

# Park Homes and Annexes

## What are Park Homes and Annexes?

A Park Home is a transportable dwelling, having a chassis, axles and wheels adequate to bear the weight of the park home or component of the park home to which they are attached, and can be drawn by another vehicle without structural alteration or damage to the park home. A Park Home may only be occupied in a Caravan or Park Home Park.

An Annexe is an attachment to a caravan which has walls and a roof and can be assembled or dismantled within 24 hours by no more than 2 people.

## Is an approval required for all Park Homes and Annexes?

Approval is required from the City prior to the commencement of works for the installation of a park home, solid annexe, carport or any other structure within a caravan park facility.

Carports, sheds or other structures are required to gain a building approval for which you will need to submit the standard information necessary for a building application (please refer to the relevant information sheet). Even though a building permit is required, the setbacks of such structures are to comply with the relevant provisions of the Caravan Park and Camping Grounds Regulations. (Refer information on this brochure.)

## How do I get approval for a Park Home or Annexe?

To obtain an approval, applicants must submit to Council's Building Services Section an "Application for Approval to Construct Park Home or Annexe", available on the City's website or the City's offices.

## What documents need to be submitted with my Application?

### Generally

Applications for park homes and solid annexes are to include one copy of:

- Written permission from the Caravan Park owner;
- Floor plan(s) to a minimum scale of 1:100 (including locations of smoke alarms within a Park Home)
- Cross section of the building to a minimum scale of 1:100.
- Elevations (minimum of 2, eg front and side). For annexes the ceiling height is to be indicated (minimum of 2.1m at the outside edge, 2.4m minimum at caravan).
- Site plan indicating the distances to the nearest adjacent structures and roadways (refer below for required positions).
- An overall site plan indicating the site within the Caravan/ Park Home Park.
- Construction details certified by a professional engineer; and relevant certificates (as listed below and required by regulations 32 and 34 of the Caravan Parks & Camping Grounds Regulations 1997).

## **Park Home**

- Sufficient details to confirm that the Energy Efficiency requirements of the Building Code of Australia (BCA) have been complied with (eg energy efficiency checklist or NAHERS).
- For a new or second hand park home, a certificate signed and dated by a professional engineer stating:
  - i) that, in the opinion of the engineer, the park home is structurally sound; and
  - ii) the wind velocity the park home is designed to withstand; and
  - iii) that the design of the chassis, axles and wheels of the park home or each component of the park home, are adequate to bear the weight of the park home or component of the park home to which they are attached, to be drawn by another vehicle without structural alteration or damage to the park home.
- For a new or second hand park home, a certificate signed and dated by a builder registered under the Builders Registration Act 1939 stating:
  - i) that the park home has been constructed in accordance with the Building Code applicable with respect to a particular class or classes as specified in the certificate; and
  - ii) that the builder has built/ will build /supervise the construction of the park home
  - iii) the year in which the park home is to be / has been built.

## **Annexe**

- For a new or second hand annexe, a certificate signed and dated by a professional engineer stating:
  - i) that, in the opinion of the engineer, the annexe will be structurally sound if assembled in accordance with the instructions provided with the annexe; and
  - ii) the wind velocity the annexe, if assembled in accordance with those instructions, is designed to withstand.
- For a new or second hand annexe in excess of \$12,000 value, a certificate signed and dated by a builder registered under the Builders Registration Act 1939 stating:
  - i) that the annexe has been constructed in accordance with the Building Code applicable with respect to a particular class or classes as specified in the certificate; and
  - ii) that the builder has built/ will build /supervise the construction of the annexe; and
  - iii) the year in which the annexe is to be/ has been built.

## **What are the general setback requirements?**

### **Park Homes, Caravans, Annexes and Camps**

- There is to be at least three (3) metres between a caravan/park home or annexe on a site and:
  - a) a caravan/park home, annexe or camp on any other site; or



- b) any building on the facility.
- There is to be at least one (1) metre between any caravan/park home, annexe, pergola, carport or other building and any facility road.
- There is to be at least one (1) metre between the boundary of a facility abutting another property and a caravan/park home, annexe, pergola, carport or other building on the facility.

### **Carports, En-suites and Other Buildings**

- There is to be at least one (1) metre between an open sided carport attached to a caravan/park home and:
  - a) any other caravan/park home, annexe or camp; or
  - b) any other open sided building attached to a caravan/park home on another site.
- There is to be at least two (2) metres between an enclosed building attached to a caravan/park home and:
  - a) any other caravan/park home, annexe or camp; or
  - b) any other building on another site.
- There is to be at least one (1) metre between an open sided double carport and a caravan/park home, annexe or other building or structure on another site.
- There is to be at least one (1) metre between any caravan/park home, annexe, pergola, carport or other building and any facility road.
- There is to be at least two (2) metres between a free standing storage shed on a site and a caravan/park home, annexe, or other building on another site (other than an open sided double carport – see above).

**Note:** other specific information may be required following assessment of your plans by the Building Surveyor.

### **What fees need to be paid?**

Refer to scheduled fee information for the amount to be paid on submission.

**For further information, please contact Building Services on 9550 3777**

