

WOLLONGONG CITY TOURIST PARKS STANDARDS FOR THE INSTALLATION OF HOLIDAY VANS, ANNEX AND ASSOCIATED STRUCTURES

This disclosure does not constitute legal advice. Users are advised to seek professional advice (including legal advice) and refer to the relevant legislation, as necessary, before taking action in relation to any matters covered by this document.

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INTRODUCTION

This information sheet has been developed to provide holiday van owners within Council operated tourist parks with a clear direction on the management of the site in which they occupy.

Wollongong Tourist Parks are located on Crown Reserves at Windang and Corrimal and partly on Crown Reserve at Bulli Tourist Park.

As Crown Land Manager, Council has a responsibility to make park sites available to the wider community for caravan and camping and to ensure there is equity in access to land reserved for public use. As a matter of principle, the granting of an exclusive right of occupation to a single party limits the rights of access and enjoyment that is available to the wider community. For this reason, occupation agreements issued for holiday van owners on public reserves are limited to a fixed term of twelve months.

All parks must comply with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021. Holiday Vans within our parks are considered moveable dwellings (caravans and annexes) and therefore come under Section 3 of the regulation. Holiday van owners must ensure they are always compliant with this part of the regulation.



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OBJECTIVE

The main objectives of this information sheet is to –

1. Ensure all procedures applying to our holiday van owners are equitable and transparent.
2. Ensure all dealings with holiday van owners are completed in respect to:
 - Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021
 - Approval to Operate
 - Park Rules

Purpose

The attached guidelines are intended to manage the installation and standard of moveable dwellings, annexes and associated structures on designated long term casual sites and to ensure that building improvements are in accordance with all relevant legislative requirements.

These standards will support the orderly development, aesthetic attributes, and general safety of the Holiday Park.

Legislation

These standards address several items which are controlled by legislation and are required as a minimum. Other items specifically relate to Wollongong City Tourist Parks.

Should there be any conflict, the requirements of the legislation take precedent. In many cases the legislation is quite involved, and these standards are abridged to maintain simplicity.

The following legislation has been considered in framing these guidelines:

- a) Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.
- b) Holiday Parks (Long-term Casual Occupation) Act 2002.
- c) Crown Land Management Act 2016.
- d) Work Health and Safety Act 2011 (NSW) and
- e) Work Health and Safety Regulation 2017 (NSW).

Legislations can be viewed at www.legislation.nsw.gov.au

The statutory rules describing the occupation by Holiday Vans of sites within a caravan park are contained within the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.

Related information

These standards should be read in conjunction with the following documents which together form the procedures and policies around use of a Holiday Van site within council tourist parks.

- Occupation Agreement for Long Term Casual Occupation of Holiday Park Site
- Tourist Parks Additional terms of occupation
- Tourist Park Rules

Definitions

In this Schedule, unless the context otherwise requires or permits:

"annexe" means a moveable dwelling that: (a) is an attachment to a relocatable home or caravan, and (b) is used as an extension of the habitable area of the relocatable home or caravan, and (c) is capable of being erected or removed within 24 hours.

"associated structure" means:

(a) a carport, garage, shed, pergola, verandah or other structure designed to enhance the amenity of a moveable dwelling and attached to or integrated with, or located on the same site as, the dwelling concerned, or

(b) a separating wall between 2 moveable dwellings.

"caravan" means a moveable dwelling that is designed to be capable of being registered (within the meaning of the Road Transport Act 2013) as a trailer but does not include a camper trailer.

"Council" means Wollongong City Council

"dwelling site" means an area of land within the caravan park on which a moveable dwelling may be installed and that is designated as a dwelling site by the approval for the caravan park.

"engineer's certificate" means a certificate issued by a practising structural engineer

"flexible annexe" means an annexe that (apart from any rigid support frame and any floor, or any door, window or other securable opening, constructed of nonflexible material) consists entirely of canvas or other flexible material.

"Holiday Park or Park" means Wollongong City Tourist Parks comprising Bulli, Corrimal and Windang Beach.

"holiday van" means a moveable dwelling (other than a tent) that is or usually is continuously located on a short-term site and used primarily by its owner for occasional occupancy for holiday purposes.

"installation" means the following including the connection of gas, electricity, water, sewerage and services for an associated structure-the process of constructing, assembling and attaching to footings the components of the associated structure.

"moveable dwelling" means: (a) any tent, or any caravan or other van or other portable device (whether on wheels or not), used for human habitation, or (b) a manufactured home

"Park Management" means Wollongong City Council

"Park Manager/s" means the on-site park supervisor

"practising structural engineer" means a registered professional engineer, within the meaning of the Design and Building Practitioners Act 2020 who is authorised by their registration to carry out work in structural engineering.

"rigid annexe" means an annexe that is not a flexible annexe.

"short-term site" means a dwelling site on which a moveable dwelling that is ordinarily used for holiday purposes may be installed and that is specified in the approval for a caravan park as being a short-term site.

