



Application for New Annual Site Holder

Site No _____

Applicants Details

Name: _____

Address: _____

Phone: _____

Email: _____

Designated Occupants (Including ages of Children Under 16 years) Included in Annual Fees.

1. _____

2. _____

3. _____

4. _____

Additional Nominated Occupants (Including ages of Children Under 16 years) are Charged as additional extras.

1. _____

2. _____

References (Not family members)

1. _____ Phone _____

1. _____ Phone _____

Van & Annex Information

Model _____ Year _____

Length _____ Width (Pump out side extended) _____

Registration _____ Expiry _____

Proposed Hard Annex Information

Who is installing the annex? _____

Are you aware you must supply an Installation Certificate to the park within 7 days of the installation occurring? YES NO Park use - supplied date: _____

Information - Rules & Regulations of Installation of a movable dwelling

Division 3 – Standards for movable dwellings and annexes

33 Design, construction and installation standards — unregistrable movable dwellings

The technical specifications for the design, construction and installation of UMDs are set out in Parts 1 and 2 of Schedule 3 to the Regulations. See 'Part 2—Unregistrable Movable Dwellings (UMDs)' below for more detailed explanation of these requirements.

34 Design, construction and installation standards— annexes

The relevant technical specifications for the design, construction and installation of rigid annexes are set out in Part 3 of Schedule 3 to the Regulations. See 'Part 3—Annexes' below for more detailed explanation of these requirements.

35 Smoke alarms for movable dwellings

Smoke alarms must be fitted to all UMDs, caravans and rigid annexes. Where mains power is supplied to the movable dwelling, the smoke alarm must be connected to the mains power. All smoke alarms must be maintained in working order. Part 3.7.2.2(b) of the BCA Volume Two requires that all smoke alarms must comply with AS3786 – Smoke alarms using scattered light, transmitted light or ionization, and be installed on or near the ceiling.

36 Compliance plate

Compliance plates are an important aspect of the self-certification of construction standards. A person who constructs a UMD or rigid annexe to be installed in a caravan park must be able to state on the compliance plate that the dwelling complies with the Regulations (and include their name and address along with the year of construction). Seeking advice from a Registered Building Practitioner is recommended to confirm that compliance has been achieved. A compliance plate must be permanently fixed on to a UMD (including “ensuite” type UMDs) or rigid annexe at construction. A compliance plate should also be provided if additions (such as a deck or verandah) or alterations (such as increasing the size of a dwelling) are undertaken following initial installation.

37 Movable dwelling must not be installed without compliance plate

A person must not install a UMD or a rigid annexe into a caravan park unless it has a compliance plate. This requirement applies to new or relocated UMDs or rigid annexes, but not to those constructed prior to 1 November 1993 (when the requirement first came into effect), unless they are to be relocated.

38 Design information to be provided on sale of movable dwelling

The seller of a UMD or rigid annexe must provide the purchaser with a set of installation designs appropriate to its location. For subsequent installations, there is no obligation to update or change this information. However, the documentation originally provided with the dwelling should be handed on to the new owner

40 Installation certificate

A person must obtain the approval of the caravan park owner before installing a UMD or rigid annexe in a caravan park. An installation certificate must be provided to the owner of a UMD or rigid annexe by the person who installs the dwelling. The owner must then provide a copy of the installation certificate to the caravan park owner and the council within 7 days of the installation occurring. The installation certificate forms another key part of the self-certification compliance process which the Regulations require.

Part 1—BCA Requirements

1. Unregistrable movable dwellings - Design and construction

The technical design and construction specifications for UMDs are set out in the relevant sections of the Building Code of Australia (BCA). The provisions of the BCA apply as if a UMD or a rigid annexe were a Class 1 building (as provided for in regulation 9). A UMD must comply with all of Volume Two of the BCA except for the following provisions:

Termite Control (Performance Requirement P2.1.1(b)(xv) and Part 3.1.3)

This has been excluded because under the regulations protecting a UMD from termites are optional for the owner. The UMD owner must make their own assessment as to the costs and benefits of termite protection works.

Masonry (Part 3.3) & Roof Tiling (Part 3.5.1.0(a) and 3.5.1.2)

These have been excluded because they are not relevant to the construction of movable dwellings and related to materials not used in the construction.

