



Application to Install Manufactured Home, Moveable Dwelling or Associated Structure & Temporary Structure

Section 68, Local Government Act 1993

No:.....

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About this form

Use this form to apply for consent to:-

- **Install a manufactured home, moveable dwelling or associated structure**

Where the structure is to be occupied for more than 30 days in one 12 month period.

Documentation

Our guide explains which plans and other documents you must provide with this application.

Other approvals

Your proposal may also require other approvals.

Lodgement & fees

Please follow the instructions on Page 4

Any questions?

Phone Customer Services on (02) 9424 0000, or call in to Council (see Page 4)

1. Applicant name, address and contact details

Title: Mr Mrs Miss Ms Other

Name:
Surname Given Names

Company name:

ABN:

Postal address:

..... Post code:

Phone (B) (....)..... Fax (....).....

Phone (H) (....)..... Mobile phone

E-mail

2. Your architect or consultant. *In case we need to discuss design or other issues*

Name:
Company name:
Phone (B) (....)..... Fax (....).....
Phone (H) (....) Mobile phone
E-mail:

3. Location & title description of the property

*This will help us to correctly identify the land. You **must** identify the Lot and Plan number*

Street No:.....Street:
Suburb:.....
Lot(s):Section:
Deposited Plan(s):Strata Plan:
Other

Obtain these details from rate notices, property deed or our property maps.

4. Type of development

Please specify.....
.....
.....

5. Other Approvals

This application seeks approval to conduct a specific activity that requires the consent of the Council under the provisions of Section 68 of the Local Government Act 1993.

6. Period of Use

Manufactured Home / Moveable Dwelling / Temporary Structure / Domestic Site

From/...../..... to/...../.....

7. Site Plans

Details to be submitted as per attached guide.

8. Signatures

The owner(s) of the land where work is to be undertaken must sign the application.

If you are not the owner of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.

As the owner(s) of the above property, I/we consent to this application:

Further, we waive the requirements of Section 193 of the Local Government Act 1993 regarding notice of entry by Council and instead consent to Ku-ring-gai Council's authorised person entering the premises, without first giving notice, for the purpose of carrying out all or any inspections which it may deem necessary and appropriate in connection with the assessment, processing and determination of this Application for the property and in connection with any inspections required.

Signature

Name

Date

Signature

Name

Date

Address of owner if not the same as applicant

The applicant, or the applicant’s agent, must sign the application

Signature

In what capacity are you signing, if you are not the applicant

Name, if you are not the applicant

Date

9. Privacy policy

The information you provide in this application will enable your application to be assessed by the consent authority and any relevant state agency. If the information is not provided, your application may not be accepted. The application will also be kept in a register by the council that can be viewed by the public at any time. Please contact the council if the information you have provided in your application is incorrect or changes.

10. Applicant’s Declaration

If the applicant is a company or owner’s association, this section must be signed in accordance with s127 of the Corporations Act 2001.

I,.....apply for consent to carry out the works described in this application. I declare that all the information supplied is true and correct. I also understand that:

- if incomplete, the application will not be accepted, and that
- more information may be requested to enable the proper consideration of the application.

Applicant Signature:.....Date:.....

11. How to lodge this application

Lodge the application by either of the following methods:

Post

General Manager
Ku-ring-gai Council
Locked Bag 1056
Pymble NSW 2073

Courier or personal delivery

Council Chambers
818 Pacific Highway
Gordon NSW 2072

Contacting Council:

Phone: (02) 9424 0000

Fax: (02) 9424 0001

Email: kmc@kmc.nsw.gov.au

Web: www.kmc.nsw.gov.au

Lodging an application

Monday to Friday, 8:30am – 5:00pm

Fees

Fees are based on Council's adopted schedule of fees.

Payment methods

You may pay by cash, eftpos or cheque. Make cheques payable to 'Ku-ring-gai Council'. Please do not send cash in the mail.

Transport and Parking:

Bus or Rail

The Council is located within five minutes walking distance from Gordon train station. From the station, head west up via St Johns Ave to the Pacific Highway. Turn right and walk to the end of the block along the Pacific Highway. Cross the Pacific Highway at the lights and walk right to Council Chambers.

Parking

Some short-term Visitor Parking spaces are available on site behind the Council Chambers in Radford Place. A lift is accessible from within the building on level one. This lift is accessible to people using wheelchairs via a ramp.

Limited on-street parking is also available in nearby streets.

Accessible Parking

Radford Place, behind Council Chambers, provides parking spaces for people with disabilities. These spaces are adjacent to the accessible ramp to Level 1 and lift which may be taken to the Customer Service Counter on Level 4 and the Pacific Highway main entrance.

Install Manufactured Home, Moveable Dwelling or Associated Structure

This guide provides you with information to enable you to identify the plans and supporting documentation you will need to provide.

Council will not accept your application if you fail to provide all relevant documentation.

General requirements

Application form

The application form requires you to answer specific questions and provides you with prompts to provide other information that is required for the assessment of the application. All questions must be answered and other information requested must be submitted.

Standards of Documents

The plans and documents must be accurate and legible. Any misleading details may result in the refusal of the application.

The Plans shall:

- have dimensions in metric,
- be to a scale of 1:100 or other readily legible scale,
- submit a site analysis showing how the proposed works will assimilate with the surrounding area and development,
- consist of 3 copies of Site plan, floor plan, elevations and sections of the proposed structure(s),
- include a site survey with contours of 1 metre intervals,
- show the location of sanitary, water and power services for the structure including connection points, proposed power poles,
- show details of stormwater drainage disposal,
- show a proposed landscape screen planting plan,
- provide a north point and title block describing the use,
- show the location of trees on the site and extent of tree canopies in relation to the proposed structure, and
- submit details of any structural design for works to be performed or certification for the structural components.

Supporting material and documentation:

- Manufacturers' specifications for the erection/placement of the structures.
- Submit photographs of any pre-existing damage to footways/roads within 200 metres of the subject site.
- Submit a Statement of Environmental Effects addressing any impacts on the natural environment, physical impacts on adjoining properties.
- Submit a Heritage Impact Statement if subject site or adjoining site is heritage listed or located in a Conservation Area.
- Submit a Schedule of finishes.