COMPLIANCE

Compliance

- Holiday van sites will be subject to an annual site inspection to ensure compliance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 and relevant park rules.
- Holiday vans that do not comply with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 will be provided three months to rectify the noncompliance, at their cost. If compliance is not reached during this period, a notice of termination may be issued. Any noncompliance that poses a safety risk, will have seven days to be rectified.
- No compensation will be paid to any annual site holder for any costs associated with work required to achieve compliance with either the regulation or park rules.
- All holiday van owners will be required to provide certification **every FIVE YEARS** from a certified structural engineer to demonstrate that all structures continue to comply with the standards as set out in the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.

Non-Compliance

- Where a site becomes non-compliant, the holiday van owner will be informed in writing and be given 30 days to remove or alter the non-compliant structures, landscaping etc.
- Failure to do so within this timeframe will result in the occupation agreement being revoked and the van owner will be required to remove the dwelling, annex and any other associated structures from the site.

Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 (Regulation)

The Regulation guides the operations of tourist parks and sets out the rules and regulations on what holiday van owners can and can't do on their site. In summary the Regulation states:

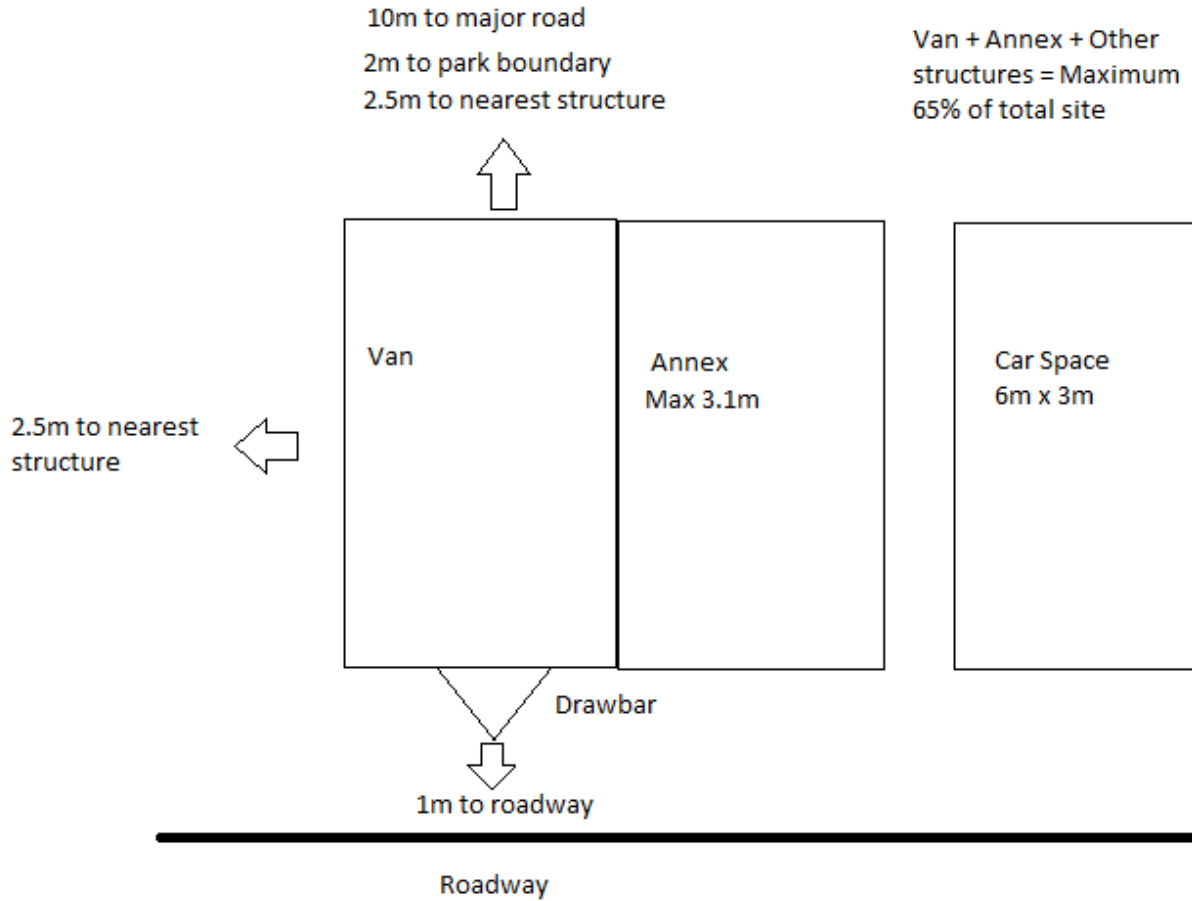
- **Holiday van owners must ensure that:**
 - SEC 161 (2): A parking space measuring 6m x 3m must be maintained on each holiday van site and accessible from an access road.
 - SEC 161 (1): The holiday van and any associated structures (including annex's) must occupy no more than 65% of the area of the site
 - SEC 163: Only one caravan is installed on a single dwelling site
- **Holiday van owners must ensure that their van, annex and associated structures are:**
 - SEC 160 9a): No closer than one metre to internal roadways
 - SEC 160 (b): No closer than two metres to the park boundary
 - SEC 91 (1b): No closer than 2.5 metres to another holiday van, annex or associated structure
 - SEC 162: The caravan and associated structures are maintained in a condition that is safe and healthy for a person to use
 - SEC 164: The wheels, axles and tow bar must not be removed and must be maintained in proper working order. For site holders prior to 2018 located in flood liable areas, an exemption has been granted from this clause of the Local Government Regulation
 - SEC 170: Must be restrained in accordance with the specifications of a practicing structural engineer
- **Holiday van owners must ensure that their annex is:**
 - Prior approval of Council
 - SEC 75: If located on flood liable land has approval under Section 68 of the Local Government Act 1993.