Fire Separation (Objectives O2.3(b) and (c), Functional Statements F2.3.1 and F2.3.4, Performance Requirements P2.3.1 and P2.3.4 and Part 3.7.1)

The fire separation requirements are provided for in regulation 21 by referencing the CFA guideline.

Bushfire Areas (Part 3.7.4)

Due to the fact that UMDs are relocatable, bushfire safety in caravan parks is provided for through the emergency management planning (regulations 22, 22A, 23 and 24).

Sanitary Facilities (Objective O2.4.3(b) and (c), Functional Statement F2.4.3(a) and (b), Performance Requirement P2.4.3(a) and (c), Section 3.8.3.2(a)(ii), (iii), (iv) and (v))

These provisions require bathroom and toilet facilities. Shared sanitary facilities in caravan parks mean that not all UMDs have self-contained facilities. Therefore these requirements are excluded. However, where a UMD is constructed with self-contained facilities, the relevant provisions of the BCA for the construction do apply, for example: 3.8.1 Wet Areas.

Swimming Pools (Objective O2.5(b) and (c), Functional Statement F2.5.2, Performance Requirements P2.5.3 and P2.5.4 and Part 3.9.3)

These requirements relate to a swimming pool and are not relevant to movable dwellings. Any swimming pool in a caravan park must comply with the relevant building regulations and BCA requirements including fencing.

Energy efficiency (Part 2.6 (energy efficiency) and Part 3.12)

Energy efficiency requirements for UMDs are specified in clause 3 of Schedule 3 (see below). This approach has been taken as the BCA requirements cannot be applied where the location of the dwelling is not known. Design Wind Speed: An unregistrable movable dwelling must be designed for a minimum design wind speed of N3 in accordance with Table 1.1.1 in Volume Two of the BCA. This reflects the current industry methodology but does not apply an increased standard.

Part 3—Annexes

5 Design and construction

This part of the schedule sets out the technical specifications for the construction of rigid annexes. These specifications establish minimum standards of damp and weather-proofing, natural light and ventilation to protect the health and amenity of users.

Rigid annexes must be constructed to comply with Australian Standard AS/NZS 1170.1 and AS/NZS 1170.2. These specify standards for the structural integrity of the dwelling using a design terrain category of not less than 2.5 (this reflects the current industry methodology but does not apply an increased standard from the 1999 Regulations).

A rigid annexe may be up to 3.6 metres in width but must be no longer than the body of the movable dwelling to which it is attached, regardless of whether it is attached to a registered movable dwelling (i.e. caravan) or a UMD. These measurements refer to the enclosed area of the annexe and do not include a deck or verandah which is attached to the annexe.

Where a caravan park is in a flood prone area, and the floor of an annexe is to be raised up to the floor height of the attached caravan, the roof height of the annexe may protrude above the roof height of the attached caravan by the same amount (so the interior ceiling height is not reduced by raising the floor).

