



<p align="center">Holiday Parks Management Guidelines</p>	<p align="center">Date of issue: May 2010</p>
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<p align="center">Van and Associated Structures Standards</p>	<p align="center">Trim File: D02005717</p>
<p align="center">Responsible Officer: Holiday Parks Controller</p>	<p align="center">Approved: Business Unit Manager</p>

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1 Purpose

These rules and conditions are intended to manage the installation and standard of caravans and cabins (hereinafter called “the dwelling), annexes and associated structures on designated Long Term Casual sites and to ensure that building improvements are in accordance with the relevant legislative requirements. The procedure will support the orderly development, aesthetic attributes and general safety of the Holiday Park. .

2 Legislation

The statutory rules describing the occupation by LTC’s of long term sites within a caravan park are contained within the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005*.

Other legislation affecting LTC’s include:

- Holiday Parks (Long-term Casual Occupation) Act 2002
- Holiday Parks (Long-term Casual Occupation) Regulation 2003
- Occupational Health and Safety Act 2000
- Occupational Health and Safety Regulation 2001
- Fire Protection Policy for Caravan Parks on Crown Reserves and Leasehold Lands 2005

3 Occupational Health and Safety

All persons who can affect health and safety on the Central Coast Holiday Parks carry a duty of care to ensure the safety of themselves and others on the park. The installation of LTC’s upon long term sites must be such as to minimise any risk of injury to other persons or property. The standards supporting this objective are:

- AS/NZS 3000:2007, *Electrical Installations* (know as the Australia/New Zealand Wiring Rules)
- AS/NZS 3001:2008, *Electrical installations—Transportable structures and vehicles including their site supplies*
- Building Code of Australia

4 Review of Proposed Guidelines

The WSC has proposed to adopt guidelines in accordance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005. These guidelines are entitled Standards for Structures at Central Coast Holiday Parks (hereafter referred to as “the guidelines”)

It should be noted that the specifications contained within the legislation describes minimum conditions. WSC has the right to adopt guidelines that alter these conditions as long as the minimum legislative standards comply. It is the responsibility of WSC to ensure that by providing a guideline that alters or ignores the legislative requirements that by doing so it does not contravene the regulations nor should it give consequence of creating hazards or affecting general safety standards on the park e.g. the guidelines, Section 19, a) *Garages and Carports are not permitted*, whereas, contained within the legislation, Division 4, Subdivision 1, Clause 141, describes the installation of a carport as a legitimate associated structure permitted under the regulations.

All references of Parts, Divisions, Subdivisions, Sections and Sub-sections contained within the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005, will hereafter be referred to by the particular clause number of that regulation and prefixed with “R”, e.g. **R89**.

Council advises with any building improvements the occupants must consider the moveable dwelling and any additional structures need to be transportable. You should note that your Occupancy Agreement is for a maximum fixed term of twelve months and includes various provisions under which the Park Owner may request that the site be vacated. Any structures would need to be removed if any of these provisions are required to be enacted by Council. Whilst your site may not be affected in the current business strategy, this could change in the future.

4.1 The Site

A Long Term dwelling site must be a minimum of 80 square metres. A moveable dwelling being a caravan or other van or other portable device (whether on wheels or not), used for human habitation must be so located so that it is;

- a) Set back by 2.0 metres from any park boundary; **(R161)** and
- b) Set back by 1.0 metres back from any access road; **(R161)** and,
- c) Not installed closer to any other Long Term Casual moveable dwelling than 2.5 metres; **(R91)** and
- d) Not installed closer to any other Long Term Residents moveable dwelling than 3.0 metres; **(R91)** and

- e) The enclosed floor area of all annexes that are attached to a caravan must not exceed the enclosed floor area of the caravan. **(R169)**
- f) An area with minimum dimensions of 6 metres by 3 metres, accessible from an access road and useable for car parking, must be provided.

Moveable dwellings and all associated structures are to be less than 66% area usage of the total dwelling site area.

The Park Manager shall establish the boundaries of the site, if not readily identified, on request.

4.2 Safety and Public Liability Insurance

All persons who can affect health and safety on the Central Coast Holiday Parks carry a duty of care to ensure the safety of themselves and others on the park. The installation and maintenance of Holiday Vans upon dwelling sites must be such as to minimise any risk of injury to other persons or property.