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- SEC 165/166/167: Designed and constructed in accordance with Part 3 of the regulation
- SEC 168: The enclosed floor area of the annex does not exceed the enclosed floor area of the caravan it is attached to
- SEC 169: Certified by a practicing structural engineer
- SEC 171: A compliance plate is attached and visible to an accessible part of the annex
- SEC 165: The design is certified by a practising structural engineer as structurally sound.
- SEC 172: A notice of completion of installation is completed within 7 days of the annex installation. This is a requirement for structures on both flood and non-flood liable land.
- **Holiday van owners must ensure that the installation of any associated structure (carport, garage, tropical roof, garden shed, pergola, veranda, awning or deck) has:**
 - Prior approval of Council
 - SEC 50: In relation to a veranda, deck or awning is not used as a habitable room and therefore cannot be enclosed with adjustable rigid louvres, windows, walls or sliding doors that fully enclose the structure, otherwise it will be considered an annex.
 - SEC 51: Is certified by a practicing structural engineer where advised (see below)
 - SEC 75: If located on flood liable land has approval under Section 68 of the Local Government Act 1993
 - SEC 141: Is not designed or modified to be capable of being used as a habitable room.
 - SEC 142: The design is certified by a practising structural engineer as structurally sound.
 - SEC 159: A notice of completion of installation is completed within 7 days of the associated structure installation. This is a requirement for structures on both flood and non-flood liable land.
- **Practicing structural engineer's certificate is required for ALL installations including holiday van tie down systems, rigid annexes, tropical roofs and associated structures (decks, verandas etc). It must specify:**
 - The design is structurally sound
 - It complies with any standards, codes or specifications required by the regulation in respect to division four for associated structures and division five for holiday vans and annex's.
 - Specifies how the structure will be transported and installed
 - Provides the recommended tie down system for the structure (this must have regard to design gust speed, soil type and any other considerations specific to the site being located on)
 - Is designed and constructed in accordance with Parts 1 and 2 of AS1170, except that the design gust wind speed referred to in Clause 3.2 of Part 2 of the standard is not to be taken as less than 41 metres per second
 - Advises the material being used is flood compatible where applicable
 - Advises that the structure/s can withstand the force of flowing floodwaters
 - SEC 159/172: A notice of completion of installation must be completed for each installed structure. This is a requirement for structures on both flood and non-flood liable land.
- Holiday van owners can submit an objection to vary a prescribed requirement of the regulation however this must occur prior to any works being completed. If Council determines your objection is well founded, then the matter is referred to the Director-General (state government minister) for final determination. An objection to the Regulation is made under the Local Government Act 1993, section 82.

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Example Site Diagram



MODIFICATIONS TO MY SITE

Any proposed modification of a holiday van owner's site must be approved by the Park Supervisor **PRIOR** to any work commencing. This requirement relates to ALL holiday van owners. A completed **Holiday Van Works Application Form** should be submitted to Council for assessment via email at holidayvans@wollongong.nsw.gov.au. Following review, the Park Supervisor will advise the process in which to proceed.

Works that require Council approval include (but are not limited to): Deck; annex installation; repairing roofs, demolition and replacement of an existing structure (internal and external), driveways, paths, window replacement, any plumbing works and moving an existing structure from one location to another.

An approval pursuant to Section 68 of the Local Government Act 1993 is not required (however park supervisor approval is still required) for: fabric adjustable blinds; pervious shade cloth; or paving which does not alter existing ground levels. Please ensure a Holiday Van Works Application form is completed and approved prior to any works commencing.

Any modification will be required to be compliant with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.

Following completion of any works requiring a section 68 application, a notice of installation must be completed by the van owner within seven days.

Only suitable licensed tradesman or recognised installers can 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 tradesmen of 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. Evidence of public liability insurance and trade certificate or licence must be provided with the holiday van works application form.