6 Installation

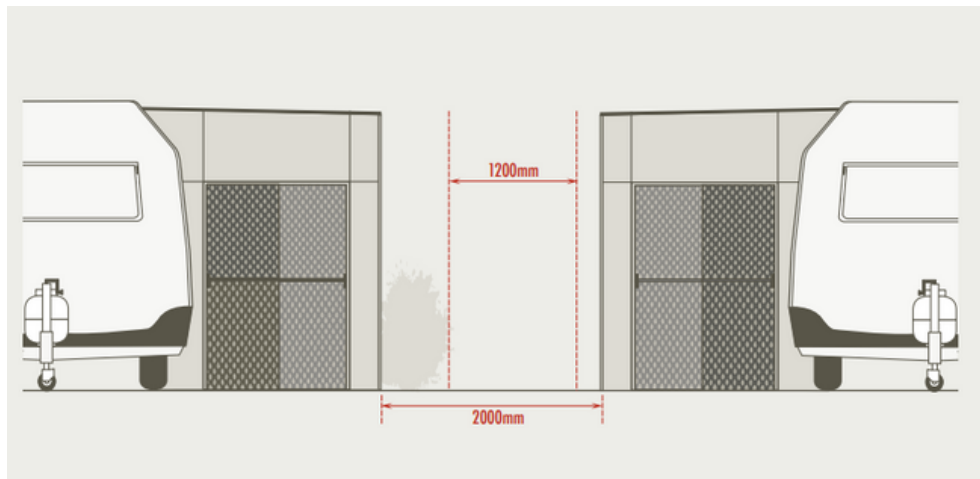
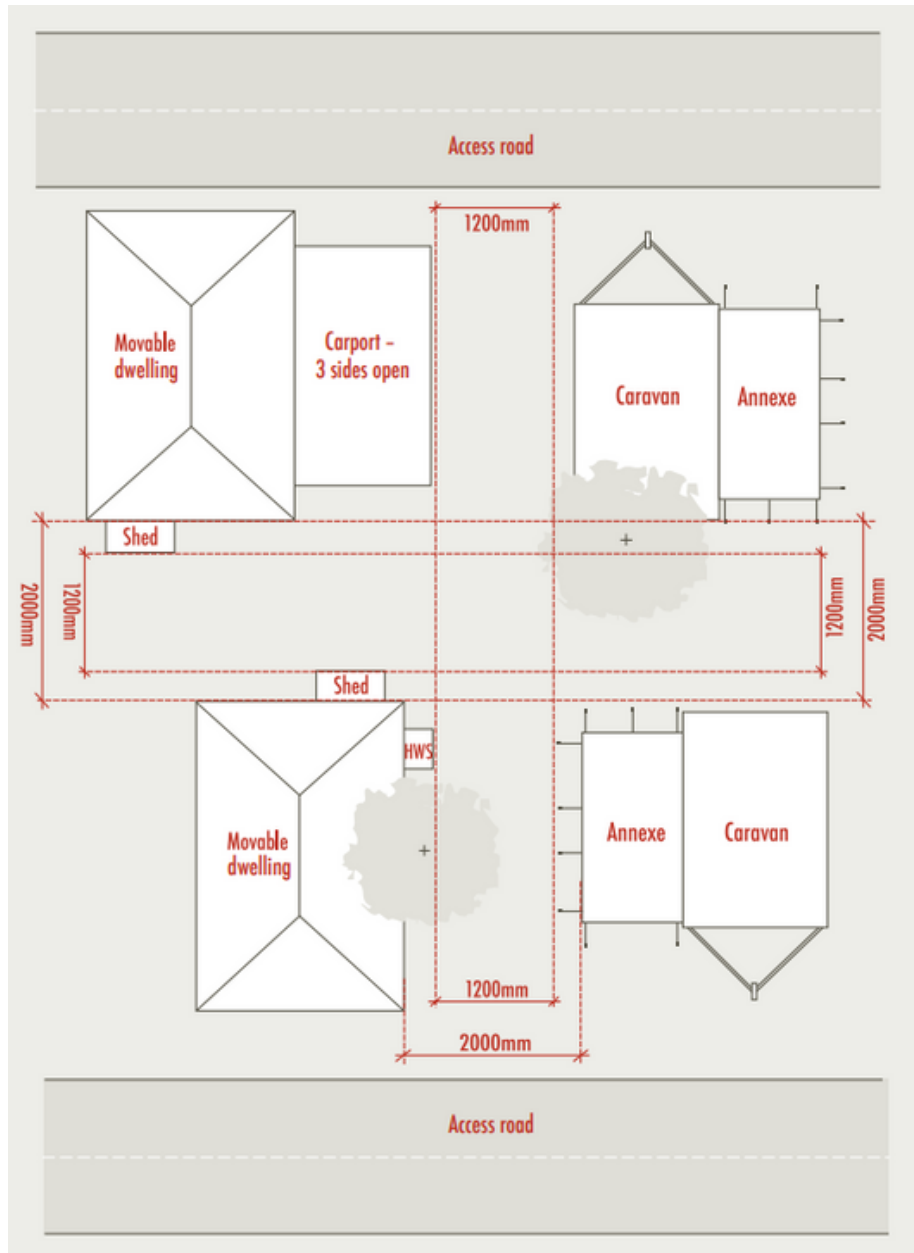
The installation requirements for a rigid annexe (as for UMDs) are set out in clause 4 of Schedule 3 (discussed above).