The occupant will forthwith take out and thereafter during the continuation of their Occupation Agreement keep current and in the name of the occupant, a Public Risk insurance policy in an amount of not less than ten million dollars (\$10,000,000)

The Occupant(s) must:

- a) Provide the park owner with a copy of the Public Liability Insurance Policy with the initial application.
- b) Each year there after provide the Policy Name & Number & Expiry Date of the Insurance Policy.

4.3 Height

The maximum height of any structure shall be 3.5 metres.

4.4 Structures

All structures (including the moveable dwelling, relocatable homes and associated structures) shall:

- a) Be placed, erected or constructed to comply with the conditions and setbacks in accordance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005, as in force on the 1st September 2009
- b) Be restrained in accordance with the specifications of a practicing structural engineer to withstand the wind forces applicable to the terrain category in which the dwelling site is located
- c) The occupant will not attach any fixture or renovate, alter or add to the moveable dwelling or the site without the park owner's prior written permission.
- d) Only structures that are attached to the on-site van will be permitted. Free standing structures such as aviaries, aerials, satellite dishes, gazebo's and garden lockers are not permitted.

- e) Storage boxes are permitted under strict conditions and only with the park owner's written permission.

Storage boxes can be installed on the decking and cannot exceed 2.4m in length and 450mm in width and height.

- f) The policy operating in the Park is to allow only suitably licensed tradesman or recognised installers to carry out any **NEW** building work. This is to ensure that structures are constructed to a tradesman manner and that insurance requirements are in place. Licensed tradesman or recognised installers are to be inducted to the site and are required to log in and out of the Holiday Park via the Holiday Park reception, also provide reception staff with evidence in relation to their public liability insurance and trade certificate. New building works is any works that increases the existing area of the moveable dwelling or is built on an existing structure.
- g) Any maintenance work to existing structures with the exception of electrical and plumbing (which must be licensed tradesman) may be carried out by the occupant. Park Management are to be advised of any maintenance activities prior to the commencement of the works. Any maintenance works are to comply with the current van standards and are to be undertaken in a tradesman like manner, otherwise the completed works may result in Council ordering rectification or removal of the non-conforming works. Internal works that may result in noise and adverse impact of neighbours or adjacent moveable dwellings requires concurrence of the Park Management. The occupant is to ensure the work site is kept safe and work practices comply with OH&S regulations and legislation.
- h) Be enclosed around the base of the dwelling and associated structures with treated pine decking or manufacturing skirting to prevent or discourage nesting of pests. No other material is permitted without Park Managements approval.
- i) Cladding is allowed provided the cladding is adhered directly to the van and in the form / shape of the original van. The cladding must clearly distinguish a van and associated structure (annexe).
- j) "A" frame roofing is not permitted.
- k) Support the orderly development, aesthetic attributes, amenity and general safety of the Central Coast Holiday Parks.
- l) When the occupant's moveable dwelling is required to be removed from its current site. The moveable dwelling and all associated structures and additions must be removed leaving the site in its "natural" condition free of all additions.

4.5 Utilities

All long term casual moveable dwellings shall connect to the site water supply and sewerage inlet such that:

- a) All pipes and fittings that relate to water supply, sewerage or stormwater drainage must be installed in accordance with the Plumbing and Drainage Code of Practice and the requirements of the Wyong Shire Council.

4.6 Fire Equipment and control

A moveable dwelling must be equipped with automatic fire detection and alarm system. Patrons are to provide original receipts for fire equipment purchases and a statutory declaration every twelve months after stating moveable dwelling has required fire equipment in a condition that complies with the Australian Standards.

- a) Patrons are to ensure that an appropriate dry chemical extinguisher of minimum 1Kg capacity is provided in a readily accessible position in the case of fire. **(OHS) (FPP)**
- b) All on-site moveable dwellings must be fitted with a smoke alarm and fire blanket. **(FPP)**
- c) Patrons must ensure they have sufficient knowledge of any fire equipment to ensure they react appropriately in an emergency situation. **(OHS)**

4.7 Electrical installations, alterations and supply connection

All electrical wiring, installations and alterations that may be carried out within a relocatable home, moveable dwelling or rigid annexe must comply with the requirements of AS/NZS 3000:2007, Electrical installations (known as the Australian/New Zealand Wiring Rules)

All long term site occupiers intending to connect their transportable structures to the site supply by means of a detachable connection must comply with AS/NZS 3001:2008 Electrical installations—Transportable structures and vehicles including their site supplies, Section 5 – Connections to the Site Supply.

