

RIGID ANNEXES & PARK HOMES

This information is for a person seeking approval to establish a rigid annexe or a park home on a caravan park facility.

For these type of structures an independent approval from Council is required to ensure the compliance with the relevant regulations and the structural safety of the proposed building.

Guidance Information

Application Stage

1. To initiate the process towards seeking Council approval an application for a rigid annexe/park home is required to be submitted. The application for this purpose is included with the information pack.
2. It is necessary for the park owner to also support your proposal and therefore the section marked "PERMISSION OF PARK OWNER" on the application form needs to be completed by the park owner.
3. All applications will incur a fee of \$40.00. Where the value of a rigid annexe is greater than \$10,000.00 the Building Construction Industry Training Fund levy will apply. The levy is 0.2 of 1% of the total price. This levy does not apply to park homes.
4. Home indemnity insurance is required where the value of the structure is greater than \$12,000.00 and will be occupied exclusively by the tenant/owner.
5. Where the structure is for short-term holiday accommodation the home indemnity insurance is not required, however a letter is required by Council from the park owner advising the structure will only be used for short term accommodation.

Submission Of Plans

1. Plans of the proposed structure are to be submitted with the application and shall provide the following details:
 - A site plan indicating distances from site boundaries and adjoining structures and caravans.
 - Structural details including floor, side and end elevation plans.
2. A total of three sets of plans are required.

3. Two sets of the plans are to be initially submitted to the Water Corporation who will retain one copy and stamp the other set. The stamped copy of the plans together with an additional copy are to be submitted to Council.
4. Written certification is required from a practising qualified structural engineer confirming that the structure complies with the relevant Wind Codes and the structural provisions of the Building Code of Australia.

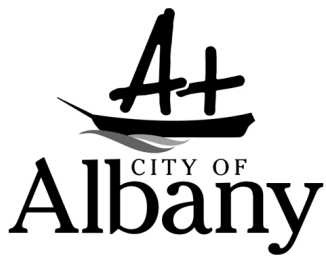
Completion Of Structure

It will be necessary on completion of a Park Home or a Rigid Annexe over the value of \$12,000.00 to provide to the owner and Council written certification from a Registered Builder stating that the structure has been erected in accordance with the provisions of the Building Code of Australia.

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

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BUILDING NO: _____

ASSESSMENT NO: _____

APPLICATION FOR PARK/HOME RIGID ANNEXE

CARAVAN PARK

Name:		Street:	
Suburb:		Postcode:	
Site No:	Phone No:		

PROPOSED STRUCTURE

Type of Structure:		Construction Materials:	
Dimensions:	Width:	Height:	
	Length:	Area:	
Estimated Value: \$		Fees:	

APPLICANT

Family Name:	
Other Names:	
Street No:	Street Name:
Suburb:	Postcode:
Phone No (Home):	Phone No: (Work)
Facsimile No:	Email:

PERMISSION OF PARK OWNER

Name of Park:
Permission granted for * the construction of an annexe/relocation of park home on Site No.
Signature of Park Owner:
Date:
* delete whichever is not applicable

BUILDER

Name:		
Other Names:		
Street No:	Street Name:	
Suburb:	Postcode:	
Phone No (Home):	Phone No: (Work)	
Facsimile No:	Email:	Builders Reg No.
Signature of Applicant:	Date	

OFFICE USE ONLY

Fees	Date Received	Receipt No.	
Building: \$			
BCITF: \$			
Total : \$			
Contact : Phone	Date	Personal:	Date
Letter:		Posted:	

