

# Install Manufactured Home, Rigid Annex or Associated Structure Application

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)  
**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au • **abn** 53 929 887 369  
**t** 1300 864 444 • **w** ballina.nsw.gov.au • **credit card payments e** terminal22@ballina.nsw.gov.au

Payment of the fee is required upon lodgement of application.

## Application to Install Details

- Manufactured Home on flood-prone land
- Manufactured Home greater than one storey in height
- Rigid Annex
- Associated Structure (carport/garage/shed)

## Description of Land

Name of Park				Total No. of Sites
<input type="text"/>				<input type="text"/>
Lot Number	Portion Number	Section Number	DP Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address of Park				
<input type="text"/>				

## Site Specific Details

Site Number	Total Site Area $m^2$	Area of Existing Structures $m^2$	Area of Proposed Structures $m^2$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Site Owner Details

Site Owner Name		ACN/ABN
<input type="text"/>		<input type="text"/>
Site Owner Address		
<input type="text"/>		
Telephone <i>business hours</i>	Telephone <i>mobile</i>	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Site Owner Signature	Date	
<input type="text"/>	<input type="text"/>	

## Office Use Only

2024/25 Application Fee: \$345 for EACH site  
Installation Inspection: \$230 for EACH site  
Receipt type: 146

Amount paid \$	Date paid	Receipt number
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Owner / Operator Details

Owner/Operator Name

ACN/ABN

Owner/Operator Address

Telephone *business hours*

Telephone *mobile*

Email Address

I/we consent to the Applicant identified on this form to lodge this application with Ballina Shire Council

I/we consent to the authorised officers of Ballina Shire Council to access my/our property in order to process this application and determine compliance with any approval that the Council may issue.

Operator Signature

Date

## Applicant Details

As the Applicant for this Park to which this application relates, I consent to this application. I also consent for authorised Council staff to enter the land to carry out inspections relating to this application. I accept that all communications regarding this application will be through the nominated applicant and I understand that information will be made publicly available and published to the DAs online section of Council's website.

Applicant Name

ACN/ABN

Applicant Address

Telephone *business hours*

Telephone *mobile*

Email Address

## Rigid Annex Details *if applicable*

Name(s)

Postal Address

Telephone *business hours*

Telephone *mobile*

Email Address

Rigid Annexure Compliance Plate Number *if applicable*

Month and Year of Manufacture

## Associated Structure Details *if applicable*

Name(s)

Postal Address

Telephone *business hours*

Telephone *mobile*

Email Address

Compliance Plate Number *if applicable*

Month and Year of Manufacture

## Manufactured Home Details *if applicable*

Name(s)

Postal Address

Telephone *business hours*

Telephone *mobile*

Email Address

Manufactured Home Compliance Plate Number *if applicable*

Month and Year of Manufacture

## Privacy Protection Notice

The completed application form and any documents submitted with the application contains personal information that is being collected in order to assess, process and determine the application under the provisions of the *Local Government Act 1993 (NSW)* ("the Act"). The information will be processed by the Planning and Environmental Health Division of Ballina Shire Council and will be made available to public enquiries under the *Government Information (Public Access) Act 2009 (NSW)*. The information will be stored in Council's electronic document management system. The information supplied is required under the Act. The supply of the information is voluntary, however if it is not supplied Ballina Shire Council may be unable to process the application. By signing this Application form, approval is given to Council staff to enter onto the land for the purposes of conducting all necessary inspections.

## Copyright Notice

You are advised that Council will make copies (including electronic copies) of the development application and accompanying plans and documents for the purpose of complying with its obligations under the *EP&A Act* and the *Local Government Act 1993*. In addition the Council may make such further copies as are necessary to facilitate a thorough consideration of the development application. This includes the application form, plans and supporting documentation and the publishing of same to DAs online. The applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

## Details Required with the Application

To ensure timely assessment of the application, the following information is required to be submitted:

**1. Completion of Application Form** all details on the application form are mandatory and are required to be completed and accurate.

### 2. Plans

- Two copies of the plans and specifications for the moveable dwelling;
- Two copies of the plans and specifications for any fences already erected or to be erected;
- Two copies of the site plan of the land;
- Two copies of a sketch plan of the moveable dwelling, indicating its height and proposed external configuration as installed, in relation to its site.
- The plans for the moveable dwelling required by this clause must be drawn to a suitable scale and must not be less than A4 size.

The plans required by this clause must show the following:

- (a) Site number and area of site in metres square;
- (b) Location, size and area of existing and proposed structures in metres square;
- (c) Distance of structure from water's edge and adjoining installations;
- (d) All details of construction methods, material sizes and types shall be stated (including awnings);
- (e) Colour of the proposed structure;
- (f) a plan of each floor section;
- (g) a plan of each elevation;
- (h) the levels of the lowest floor and of any yard or unbuilt-on area belonging to that floor and the levels of adjacent ground;
- (i) the height, design, construction and provision for fire safety and fire resistance (if any).

If:

- (j) the plans and specifications relate to a proposal to carry out any alteration or rebuilding of an existing moveable dwelling, or
- (k) it is proposed to modify plans and specifications that have been submitted to the council, then both copies of the plans are to be coloured or marked to adequately distinguish the proposed alteration, rebuilding or modification.

The specification of the moveable dwelling:

- (l) must describe the construction and materials of which the moveable dwelling is to be built and the method of drainage, sewerage and water supply; and
- (m) must state whether the materials will be new or second-hand and give particulars of any second-hand materials to be used.

### 3. Site Coverage

- (a) Demonstrate that the manufactured home (including any associated structure or annexe) floor area is not

more than two-thirds of the area of the site.

- (b) Demonstrate that an area with minimum dimensions of 6 metres by 3 metres, accessible from an access road and useable for car parking is provided should there be no carport or garage onsite. (does not apply if resident parking located elsewhere.

### 4. Structural Engineer Certificate

A certificate issued by the structural engineer must specify the following:

- (a) The design is structurally sound;
- (b) The relocatable home and/or associated structures comply with any standards, codes and specifications required by the Regulation or by Ministerial specifications;
- (c) Specifications as to the manner in which the relocatable home and/or associated structure must be transported/installed and as to the nature of the footings (if any) on which it must be installed;
- (d) 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 to the various locations in which the annexe may be installed;
- (e) The relocatable home and/or associated structure 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 that standard is not to be taken to be less than 41 metres per second);
- (f) The materials being used to build the structure are flood compatible;
- (g) That the building or structure can withstand the force of flowing floodwaters, including debris and buoyancy forces as appropriate or that permanent fail safe measures are incorporated in the development, to ensure the timely, orderly and safe removal of the structure; and
- (h) That the development will not increase the flood hazard or flood damage to other properties or adversely affect flood behaviour.

### 5. Relocatable Homes Applications

- (a) Site to be serviced in accordance with Part 3 of Regulation. This includes fire hose reels and fire hydrants.
- (b) Must have an adequate sewage disposal system and a separate application will be required.
- (c) Must be designed accordingly for the possible flood depths and velocities of the site. This information must be based on an acceptable flood study.
- (d) Practising Structural Engineer's Certificate.
- (e) Must be constructed off site and brought in to the park in Major Sections.
- (f) Not to be occupied prior to a final inspection Council.
- (g) A compliance plate must be attached to an accessible part of a relocatable home.