



HOLIDAY VAN - WORKS APPLICATION FORM

PARK OPERATORS CONSENT

Disclaimers: Pursuant to Section 20 of Wollongong City Tourist Parks Occupation Agreement for Long Term Casual Occupation of Holiday Park Site, the Occupant must not attach any fixture or renovate, alter, or add to the movable dwelling or the site without the Park Owner's written permission.

This form is to be completed by the occupant prior to any works being undertaken and is to be submitted to Council via email at holidayparks@wollongong.nsw.gov.au. Once received, this form will be used to assess the proposed works in accordance with the below Acts of Legislation, Regulations, Standards, and conditions of your Occupation Agreement:

- 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 Van, 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 Occupant within 10 business days of receiving the completed form:

- No further approval required - Occupant may commence with proposed works
- Further approval(s) required - Park Management provide in-principal support for proposed works
- Application denied - Non-compliance
- Application Pending - Further information required

Note: Works requiring additional approval(s) (outcome b) will be subject to additional timeframes and application requirements.

Section 1 - Holiday Van Owner & Site Details

Holiday Van Owner Details			Office Use
Owners Name:			Complete
Owners Residential Address:	Street:		
	Suburb:	Postcode:	
Owners Contact Details:	Mobile Number:		
	Email Address:		
	Preferred contact method:	Email Post	

Holiday Van Site Details			Office Use
Tourist Park:	Bulli Tourist Park Corrimal Tourist Park Windang Tourist Park		Complete
Site Number			
Is the Site Located on Flood Liable Land?	YES NO		
<i>All of Windang & Corrimal Tourist Parks is located on flood liable land and part of Bulli Tourist Park.</i>			

Section 2 - Details of Proposed Works

a. General Repairs & Maintenance				Office Use
Do the proposed works involve any of the following?	Minor repair and/or maintenance of existing structure(s)	YES	NO	Complete
	Painting of existing structure(s)	YES	NO	
	Garden Maintenance	YES	NO	
	Fabric adjustable blinds	YES	NO	
	Pervious shade cloth	YES	NO	
	Paving which does not alter existing ground levels	YES	NO	

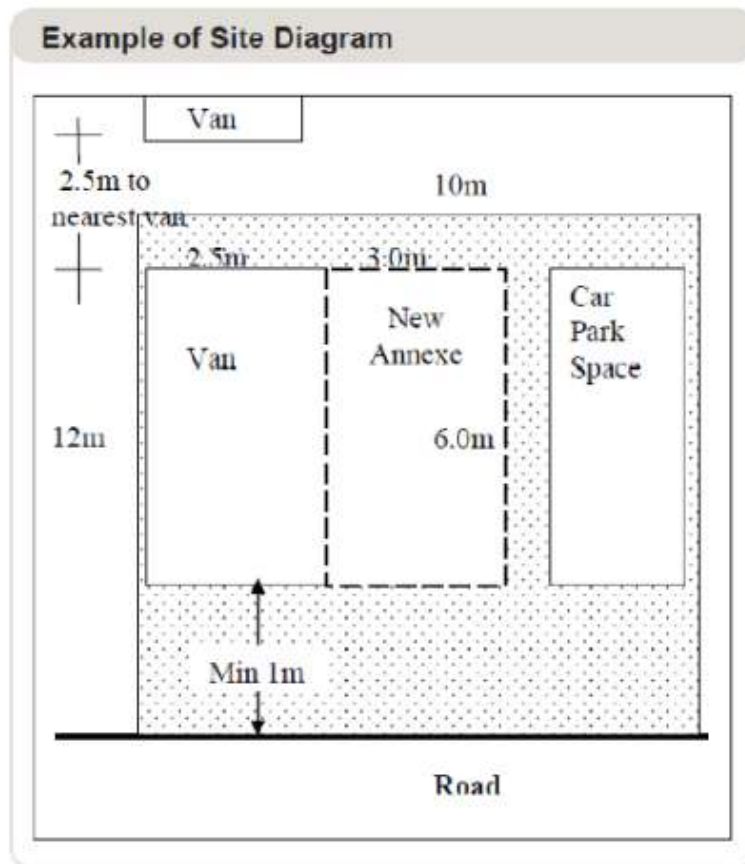
Details of proposed works:		Complete
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b. Service Connections & Professional Maintenance			Office Use	
Do the proposed works involve any of the following?	Hot water system	YES	NO	Complete
	Air/Conditioner	YES	NO	
	Electrical	YES	NO	
	Plumbing & Gas	YES	NO	
	Cladding	YES	NO	
	Driveways which does not alter existing ground levels	YES	NO	
Details of proposed works, materials, and scheduling:			Complete	
Contractor Details:	Name of Builder Contractor: Address: Phone Number: ABN Number: Builder/Trade License Number: Email address: Insurance Details:		Complete	
<i>If proposed works involved digging or trenching an REF may be required Attach specific plans or photos if applicable Any grinding, welding, thermal or oxygen cutting or heating will require a hot works permit prior to any works commencing</i>			Complete	