- a) Only one supply lead shall be connected to each socket-outlet of the site supply.
- b) Any supply lead used to connect a transportable structure to a site supply socket- outlet should be in one unbroken length.
- c) The supply of electricity for use in individual transportable structures or vehicles should not be obtained from a socket-outlet inside another transportable structure or vehicle or by the use of socket-outlet adaptors (double adaptors).

- d) Where a supply lead is coiled on or in a reel, drum, storage box or similar, the lead should not be connected to the site supply while coiled.
- e) Electrical installations in transportable structures should be inspected regularly, e.g. annually, by a qualified person to ensure their safe and effective operation.
- f) Where fitted RCDs used for the protection of transportable structures should be tested by operating the push button on the RCD to check that the device trips. After tripping, the RCD should be reset. If the RCD fails to trip, this failure should be reported to the caravan park manager.
- g) If supply to a site is lost, the device requiring resetting might be located within the premises or at the service pillar.

4.8 Maintenance and Rubbish Removal

Residents shall ensure that:

- a) All structures including the dwelling are in a condition that is safe and healthy to use; **(R163)**
- b) At no time is anything to be stored on top or under vans.
- c) No personal belongings, items or furniture to be stored on grounds, patios or verandas whilst the van is unoccupied. Furniture and other items left on patios or verandas are also to be neat and tidy when the van is occupied **(OHS)**
- d) Prior written approval must be given by Park Management to store large BBQ's, outdoor furniture whilst the moveable dwelling is unoccupied.
- e) No accumulation of rubbish and unwanted goods occurs; and **(OHS)**
- f) No storage of motor vehicles that are unregistered or in a state of disrepair etc occurs **(C)**
- g) Any item / material that cannot fit into a 20ltr drum / bucket cannot be placed in the Holiday Parks bins. Furniture, whitegoods, building materials, bikes, gas bottles and furnishings must be removed from the park by the moveable dwellings owner.

4.9 Dwellings

All dwellings installed in the park are subject to the following conditions:

- a) The dwelling is to be presented in a neat and tidy condition and be well maintained **(C)**
- b) Colour and paintwork of the dwelling and associated structures is to be in accordance with the original manufactured colour scheme. Should a patron desire a colour scheme substantially different to the original the approval of Park Management is required. **(C)**

4.10 Verandas and awnings

Verandas and awnings are permitted with Council Approval under the following conditions:

- a) Must accord with the setback and site coverage requirements; **(C)**
- b) Must be in scale and constructed with compatible materials to the annex; **(C)**
- c) Must be of a design certified by a practicing structural engineer to be structurally sound. A certificate issued under this clause must indicate that the associated structure complies with any standards, codes and specifications with which it is, by this regulation, required to comply, and must include specifications as to the manner in which the associated structure must be installed and as to the nature of the footings (if any) on which it must be installed; **(R143)**
- d) Any specifications with respect to footings or tie-down systems must have regard to the design gust wind speed, soil type and other design considerations applicable; **(R144)**
- e) Patrons will need to provide an engineers certificate which certifies the proposed structure to be structurally sound in accordance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.
- f) The occupant will not attach any fixture or renovate, alter or add to the moveable dwelling or the site without the park owner's prior written permission
- g) Verandas, awning and decking's should not exceed the overall width of the caravan and annexe, or have a depth of more than 2.4metres. **(C)**
- h) Only one veranda and awning or one decking and awning per site (erected at front, back or side of the dwelling), with each application considered on its merit. **(C)**

4.11 Annexe

The design, construction and installation of annexes shall:

- a) Not be longer than the dwelling to which it is attached;
- b) Must be of a design certified by a practicing structural engineer to be structurally sound. A certificate issued under this clause must indicate that the rigid annexe complies with any standards, codes and specifications with which it is, by this regulation, required to comply, and must include specifications as to the manner in which the rigid annexe must be installed and as to the nature of the footings (if any) on which it must be installed; **(R166)**
- c) Any specifications with respect to footings or tie-down systems must have regard to the design gust wind speed, soil type and other design considerations applicable; **(R166)**
- d) Have an internal width of less than 3.1m; **(R169)**

- e) Be constructed of insulated aluminium panelling; **(C)**
- f) Have a colour along the lines of and similar to the colour scheme (paintwork) of the dwelling. Any change to the colour of the annex (or dwelling) requires Park Management approval. **(C)**

4.12 Flyovers and Tropical roofs

Flyovers and Tropical roofs are permitted with Council Approval under the following conditions:

- a) They must be constructed of only certified aluminium or steel sandwich panelling **(C)**
- b) They must be constructed only of new materials **(C)**
- c) Must be of a design certified by a practicing structural engineer to be structurally sound. A certificate issued under this clause must indicate that the associated structure complies with any standards, codes and specifications with which it is, by this regulation, required to comply, and must include specifications as to the manner in which the associated structure must be installed and as to the nature of the footings (if any) on which it must be installed; **(R143)**
- d) Any specifications with respect to construction must have regard to the design gust wind speed, soil type and other design considerations applicable; **(R144)**
- e) Patrons will need to provide an engineers certificate which certifies the proposed structure to be structurally sound in accordance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.
- f) The occupant will not attach any fixture or renovate, alter or add to the moveable dwelling or the site without the park owner's prior written permission
- g) The maximum width is that of the caravan, plus 150mm on either side
- h) The area covered must not exceed the length of the dwelling. **(C)**
- i) The height is not to exceed 300mm above the dwelling roof at any point **(C)**
- j) Be restrained in accordance with the specifications of a practicing structural engineer to withstand the wind forces applicable to the terrain category in which the dwelling site is located.
- k) Flyovers and Tropical roofs are not to be used for storage.

4.13 Driveways (parking pads) and Paving

Driveways are not permitted. Paving no wider than one metre is permitted around the moveable dwelling with Council approval. Paving is to be removed from the site and replaced with grass by the occupant when the moveable dwelling is required to be moved off- site.

4.14 Landscaping

Landscaping is not permitted. This is to ensure lawn maintenance is not impacted and that the visual appearance of the Holiday Park is maintained. All existing trees, including mature and juvenile trees planted by Park Management or Council, shall not to be pruned, altered, removed or knowingly damaged in any way. It is the responsibility of each moveable dwelling owner to maintain their van in order to protect it from the effects of the surrounding environmental impacts, including those caused by nearby vegetation.

4.15 Fencing

No boundary fencing including lattice structures or the like is permitted. **(C)**

4.16 Clotheslines

Clotheslines are permitted with Park Management approval providing:

- a) The clothesline is of a fold-up nature and affixed or erected adjacent to the side or rear of the dwelling or within 30cm of the dwelling. **(C)**
- b) The clothesline is located so as not to overlap any site boundary when in use **(C)**
- c) The clothesline is to be folded up (closed) at night times and when not in use **(OHS)**
- d) The clothesline is well presented, in good condition and not rusty.

4.17 Garages, Carports and Car spaces

- a) Garages and Carports are not permitted **(C)**
- a) A car parking space must be provided and accessible with a minimum size of 6 metres by 3 metres **(R162)**
- b) Permanent residents may apply to Council for approval to erect a carport, each application will be considered on its merit

4.18 Boats and Trailers

- a) Storage of boats and trailers during periods of when site is unoccupied is **NOT** permitted, an exception to this rule, is school holidays and peak periods. Under and surrounding grass must be maintained by the occupant during this period. During periods of occupancy, the storage of boats and trailers **IS** permitted provided that they are stored totally within the confines of the designated site and do not encroach onto adjoining sites or cause a nuisance to other park patrons. Any boat or trailer must be firmly stored in a stable position, registered and not in a state of disrepair. **(C)**

- b) No responsibility will be accepted by the park or council for damage, theft or any other costs whatsoever.

4.19 Submissions and Approvals

Residents are required before the construction, use, etc. to:

- a) Make application for approval of Park Management (This does not constitute building approval if required, as is the case with any works that require plumbing and a Section 68 form completed.);
- b) prepare drawings and specifications to indicate their proposal;
- c) Wyong Shire Council's development approval for building works, plumbing and drainage works is required for any works undertaken at the park;

4.20 Non Compliance

- a) Where a site becomes not-compliant with these requirements, the storage van owner will be informed so in writing and be given two calendar months to remove or rectify the non compliant structures. Failure to do so within this timeframe will result in the occupation agreement to be revoked and the storage van owner will be required to remove dwelling, annex and any other associated structures from the site.
- b) Failure to comply with these requirements will result in the same conditions of notice to vacate.

4.21 Emergency Procedures

All persons occupying dwelling sites at the Central Coast Holiday Parks must comply with the parks safety and emergency procedures, and

- a) Register at the park office upon first arrival and final departure at your holiday van at each stay. Should this be after office hours, you are to telephone the office during office hours and advise the park manager of your estimated time of arrival or alternatively register at the park office within one hour of the office opening the next day.
- b) All residents and guests must be familiar with the current Emergency Evacuation Procedures of the park.