



## Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024

Form must be lodged by Caravan Park owner within 14 days of the proposed installation date with all supporting documentation and fee of **\$310.80**.

### Applicant Details

Caravan Park Name			
Caravan Park Address			
Caravan Park Owner			
Caravan Park Owner Phone		Email	

### Type of Proposed Structure

- |   |   |
|---|---|
| <input type="checkbox"/> Rigid Annex                    | <input type="checkbox"/> Caravan Flyover        |
| <input type="checkbox"/> Unregistrable Movable Dwelling | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Prefabricated Holiday Unit     |   |

### Site Details for Proposed Work

Site Number			
Site Lessee Name			
Site Lessee Phone Number		Email	
Installer/Manufacturer Name			
Installer/Manufacturer Phone			

### Documentation required to be submitted with Notification

- Site plans showing location of proposed installation in park and setbacks between proposed structures and surrounding structures/obstacles.
- Scaled floor plans and elevations (minimum scale 1:100).
- Structural engineering specifications, design and installation information showing compliance with the associated legislation and standards including for structure footings and tie down equipment.
- Details of termite protection.
- Details of proposed footings and tie down methods.
- Details of fire safety equipment (eg. smoke alarms) to be installed.
- Details of any proposed wastewater fixtures to be installed and the methods for wastewater disposal.
- Details of electrical safety and plumbing compliance.

**INSTALLATION WORKS MUST NOT COMMENCE WITHOUT WRITTEN ACKNOWLEDGEMENT FROM COUNCIL**

Signature of Caravan Park Owner			
Name		Date	

For Office Use ONLY (short cut Key 145)			
Fee payable	\$310.80	Receipt number	Date

#### Privacy Statement

The personal information requested on this form is being collected by Council's Environmental Health Unit for the purpose of administering and enforcement of the relevant Acts and associated regulations relating to this function. The personal information will be used solely by Council for that primary purpose or directly related purposes and may be disclosed to third parties if required to do so by law.

This form is used to provide a credit card payment to the Wellington Shire Council.

Please ensure that all fields are fully completed with the correct information and that any relevant documentation is attached with this form i.e. planning application, request for a copy of plans form. We will only use personal information provided by you for the purposes for which it was collected and in order for Council to fulfil its business requirements. A new Credit Card Authorisation Form will need to be completed for each transaction.

Completed forms can be submitted to Council via email to [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au) or via mail to PO Box 506 Sale VIC 3850 or via fax to 03 5142 3501.

Should you have any questions please contact Wellington Shire Council's Customer Service Team on 1300 366 244.

Part 1: Applicant Details			
Given Name/s			
Family Name			
Address			
Daytime Phone Number			
Email Address			
Part 2: Payment Details			
Description (application type)			
Amount Authorised	\$310.80		
Address of property relevant to application			
<i>Payment for rates, infringements and animal registration renewals will not be accepted</i>			
Part 3: Credit Card Details			
Name on Credit Card (please print)			
Type of Card (Visa, Mastercard only)			
<i>We do not accept American Express or Diners Club.</i>			
Bank Name (NAB, ANZ, Westpac etc)			
Credit Card Number			
Card Expiry Date			
Card Holders Signature Authorising payment of above amount	<table border="1"> <tr> <td>Date</td> <td></td> </tr> </table>	Date	
Date			

Office Use Only	
Council Officer	
Receipt Number	
Date	