c. Structural Works - Further approval may be required			Office Use
Do the proposed works involve any of the following?	Extension and/or alteration of existing structure(s)	YES NO	Complete
	Installation of new structure(s)	YES NO	
	Demolition and replacement of existing structure(s)	YES NO	
	Enclosing a carport with roller doors, solid screens, sliding doors or walls	YES NO	
	An extension to an existing part of a relocatable home, deck, or annexe	YES NO	
	Fences and rigid privacy screens	YES NO	
	Installing rigid adjustable louvres or sliding doors to enclose an existing roofed area	YES NO	
	Moving an existing structure from one location to another.	YES NO	
Details of proposed works, materials, and scheduling:	(Attach as much additional information as possible including scope of works, photos)		
Contractor Details:	Name of Builder/Contractor: Address: Phone Number: ABN Number: Builder/Trade License Number: Email address: Insurance Details:		
<i>If yes to any of the above, A site plan is to be attached to the application and is to include:</i> <ul style="list-style-type: none"> - Site dimensions, identification, and dimensions of all structures on site, site coverage percentage, separation distances, setback from road, identification, and dimensions of car space. (Example below) - Existing and proposed changes to be clearly identified in the site plan - If site is located on flood liable land and proposed works involve any of the above, a Section 68 is also required. - If proposed works involved digging of trenching an REF may be required - Any grinding, welding, thermal or oxygen cutting, or heating will require a hot works permit prior to any works commencing 			Complete

Section 3 - Site Plan & Photos

Owner to attach site plan and photos – example below.



Site Diagram Checklist

	Site Dimensions
	All Structures on site shown
	Dimensions of all structures
	Site coverage #
	Separation distances
	Setback from the road
	Car parking space (min 6m x3m)

Site coverage is not to exceed 2/3rds of the site area.

ie, Site area: 12m x 10m = 120m² x 2/3rds

= 80m²

Developed area: (2.5m+3m) x 6m = 33m²

Site Plan Review (Office Use)			
Site Plan Completed:	Yes	No	N/A
Site Plan Clearly Identifies All Existing and Proposed structures	Yes	No	
Setback - Min 1m from road and 1.25m from site boundary(s):	Yes	No	
Site Coverage - No more than 66% of site occupied:	Yes	No	
Separation Distance - 2.5 metres between all structures:	Yes	No	
Car Space - Minimum 3 x 6 metre car space with road access maintained:	Yes	No	

Application Review and Outcome (Office Use)	
Information Review:	Form completed - All completed as required and checked Form incomplete - More information required
Outcome:	(a) No further approval required - Occupant may commence with proposed works - To be completed within 12 months and Park Supervisor to be notified upon completion. (b) Further approval(s) required - Park Management provide in-principal support for proposed works - If approved, to be completed within 12 months and Park Supervisor to be notified upon completion. (c) Application denied - Non-compliance (d) Application Pending - Further information required
Further Approvals (if applicable):	Section 68 Required REF Required Hot Works Permit Required N/A
Reasons for outcome:	
Customer Notification Details:	Customer notified of outcome date: Customer notified by: Email Post
Application Reviewed By:	Park Supervisor Name: _____ Date: _____