The installation requirements set out in this section refer to the movable dwelling to which the annexe is attached. They require that the caravan or UMD is securely installed and will not move independently of the annexe. These specifications also provide for adequate ventilation and natural light by setting requirements for window areas in the caravan or UMD to which the annexe is attached.

Installation Guidelines

Separation & Fire Access

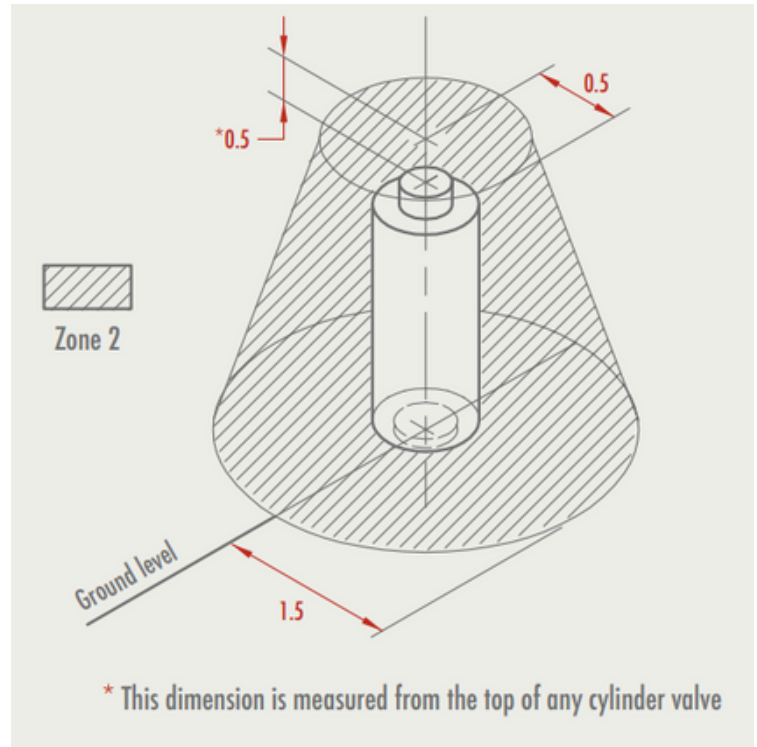
Below is the minimum distances and fire fighter access that must be kept at all times. This includes distances between trees and plants.



Restrictions on ignition sources - LPG

As gas bottles are fitted with pressure relief devices and vent discharging pipes, it is important that caravan park owners understand how these operate and the direction that the gas bottle may vent.

AS 1596–2008 also makes reference to hazardous areas around gas bottles. Caravan park owners must ensure that sources of ignition are not permitted within a hazardous area. (Refer Figure 25 from AS 1596–2008)



Ignition source

An ignition source as defined in AS 1596–2008 as: “a source of energy sufficient to ignite a flammable atmosphere, including naked flames, smoking, exposed incandescent material, electrical welding arcs, static electricity and electrical or mechanical equipment not suitable for use in the particular hazardous zone”.

Caravan park or dwelling owners with service equipment such as hot water units, gas or electric, air conditioning units/condensers, or other spark or piloted equipment should ensure that this equipment is not located within this zone.

All gas bottles must be secured to not fall over, for example, chained to a wall and be sitting on a secure base such as a concrete paver. All gas bottles must be turned off when the site is not occupied.

Electrical safety

Electrical safety should be promoted in accordance with AS/NZS 3000 and AS/NZS 3001. AS 3001 is a specific standard for electrical installations in transportable structures (e.g. caravans) and vehicles. This standard also applies to site electrical supplies. The following guidelines should be followed:

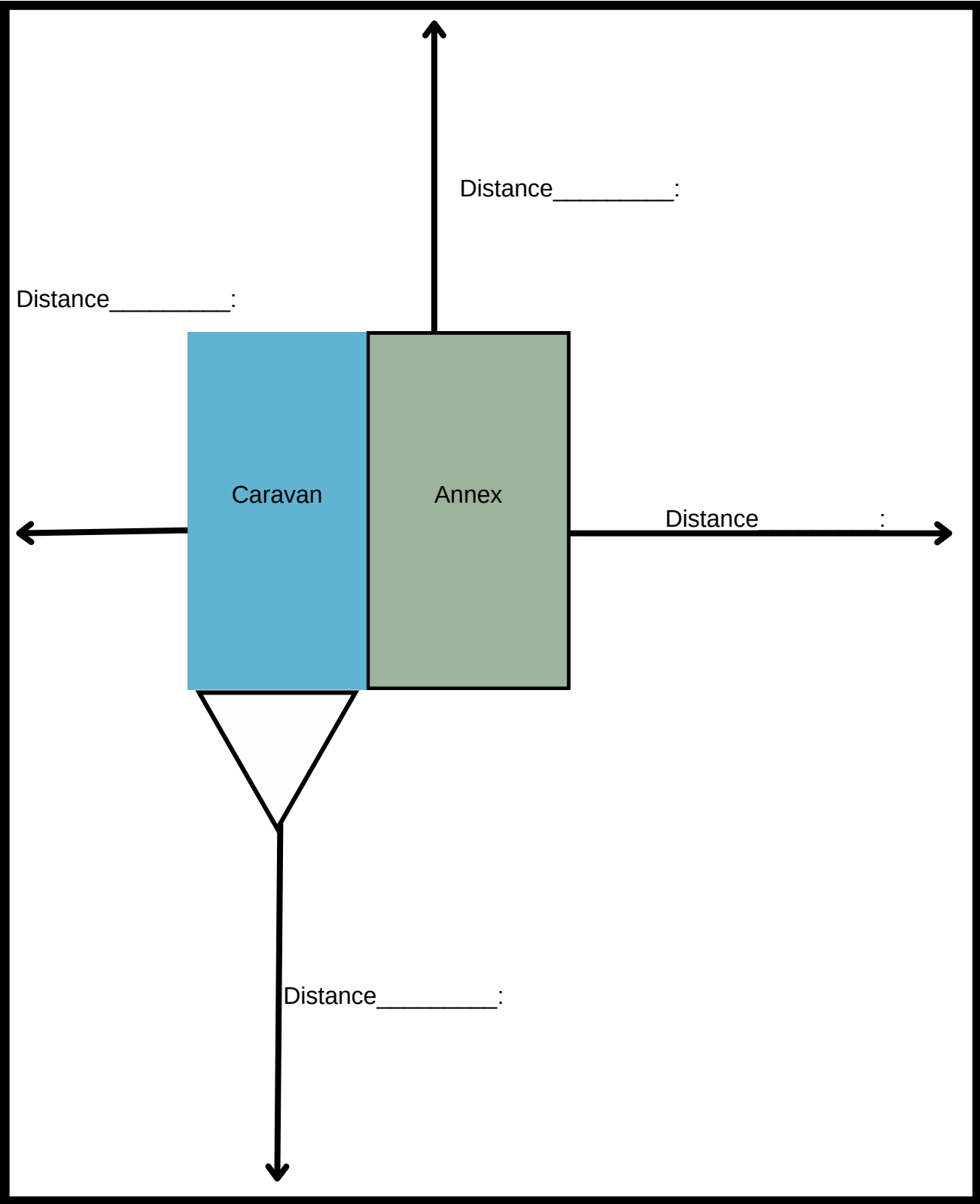
- a. powerlines must be kept clear of vegetation and other obstructions;
- b. external power supply between the source and structures within the caravan park must be insulated and not contain any connections exposed to the weather;
- c. supply leads must be arranged so that they will not obstruct persons walking in the vicinity of any movable dwelling and are located so as to provide suitable protection against mechanical damage, damage by high temperatures or ultra-violet radiation;
- d. each site should have its own individual power source;
- e. each movable dwelling should have its own residual current device when the movable dwelling is connected to mains power;
- f. the use of multiple power boards and double adaptors is not permitted; and
- g. extension leads for connection between the external power source and the structure must be tested and tagged in accordance with AS/NZS 3760.
- h. All power leads should be disconnected when the site is not occupied unless approved by management. Or they must be connected in a way to avoid being struck or hit, to be approved by management

Flammable liquids

Storage of flammable Liquids is not to be kept to a minimum. No fuel is to be stored onsite while site is not occupied.



Proposed Installation drawings



Do you propose to have a garden shed? Mark location on Map. Maximum size (depending on space & Management approval) is 1.5m X 2m

Park Rules - For Annual Site Holders

These Park Rules for Annual site Holders form part of the Annual Agreement. These rules relate to the use, enjoyment, control and management of the holiday park. They apply to occupants (including their guests, visitors and invitees) when they are on the holiday park, including any area administered or cared for by the park owner.

