

WOLLONGONG CITY TOURIST PARKS HOLIDAY VAN FIT FOR SALE APPLICATION FORM

Disclaimers: The Wollongong City Tourist Parks: Holiday Van Fit for Sale Application Form is to be completed by both the holiday van owner and Tourist Park Supervisor. This form will be used to assess whether a holiday van may be sold or transferred to another party in conjunction with Wollongong City Council entering into a new agreement with that party for Occupation of a Holiday van Site.

Approval for sale and transfer is subject to meeting all conditions outlined in this form and will be valid for 12 months from issuance. If any unapproved modifications are made to the Holiday Van and all associated structures during this period or additional undisclosed information comes to light, any approvals provided will be void and a new approval will need to be provided.

This form is to be completed by the current Holiday Van owner and agreement holder/s prior to entering into any sale or transfer arrangements. Once received, this form will be used to assess the proposed sale and transfer in accordance with the below Acts of Legislation, Regulations, Standards, and Occupation Agreement conditions:

- Crown Land Management Act 2016
- Local Government Act 1993 and Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021
- Holiday Parks (Long Term Casual Occupation) Act 2002
- Wollongong City Tourist Park - Occupation Agreement
- Wollongong City Tourist Park – Additional Terms of Occupation
- Wollongong City Tourist Park - Park Rules
- Wollongong City Tourist Parks – Standards for the installation of Holiday vans, annex and associated structures

All applications are individually assessed based on the information provided, with one of the following outcomes to be provided to the Registered owner within 10 business days of receiving the completed form:

- 12 month Fit for Sale - Clearance Provided.
- 12 month Fit for Sale – Subject to Site Movement
- Application Pending - Further information and/or approvals required.
- Application Denied - Non-compliance.

Note: Requests requiring additional approval(s) or information (outcome c) will be subject to additional timeframes and application requirements.

Section 1 - Holiday Van Owner & Site Details

Please complete all details in section 1 and send to holidayvans@wollongong.nsw.gov.au for processing.

Holiday Van Owner Details			Office Use
Owners Name:			Complete
Owners Name:			
Owners Residential Address:	Street:		
	Suburb:	Postcode:	
Owners Contact Details:	Mobile Number:		
	Email Address:		
Holiday Van Site Details			
Tourist Park:	Bulli Tourist Park Corrimal Tourist Park Windang Tourist Park		
Site Number			
Any gas bottle held on site for BBQ or hot water purposes is in a visible location with a current date stamp no more than 10 years old		Date Stamp:	Current
A current fire certificate is held for the holiday van		Expiry:	Current
A current Test & Tag certificate is held for the holiday van:		Expiry:	Current
Transferring of Site (if applicable)			Office Use
Tourist Park:	Bulli Tourist Park Corrimal Tourist Park Windang Tourist Park		Current
Site Number Preferences	Preference A:	Preference B:	



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Section 2 – Assessment

Compliance Review (Park Assessment)			
Review Item:	Office Use		
Holiday van and all associated structures are no closer than one metre to internal roadways.	Yes	No	
Holiday van and all associated structures are no closer than two metres to the park boundary.	Yes	No	
Holiday van and all associated structures are no closer than 2.5 metres to another holiday van, annex, or associated structure.	Yes	No	
Holiday van and all associated structures (including annex's) occupy no more than 65% of the site	Yes	No	
Annex: The enclosed area of the annex does not exceed the enclosed floor area of the caravan.	Yes	No	
Associated structures (decks, verandas): Do not have fixed walls enclosing area, nor contain any habitable rooms.	Yes	No	
Parking: An accessible (from the roadway) 6m x 3m parking space is available on the site	Yes	No	
Cross ventilation in skirting is provided	Yes	No	
Minimum Standards (Park Assessment)			
Any item identified as poor will require rectification prior to any sale being allowed to proceed.			
Inspected Item	Office Use - Condition		Action Required by site holder
Paint Condition - Caravan	Good	Fair	Poor
Paint Condition - Annex and other	Good	Fair	Poor
Condition of Pavers / deck / concrete areas	Good	Fair	Poor
Paving/concrete level with ground	Good	Fair	Poor
Gutters/roof clear of leaves and debris, and gutters in good repair	Good	Fair	Poor
Condition of blinds and other coverings	Good	Fair	Poor
Van, structures, and stored items free of rust	Good	Fair	Poor
Condition of Windows and Glass	Good	Fair	Poor
Condition of Flyscreens, Doors and Window Seals	Good	Fair	Poor
Van /site free of rubbish or building materials	Good	Fair	Poor
Skirting in good condition and appropriately painted	Good	Fair	Poor
Condition of light coverings	Good	Fair	Poor
Gardens Maintained	Good	Fair	Poor
No illegal associated structures - Clothes lines, poles, fences etc	Good	Fair	Poor
Any additional items not listed above:	Good	Fair	Poor



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Section 3 – Outcome

Application Review and Outcome (Office Use)	
Information Review:	Form completed - All completed as required and checked Form incomplete - More information required
Fee Check:	Date fees paid to Outstanding amount
Site Movement (If Applicable)	Approved to move to site:
Further Approvals (if applicable):	Section 68 Required REF Required
Outcome:	12 months Provisional Fit for Sale Clearance Provided. 12 month Provisional Fit for Sale – Subject to Site Movement Application Pending - Further information required. Application Denied - Non-compliance.
Reasons for outcome:	
Customer Notification Details:	Customer notified of outcome date: Customer provided with selling your holiday van fact sheet (if applicable) Customer notified by: Email Post

This provisional approval is valid for 12 months from date of assessment.

Formal approval to sell is not granted until an engineers' certificate (no greater than 12 months old) is received.

.....
Staff Member's name (PLEASE PRINT)

.....
Staff Member's signature

.....
Date