internal layout (required for alterations and additions)
- Proposed internal layout

The above plans should include:

- Room uses, wall/partitions, areas and dimensions
- Location of stairs and essential fire safety measures (if any)
- Floor levels and steps in floor levels (RLs)
- Wall structure type and thickness
- Calculations of all existing and proposed floor areas

## Structural Engineer's Certification

*A relocatable home or associated structure must be of a design certified by a practising structural engineer to be structurally sound.*

The Certificate:

- Must indicate that the relocatable home or associated structure complies with any relevant standards, codes and specifications.
- Must include specifications as to how the relocatable home or associated structure will be transported and installed as well as the nature of the footings (if any) on which it will be installed.

## Specifications

*Specifications are required to describe the standard to which building is to be constructed in terms of structural, operational and aesthetic aspects.*

The specification must include:

- A description of construction materials for the walls (internal & external), floors, windows and roof including lining
- The relevant Australian Standards for constructing the following building components:
  - Footings/ structural elements
  - Timber framing
  - Drainage – water/sewage
  - Oil or solid fuel heating appliances
  - Terminate control
  - Fire safety measures e.g. fire resistance levels and essential fire safety services

- Wet Areas
- Lighting/ ventilation
- Sound transmission class rating
- Stair construction and balustrades
- Details of whether materials will be new or second hand and give particulars of any second hand materials to be used.
- Site Preparation
- Finishes
- Method of drainage, sewerage and water supply.

**Structural Design and Computations**

*Structural Design can be supplied in the form of detailed plans that are signed, dated and certified by a suitably qualified structural Engineer for the following components of the proposal:*

- Footings
- Piers
- Slab reinforcement
- Steel frames/beams
- Timber frame, truss tie down and bracing
- Support for party walls

**Note:**

- All plans are to be drawn to scale and provided in A4 size (minimum).
- If both the applicant and owner are happy to receive all correspondence via email, only 1 set of plans needs to be submitted with the application. However if hard copies are required, submit 3 copies.