How to lodge an application to modify your holiday van site – required for any site located on flood liable land

- This applies to **ALL** sites located at Corrimal and Windang Tourist Park and part of Bulli Tourist Park. Bulli Tourist Park holiday van owners should discuss with the Park Supervisor whether their van is in a flood affected area.
- Provide the park supervisor with drawings and information on your proposal via the holiday van works application form.
- For proposed internal works, current existing photographs of entire internal layout of van MUST be provided, indicating if van has existing bathroom/shower facilities.
- After you have the confirmed approval from the Park Management, complete a section 68 application through the planning portal, available from Council's website www.wollongong.nsw.gov.au/plan-and-build/development-planning-rules/caravan-parks-and-camping-grounds/work-on-individual-site and include the following:
 - Written confirmation from the Park Supervisor of support of proposal and consistency with the Regulation
 - Community plan highlighting your site location
 - Scaled plans of works including surveyed site boundaries and dimensions, layout of existing and proposed installations, separation distance of all structures including neighbouring site structures
 - Dimensioned floor and elevation plans
 - Structural engineers' details and technical design specifications
 - Report from an accredited practising structural engineer verifying flood resistance and capability of installation

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- Proposal description statement verifying suitability of proposed work in relation to known site constraints including: Site description, works description, any changes required to the community map, whether the installation increases total number of dwelling sites under the current approval to operate, does the proposal comply with the regulation in relation to setbacks, site coverage, method of disposal of roof water and sewerage and power supply, any flooding impacts, any tree removal, if a variation to the Regulation is required then a section 82 objection
- Following installation, provide the following Information:
 - The holder of an approval must give the council written notice of the installation of a relocatable home or associated structure within 7 days after its completion.
 - The notice must
 - indicate the site identifier of the dwelling site on which the relocatable home or associated structure has been installed, and
 - include the particulars specified on each compliance plate relating to the relocatable home or associated structure.
 - The notice must be accompanied by
 - a copy of the engineer's certificate for the relocatable home or associated structure, and
 - a diagram of the dwelling site for the relocatable home or associated structure indicating whether the setback, density, open space and site identification requirements of this Part have been complied with.

How to lodge an application to modify your holiday van site – sites not located on flood liable land

- This applies to **SOME** sites located at Bulli Tourist Park only. Bulli Tourist Park holiday van owners should discuss with the Park Supervisor whether their van is in a flood affected area.
- Provide the park supervisor with drawings and information on your proposal via the holiday van works application form.
 - Copy of the engineer's certificate to ensure it is designed and to be constructed in accordance with the regulation
 - Fully dimensioned site diagram indicating site density, setback, open space and site delineation and their compliance with the regulation
- Following installation provide the following information:
 - Compliance plate information of any structures
- For proposed internal works, current existing photographs of entire internal layout of van MUST be provided, indicating if van has existing bathroom/shower facilities.

Management reserve the right to refuse applications if they do not comply with current regulations, legislation or are not in keeping with the overall aesthetic look of the park. Any alterations, etc. made without prior permission through the application & assessment process may be required to be removed. Evidence will be requested if management believe there to be an unauthorised alteration.

PLEASE NOTE:

- **DUE TO ABORIGINAL HERITAGE AT BOTH WINDANG & BULLI BEACH TOURIST PARKS, NO DIGGING OF ANY KIND IS ALLOWED.**
- **ANY WORK, REQUIRES THE SUBMISSION OF A HOLIDAY VAN WORKS APPLCIATION FORM (SEE END OF THIS DOCUMENT)**



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Work Health & Safety

All persons when staying in the Tourist Park, carry with them a duty of care to ensure the safety of themselves and others in the park. The installation and maintenance of holiday vans, annexes and associated structures upon dwelling sites must be such as to minimise any risk of injury to other persons or property.

The standards supporting this objective are (but are not limited to):

- AS/NZS 3000:2007, Electrical Installations (known as the Australia/New Zealand Wiring Rules)
- AS/NZS 3001:2008, Electrical installations—Transportable structures and vehicles including their site supplies.
- AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment.
- National Construction Code 2022 comprising Building Code of Australia and Plumbing Code of Australia

For the following works, a licenced contractor must be engaged:

- Electrical
- Plumbing
- Gas Fitting
- Air Conditioning
- Concreting
- Paving
- Decking
- Tropical Roof
- Annex
- Awning
- Removal of any structure installed or constructed prior to 1990

Details of the contractor engaged, including licence and insurance must be provided before any works commence. Only minor maintenance and painting may be undertaken by the holiday van owner.

STANDARDS AND GUIDELINES

Air Conditioner Units

Air conditioner units must be installed by a licensed tradesperson as per the approved plans.

- Unit model must be as approved to a maximum of 2.5KW of power and less than 64dB(A) sound power level.
- Required separation distances must be maintained. No part of the air conditioning unit system can reduce the 6m x 3m car park space or be closer than 2.5m from any adjacent structure or closer than 1m from any roadway.
- Additional fees apply for any person installing air conditioning.

Annex

The design, construction and installation of annexes shall:

- a) not be longer than the dwelling to which it is attached
- b) 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 way the rigid annexe must be installed and as to the nature of the footings (if any) on which it must be installed
- 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 and certified by a practicing structural engineer
- d) have an internal width of less than 3.1 metres
- e) be constructed of insulated sandwich panelling
- f) have a colour along the lines of and like the colour scheme (paintwork) of the holiday van.
- g) Outdoor blinds installed must be made of plastic, mesh or canvas and must be able to be detached and rolled up/down.
- h) Any outdoor blinds installed must be rolled up when your site is unoccupied.