These rules are designed for the safety and protection of occupants and for the protection of property.

1. WORK HEALTH AND SAFETY (WHS)

- a. Occupants must comply with any directions of the park owner in relation to compliance with the Work Health and Safety rules & regulations
- b. Any installation, alteration, addition, or repair of the occupant's dwelling may only be undertaken by a licensed tradesperson.
- c. Occupants must ensure that no tradesperson enters the holiday park until that person has provided license, public liability and workers compensation insurance details to the park owner, and until the park owner is satisfied that the person is familiar with any relevant WHS requirements applicable to the park.

2. COURTEOUS AND CONSIDERATE MANNER

- a. The occupant should act in a courteous and considerate manner towards the park owner, the park manager and their respective employees or contractors and other occupants and guests of the park.
- b. The park owner, the park manager and their respective employees or contractors should act in a courteous and considerate manner towards occupants and guests of the park.

3. BIKES, SKATEBOARDS, SCOOTERS, ROLLERBLADES AND OTHER RECREATIONAL EQUIPMENT

- a. The park owner may confiscate any bike, skateboard, scooter or rollerblades or any other recreational equipment used by the occupant or the occupant's family, visitors, or guests, if in the opinion of the park owner:

The equipment is being used in a manner that is dangerous for the user or other park users or both; or
the use is not in accordance with the park rules for casual occupants; or
the use is such as to cause a nuisance; or
the equipment is being used in areas where the use is not permitted.

- b. The park owner will return any equipment that has been confiscated under this clause within 36 hours of the time the equipment was confiscated.
- c. Confiscation under this rule does not limit the park owner's other rights under the occupation agreement.
- d. As required by law bike helmets must be worn
- e. Riding of bikes after street lights come on is not permitted.

4. CHILDREN

- a. Children must be supervised properly so that they are not a nuisance or danger to themselves or others.

5. CRIMINAL ACTIVITY

- a. Occupants must not offend against the law at the park or use the dwelling unit for the furtherance of any criminal activity.

6. VANDALISM

- a. Occupants must not commit any acts of vandalism.

7. FIREARMS

- a. Occupants must not carry any firearm or any other weapon at the park.

8. UNLAWFUL DRUGS

- a. Occupants must not use, or be under the influence of, any unlawful drugs or substances.

9. ANTISOCIAL BEHAVIOUR

- a. Occupants must not undertake, participate or be involved in any antisocial behaviour.

10. NOT CARRY ON TRADE OR BUSINESS

- a. Occupants must not carry on any trade or business in the park.

11. Dog Guidelines & Conditions

- a. One (1) dog per accommodation booking; a second dog may be permitted with the approval of Park Management. No more than two (2) dogs permitted per accommodation booking.
- b. Service Dogs are always welcome.
- c. Your dog(s) must be supervised at all times whilst in the park
- d. Just like children, your dog(s) must not be left unattended in any area of the park. This includes being left inside cabins, tents or vans on their own.
- e. Your dog(s) must remain on a lead at all times within the park.
- f. As the owner of your dog(s), you acknowledge and agree that you are personally responsible for any and all personal injuries and/or property damage in relation to any actions caused by your dog(s).
- g. Your dog(s) are not permitted in any food preparation or children's play areas of the park. This restriction extends to camp kitchens and outdoor eating areas, playgrounds and any other restricted area designated by the park.
- h. You must pick up and dispose of your dog's waste in bins provided.
- i. Your dog's personal bedding may not be washed in the guest washing machines. Some parks may have a designated washing machine for dog bedding – please enquire at reception.
- j. Please ensure that your dog(s) is registered, microchipped and has been fully vaccinated (all flea, tick, & worming vaccinations up to date) before you bring them to the park.
- k. You acknowledge that you may be asked to leave the park and forfeit any payments if you fail to comply with these guidelines.

12. GARBAGE

a. Occupants must comply with any instruction given by the park owner for the disposal of garbage, including any instruction regarding separation and packaging of garbage to enable optimum environmental outcomes.