Asbestos

Any caravan, annex or associated structure constructed or installed prior to 1985 is assumed to consist of some asbestos containing materials, therefore will require the property owner to engage a National Authority of Testing Authorities (NATA) licensed laboratory to assess the property prior to any works/removal occurring. **NOTE: Removal of more than 10m² of non-friable (bonded) asbestos or ANY amount of friable asbestos requires a licensed asbestos removalist.**

Blind installation

Outdoor blinds may be installed on decks however must be made of plastic, mesh or canvas and must be able to be detached and rolled up/down. Any outdoor blinds installed must be rolled up when your site is unoccupied.

An entrance, free of any blind material/gates/doors must be always maintained.

CCTV

Any CCTV being utilised by a holiday van owner must only be directed to the personal belongings of that owner. Any CCTV installation must be noted on the occupation agreement for that site and Council reserves the right to access any CCTV footage if required.



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Clotheslines

Clotheslines are permitted with Park Management approval providing the clothesline is:

- a) of a fold-up nature and affixed or erected adjacent to the side or rear of the dwelling
- b) located so as not to overlap any site boundary when in use
- c) must be folded up (closed) when not in use

Combustion heaters/solid fuel heaters

No combustion heaters or solid fuel heaters are allowed

Concrete Slabs

Concrete slab installations are:

- not to be built such that it creates a trip hazard
- must not exceed ground level
- a thickness of no greater than 50mm
- reinforcement must not be used
- shall be graded to allow drainage and prevent the pooling of water or causing water damage to other holiday vans

Pavers

Paving must not be built such that it creates a trip hazard and must not exceed ground level.

Electrical installations and alterations

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

All holiday van owners intending to connect their holiday van 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 per site, shall be connected to the socket-outlet of the site supply. This is to be a double-insulated UV Rated 15-amp lead, minimum 10 metres in length and suitable for external use.
- b) Any supply lead used to connect a transportable structure to a site supply socket outlet must 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 using socket-outlet adaptors (double adaptors and power boards).
- 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) Residual Current Devices (RCD's) 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 park supervisor.
- f) All electrical installations in transportable structures should be inspected annually by a qualified person to ensure their safe and effective operation.

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- g) As the complete power supply lead must be available for a visual and manual inspection, it therefore cannot be situated underground, under the van, over the van or be encased in conduit, flexi-hose or similar. Specific tracking such as 'AussieDuct' (where the cover can be removed) is permissible.
- h) Leads exhibiting faded insulation, or wear on the insulation, are required to be replaced by the Van Owner as soon as reasonably practicable.
- i) Owners are required to use the socket outlet allocated to their site, supply leads connected to outlets not designated to their site will be considered a failure to comply with this regulation. In this case it is deemed a breach of the Occupancy Agreement & Park management reserves the right to commence the Breach of Agreement process.
- j) Power leads must be turned off and disconnected from the power source at the end of each stay to comply with the Terms and Conditions of the Occupancy Agreement.
- k) TV aerials/satellite dishes may be attached directly to the holiday van (not secured in the ground) and be a maximum of 3m from ground level.
- l) Every electrical item turned on in your van is drawing power from the one outlet only. Be mindful of how many items are being used at any one time. Items with a heating element can use more power than items without an element. Drawing too much power can cause the powerhead to shut down at the Sub Distribution Board. Air-conditioners, freezers, hot water systems and heaters all add an additional strain to the Parks power supply. Consider purchasing items with a high "Star Rating".

Electrical Testing & Tagging

As part of your annual compliance and occupation agreement, testing and tagging of the lead from your van must be completed on a yearly basis in accordance with Australian Standards.

Council will facilitate the testing and tagging of the power lead connected to the site powerhead from individual vans. This is to ensure compliance to the Australian Standard.

Any lead found to be non-compliant will be disconnected immediately. Owners will be notified of any disconnection and will be required to replace the power lead at their own expense. New leads must be reported to the Park Supervisor with proof of purchase. The new lead will then be tagged as new in service by the site controller.

Ensuites

Ensuites are permitted to be installed inside a rigid annexe structure provided the following conditions are met:

- a) The park manager's approval has been obtained through a completed Holiday Van Works Application Form
- b) Relevant sanitary and drainage (section 68) approvals are gained from Council
- c) There is a minimum of 2.5 metres separating the proposed wall and any structure on an adjoining site.
- d) The ensuite is constructed of a material to match the existing rigid annexe.
- e) The maximum size is 1.5 metres x 3.0 metres.
- f) All plumbing and drainage is carried out by NSW licensed plumber and at the expense of the holiday van owner.
- g) An external vent pipe is provided to any branch line connected to the main communal sewer line.
- h) All connections to the sewer main are capable of being sealed during periods of flood.
- i) Plumbing fixtures and fittings to be installed must be inspected by Park Management after works are completed. Fixtures must include a water saving shower head (9 litre maximum) and toilet to be dual flush (6/3 litre maximum).
- j) Toilets are unable to be installed at Windang Beach Tourist Park as there are no sewer connections.

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Fire Control & Equipment

A moveable dwelling must be equipped with automatic fire detection and alarm system.

- a) Holiday Van owners are to ensure that an appropriate fire extinguisher of minimum 1kg capacity is provided in a readily accessible position in the case of fire.
- b) Holiday Van owners are to ensure that a smoke alarm is installed and comply with Australian Standard AS3786 and have a hush button.
- c) Holiday Van owners must ensure that fire safety equipment is tested every 12 months and evidence provided to park management.

Fencing

No boundary fencing including lattice structures, hedges or the like are permitted.

Garages and Carports and Car spaces

- a) Garages and carports are no longer permitted. No new garages or carports will be allowed to be installed.
- b) Works involving enclosing existing carports with any material will not be allowed
- c) A car parking space must be provided and accessible from the roadway, with a minimum size of 6 metres by 3 metres and located wholly within your site boundary.

Gas Bottles/Installations

Any gas installation connected to the holiday van (gas bottles, hot water systems etc) must comply with Storage & Handling of Gas (AS/NZ 1596) and the Gas Installation Code (AG601) and be installed by a licensed gasfitter.

BBQ gas bottles (3.7kg or 8.5kg) must be tested every ten years. Gas bottles must remain in site for inspection and not placed under holiday vans. Any non-conforming gas bottles must be removed. Gas bottles must be located a minimum of 2.5m from any neighbouring structure.

Landscaping

Patrons are encouraged to landscape their sites subject to the following conditions:

- a) All landscaping requires Park Management approval via the holiday van works application form. Proposals are to include:
 - a. a site plan indicating the location of any plants and/or paving, edging etc.
 - b. a list of proposed plant species with details of the anticipated adult growth size
 - c. a maintenance program for all landscaping
- b) Landscaping within 1.0 metre of any access way is not permitted
- c) Landscaping is not permitted in the separation area at the sides of any vans
- d) Landscaping should be restricted to the area immediately in front or behind a van and annexe
- e) No wood chipping of gardens is allowed
- f) Trees and plants capable of exceeding 1.0 metre in height shall not be planted
- g) All approved landscaping is to be maintained in a neat, tidy and healthy condition in line with approved landscaping maintenance plan.
- h) All existing trees, including mature and juvenile trees planted by Park Management or Council, shall not be pruned, altered, removed or knowingly damaged in any way.



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Laundries

Laundries (including washing machine and dryers) are not permitted in holiday van sites.

Maintenance

Park Management is to be advised of any maintenance activities prior to the commencement of the works via the Holiday Vans Works Application Form. Any works conducted without approval may result in Council ordering rectification or removal of the non-conforming works.

Holiday Van owners shall ensure the following is completed:

- a) All structures including the dwelling are in a condition that is safe and healthy to use.
- b) No hazard or items are left on grounds.
- c) Any approved landscaping is maintained in a condition in line with approved landscaping maintenance plan (see landscaping).
- d) Any grinding, welding, thermal or oxygen cutting or heating will require a hot works permit prior to any works commencing.
- e) 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, furnishings etc must be removed from the park by the Holiday Van owner.
- f) For the following works, a licenced contractor must be engaged: Electrical; Plumbing; Gas Fitting; Air Conditioning; Concreting; Paving; Decking; Tropical Roof; Annex; Awning; Alterations to structure. Details of the contractor engaged, including licence and insurance must be provided before any works commence.
- g) Minor maintenance and painting may be undertaken by the holiday van owner.

Plumbing

All Holiday Vans and associated structures shall connect to the site water supply (and sewerage inlet where applicable) such that all pipes and fittings that relate to water supply, sewerage or stormwater drainage are installed in accordance with the Plumbing and Drainage Standards (AS/NZS 3500).

Water and sullage connections will be provided to all sites. Any illegal sullage or sewer installations will constitute a breach of the occupation agreement and may result in your occupancy being terminated. If you wish to connect to the sewer an approved plumber must be engaged by the Holiday Van Owner to bring the sewer connection to the holiday van at the expense of the van owner. The holiday van owners preferred plumber will then be permitted to connect the van to the sewer connection point.

Access to a sewer main is not available to all sites. Where sewer is not available no toilets will be permitted. Where no sewer is available grey water (including from showers and sinks) must drain to a sullage pit provided for the purpose.

Water supply is provided via a tap external to the site. Hoses and fittings are to be supplied at the Owner's expense.

All installations require a section 68 approval.

Structures

All structures (including the holiday van, annex and associated structures) shall:

- a) be placed, erected or constructed to comply with the conditions and setbacks in accordance with the Regulation
- 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.

WOLLONGONG CITY TOURIST PARKS STANDARDS FOR THE INSTALLATION OF HOLIDAY VANS, ANNEX AND ASSOCIATED STRUCTURES

- c) Be enclosed around the base of the holiday van and associated structures to prevent or discourage nesting of pests and to maintain a clean and tidy site.
- d) support the orderly development, aesthetic attributes, amenity and general safety of the park
- e) All timbers used on site will be of a treated variety
- f) Any temporary shelters (e.g. shade cloth sails) must be removed when the site is not in use
- g) "A" Frame roofing is not permitted
- h) Storage boxes are permitted under strict conditions and only with the park owner's written permission. Storage boxes can be attached to the holiday van and cannot exceed the annexe or caravan roof height. A maximum depth of 1 metre and width less than 3.1 metres must be maintained.
- i) When the occupant's holiday van is required to be removed from its current site, the holiday van, annex and all associated structures and additions must be removed leaving the site in its "natural" condition free of all additions.