13. VEHICLES

a. Occupants must not use any vehicle in any way that is dangerous to other occupants and persons lawfully on the park, or in a manner that may cause damage to their property.

b. Occupants must not allow any vehicles owned by or in the custody or control of the occupant (including guests and visitors) to be driven or used on the park:

At a speed in excess of 10 kph.

By an unlicensed driver, including a learner driver.

To give driving lessons on the park.

For "joy riding" on the park.

For the repair or servicing of any vehicle, except in any area designated from time to time by the park owner.

Where the driver or passenger(s) is not wholly within the vehicle.

c. Occupants may only keep or use registered and roadworthy vehicles on the park.

d. Occupants must comply within 24 hours of being told by the park owner to remove from the park any vehicle or motorcycle or similar which makes excessive noise.

14. PARKING

a. Occupants must not park any vehicle so that it endangers or is likely to endanger another person or property of any other person.

b. Occupants must not allow any vehicle, boat or trailer to be parked on any road in the park.

c. Occupants must park any vehicle, boat or trailer on the site.

d. Visitors, guests and contractors must use the visitor parking area to park their vehicles while they are on the park.

e. Where there is no room to park either on the site or in the other parking areas within the park, the vehicle, boat or trailer must be removed from the park immediately.

15. CARE OF THE SITE

a. Occupants must keep the lawn mowed and trimmed and any garden neat and tidy.

b. Occupants must keep the lawn and any garden free of all weeds and noxious plants.

c. Occupants must not install a garden without getting the park owner's permission in writing first.

d. Occupants may install grass of the types out in Schedule 2.

e. Occupants must not use fixed hoses to water the lawns except when the occupant pays for the water used.

16. STORAGE OF GOODS ON THE SITE

a. Occupants must not store materials of any kind on the site or the moveable dwelling or any associated structure that are not for normal domestic use.

b. Occupants must not store any flammable liquids or chemicals.

c. Occupants must ensure that goods stored on the site or in the moveable dwelling or associated structure do not create a health or fire risk.

d. Occupants must ensure that no goods of any type remain outside the dwelling when the occupant is not in residence in the park.

e. Occupants must ensure that any goods left on the site while the occupant is in residence, such as bikes, barbecues, are locked or secured.

17. AMENITY BLOCK

- a. Children under the age of 10 must not be in an amenity block unless accompanied by an adult.
- b. Playing in and around an amenity block is not permitted.

18. PLAYGROUND & OTHER RECREATIONAL ACTIVITIES

- a. Children under the age of 10 may not use the playground equipment unless supervised by an adult.
- b. Before you participate in recreational activities, or you permit your child to participate in recreational activities, you should ensure that you are aware of and properly understand all the risks involved, and that those risks will include any particular risks associated with any health condition from which you suffer or which your children suffer
- c. You also acknowledge, agree and understand that:
 - you participate in the recreational activity voluntarily and at your own risk and that you permit your child to do the same
- d. You and your children must obey all warning signs that are displayed in relation to particular recreational activities.

19. OTHER FACILITIES AND AMENITIES

- a. Rules for Use and Time of Use, as posted on or near other facilities and amenities, must be observed.

20. FIREPITS

- a. Fire pits may only be used on days that are not Fire Ban days. Please check with reception if unsure
- b. Fire pits must be off the ground and ash & hot coals must not drop onto the ground
- c. You must have a fire extinguisher within close proximity & easy access
- d. Fires must not be left alight when not supervised
- e. Hot ashes and coals must not be placed into bins
- f. Fire wood must not be sourced from within the park

21. FIRE SAFETY

- a. As part of our Health & safety Management systems, we have developed procedures to be followed in the event of fire and training has been given to key personnel. Fire appliances and equipment are provided in case of an emergency and are regularly inspected. Please follow emergency instructions at all times

22. VISITORS

- a. All visitors must report to the office before coming into the park. This can either be done by phone or at the office. Overnight guests that are not registered on your site must pay in advance for their stay.

Signature & Acknowledgement

I/We acknowledge that I/We have read and understood all the conditions of what is required as an annual site holder. We understand that if our application is successful that we will be required to sign an annual agreement.

Name/s: _____

Signature _____ Signature _____

Date: _____

*Please provide a copy of photos of the proposed Caravan you wish to put in the park