Tropical Roofs

Tropical roofs are permitted with Park Management Approval under the following conditions:

- a) They must be constructed of only certified aluminium sandwich panelling.
- b) All associated steelwork and welding is to be hot dipped galvanised or appropriate for the weather conditions of this area
- c) They must be constructed only of new materials.
- d) The maximum width is that of the dwelling including any verandas, annex etc. plus 150mm on either side.
- e) The area covered must not exceed the length of the dwelling.
- f) The height is not to exceed 300mm above the dwelling roof at any point
- g) They are to 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. An engineer's certificate confirming the integrity of the structure must accompany any request for approval.
- h) Installation must be carried out by a licensed / qualified Contractor and according to the suppliers / our specifications.
- i) On completion of work the licensed / qualified Contractor or Structural Engineer is to certify the structure in the form of a compliance plate. The Park Manager must be provided with a notice of completion within (7) seven days of completion.
- j) The installation and compliance requirements provide for an inspection timeframe by a certified Structural Engineer:
- k) All tropical roofs will be visually inspected during the annual site audit / inspections for signs of rust and / or disrepair.

Verandas, Decks and Awnings

Verandas and awnings are permitted with Park Management approval via the completion of a Holiday Van Works Application form under the following conditions:

- Must adhere to the setback and site coverage requirements.
- Must be in scale and constructed with compatible materials to the annexe.
- Treated pine/hardwood or composite decking only to be used.
- Outdoor blinds installed must be made of plastic, mesh or canvas and must be able to be detached and rolled up/down.



WOLLONGONG CITY TOURIST PARKS STANDARDS FOR THE INSTALLATION OF HOLIDAY VANS, ANNEX AND ASSOCIATED STRUCTURES

- Any outdoor blinds installed must be rolled up when your site is unoccupied.
- Stairs on decks are included in setback measurements of the site (stairs should be designed and installed to avoid traffic from roads).
- The awning roof must be constructed of insulated sandwich panelling.
- Of the 3 awning/veranda/deck wall sides (not including the annexe side), panelling up to 1000mm high can be installed. This wall panelling can be either constructed in insulated sandwich panelling, aluminium pool fencing or Colourbond double sided steel fencing infill sheets. An entry/exit point, free of any door structure, must be permanently available in case of emergency, this opening must be deemed adequate and be of a minimum 900mm in width.
- Decks must be installed by a licensed tradesperson, with new materials and must be up kept to a good standard. Footing details must be provided with application.
- No applications to fully enclose awnings/verandas will be accepted

HOLIDAY VAN - WORKS APPLICATION FORM

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 holidayvans@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:

- a. Crown Land Management Act 2016
- b. Local Government Act 1993 and Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021
- c. Holiday Parks (Long Term Casual Occupation) Act 2002
- d. Wollongong City Tourist Park - Occupation Agreement
- e. Wollongong City Tourist Park – Additional Terms of Occupation
- f. Wollongong City Tourist Park - Park Rules
- g. 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:

- a. No further approval required - Occupant may commence with proposed works
- b. Further approval(s) required - Park Management provide in-principal support for proposed works
- c. Application denied - Non-compliance
- d. 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:		<input type="checkbox"/> Complete
Owners Residential Address:	Street:	
	Suburb: Postcode:	
Owners Contact Details:	Mobile Number:	
	Email Address:	
	Preferred contact method: <input type="checkbox"/> Email <input type="checkbox"/> Post	
Holiday Van Site Details		
Tourist Park:	<input type="checkbox"/> Bulli Tourist Park <input type="checkbox"/> Corrimal Tourist Park <input type="checkbox"/> Windang Tourist Park	
Site Number		Flood <input type="checkbox"/> Yes <input type="checkbox"/> No
Construction Date	Van Annex Other Structure	Asbestos <input type="checkbox"/> Yes <input type="checkbox"/> No

Please note:

This form must be completed before any works commence, both internally and/or externally, new or replacement. You will then be notified of the outcome.

If your site is located on flood liable land, a Section 68 will be required for the majority of works

No digging is allowed at Windang and Bulli Beach Tourist Park.

HOLIDAY VAN - WORKS APPLICATION FORM

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Section 2 - Details of Proposed Works

a. General Repairs & Maintenance			Office Use
Do the proposed works involve any of the following? All new and replacement works to be identified.	Minor repair and/or maintenance of ANY existing structure(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Complete
	Replacement of internal walls/ceiling	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Replacement of doors/windows	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Painting of existing structure(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Garden Maintenance	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Adjustable blinds Outdoor blinds installed must be made of plastic, mesh or canvas and must be able to be detached and rolled up/down when site not occupied. NOTE: Installing rigid adjustable louvres or sliding doors to enclose an existing roofed area is not permitted	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Pervious shade cloth	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Paving which does not alter existing ground levels	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Details of proposed works:		<input type="checkbox"/> Complete	

HOLIDAY VAN - WORKS APPLICATION FORM

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b. Service Connections & Professional Maintenance - Further approval may be required			Office Use
Do the proposed works involve any of the following? All new and replacement works to be identified.	Hot water system	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Complete
	Air Conditioner	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Electrical	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Plumbing and/or Gas	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Cladding	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Concreting	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Deck	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Annex	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Awning	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Do the proposed works require any digging, excavation or trenching? NOTE: Digging, trenching or excavation of any kind is not permitted at Windang or Bulli Beach Tourist Park	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Do the proposed works involve any onsite grinding, welding, thermal or oxygen cutting or heating	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Details of proposed works, materials, and scheduling:	(Attach as much additional information as possible including scope of works, photos). Please note: All works require photos of the structure before any works commence (please attach to your application)	<input type="checkbox"/> Complete	
Contractor Details (must be provided for all works specific to work being undertaken):	Name of Licensed Contractor: Contractor Type: Builder/Plumber/Electrician etc: Address: Email address: Phone Number: ABN Number: Builder/Trade License Number (please attach): Insurance Details (please attach):	<input type="checkbox"/> Complete	

HOLIDAY VAN - WORKS APPLICATION FORM

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c. Structural Works - Further approval may be required		Office Use	
Do the proposed works involve any of the following? All new and replacement works to be identified.	Extension and/or alteration of existing structure(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Complete
	Installation of new structure(s) including tropical roofs	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Complete demolition and replacement of existing structure(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Demolition and replacement of existing internal structures including bathroom or kitchen	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	An extension to an existing part of the holiday van, deck, or annexe	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Moving an existing structure from one location to another.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Do the proposed works require any digging, excavation or trenching? NOTE: Digging, trenching or excavation of any kind is not permitted at Windang or Bulli Beach Tourist Park	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Do the proposed works involve any onsite grinding, welding, thermal or oxygen cutting or heating	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Details of proposed works, materials, and scheduling	(Attach as much additional information as possible including scope of works, photos). Please note: All works require photos of the structure before any works commence (please attach to your application)	<input type="checkbox"/> Complete	
Contractor Details (must be provided for all works specific to work being undertaken): :	Name of Licensed Contractor: Contractor Type: Builder/Plumber/Electrician etc: Address: Email address: Phone Number: ABN Number: Builder/Trade License Number (please attach): Insurance Details (please attach):	<input type="checkbox"/> Complete	

HOLIDAY VAN - WORKS APPLICATION FORM

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Section 3 - Site Plan & Photos

Please include a site plan below of the existing structures and proposed changes.

Please ensure clear photos are also provided of the areas impacted by any works identified in this application.

If you are completing **GENERAL REPAIRS & MAINTENANCE** to the existing structure, please include a site plan identifying where the changes are located – no further information is required

If you are completing **SERVICE CONNECTIONS, PROFESSIONAL MAINTENANCE OR STRUCTURAL WORKS** to the site, the plan also needs to include:

- Site dimensions (boundary of site)
- Identification, and dimensions of all structures on site (includes van, annex, deck, pergolas)
- Site coverage percentage
- Separation distances of all structures on site and neighbouring sites
- Setback from road
- Setback from boundaries
- Identification, and dimensions of car space.

If site is located on flood liable land and proposed works involve any of the above, a Section 68 is also required.

Total Dwelling Site Area:

Total Structure Area:

Distance of structures to boundary, neighbouring site structure, road =

Distance of structures to boundary, neighbouring site structure, road =

Distance of structures to boundary, neighbouring site structure, road =

Distance of structures to boundary, neighbouring site structure, road =

HOLIDAY VAN - WORKS APPLICATION FORM

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Site Plan Review (Office Use)		
Site Plan Completed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Site Plan Clearly Identifies All Existing and Proposed structures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Setback - Min 1m from road:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Setback - Min 1.25m from site boundary(s):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Setback - Min 2m from park boundary(s):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Setback - Min 10m public roadway:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Site Coverage - No more than 66% of site occupied:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Separation Distance - 2.5 metres between all structures:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Car Space - Minimum 3 x 6 metre car space with road access maintained:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Services (power, sullage, water) NEW	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Services (power, sullage, water) REPLACE CURRENT	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Photos of impacted area provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application Review and Outcome (Office Use)		
Information Review:	<input type="checkbox"/> Form completed - All completed as required and checked <input type="checkbox"/> Form incomplete - More information required	
Outcome:	<input type="checkbox"/> (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. <input type="checkbox"/> (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. <input type="checkbox"/> (c) Application denied - Non-compliance <input type="checkbox"/> (d) Application Pending - Further information required	
Further Approvals (if applicable):	<input type="checkbox"/> Section 68 Required <input type="checkbox"/> REF Required <input type="checkbox"/> Hot Works Permit Required <input type="checkbox"/> N/A	Date provided: Date provided: Date provided:
Reasons for outcome:		
Customer Notification Details:	Customer notified of outcome date: Customer notified by: <input type="checkbox"/> Email <input type="checkbox"/> Post	
Application Reviewed By:	Park Supervisor Name:	Date:
Application Finalisation (Office Use)		
Information Review:	<input type="checkbox"/> Notice of installation completed <input type="checkbox"/> Community map updated	<input type="checkbox"/> Yes <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> NA