

To the General Manager, Coffs Harbour City Council

# CAMPING PERMIT (MOVEABLE DWELLING- see Note 1)

Local Government Act Section 68; Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005

Locked Bag 155, Coffs Harbour 2450; DX 7559

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au) Phone: (02) 6648 4000 Fax: (02) 6648 4199

Website: [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au) ABN 79 126 214 487



## 1. Details of the applicant

*It is important that Council is able to contact you if more information is required. Please give as much detail as possible.*

Mr  Ms  Mrs  Dr  Other:

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email address

## 2. Details of the property

Unit/street no.

Street name

Suburb, town or locality

State

Postcode

Lot/DP or Lot/Section/DP or Lot/Strata no.

Owner/s Name

## 3. Details of proposed moveable dwelling (see Note 2)

Provide a brief description of the type of moveable dwelling and facilities to be utilised. Application to be accompanied by details as per note 2.

.....  
.....  
.....  
.....

### OFFICE USE ONLY

Date received

Application fee (if applicable)

Receipt No.

**4. Details of proposed occupant (the applicant may not be the occupant)**

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.....

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**5. Dates of Occupancy (see Note 3)**

Estimated date of completion of new dwelling:.....

Extent of time for which permit is requested:.....

*(Maximum 12 months – extensions via application only)*

**6. Applicable fees and charges**

To view the applicable fees and charges associated with this application please refer to Council's adopted fees and charges at [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)

**7. Privacy and personal information protection notice**

- this information is required to process your request and will not be used for any other purpose without seeking your consent, **or as required by law**;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

**8. Owner's consent**

**All owner(s) of the land to which this application relates must sign the application.**

It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. Individual owners must sign and print their names. Where the owners are companies or involve a body corporate, sufficient detail demonstrating the authority of the person signing as/or on behalf of owner must accompany the application.

If the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the making of the application is required.

Signature

Name

Date

Signature

Name

Date

**9. Applicant's Signature/s**

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

**Signature/s:** ..... **Date:** ...../...../.....

**Note 1. A moveable dwelling is defined as:**

- a) any tent, or caravan or other van or other portable device (whether on wheels or not), used for human habitation, or
- b) a manufactured home, or
- c) any conveyance, structure or thing of a class or description prescribed by the regulations for the purpose of this definition.

**Note 2. Plans to accompany applications for approval:**

1. An application for approval to install a moveable dwelling must be accompanied by the following:
  - a) two copies of the plans and specifications for the moveable dwelling,
  - b) two copies of the plans and specifications for any fences already erected or to be erected,
  - c) two copies of the site plan of the land,
  - d) two copies of a sketch plan of the moveable dwelling, indicating its height and proposed external configuration as installed, in relation to its site.
2. 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.
3. The plans required by this clause must show the following:
  - a) a plan of each floor section,
  - b) a plan of each elevation,
  - c) the levels of the lowest floor and of any yard or unbuilt-on area belonging to that floor and the levels of adjacent ground,
  - d) the height, design, construction and provision for fire safety and fire resistance (if any).
4. If:
  - a) the plans and specifications relate to a proposal to carry out any alteration or rebuilding of an existing moveable dwelling, or
  - b) it is proposed to modify plans and specifications that have been submitted to the Council, both copies of the plans are to be coloured or marked to adequately distinguish the proposed alteration, rebuilding or modification.
5. The specification of the moveable dwelling:
  - a) 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
  - b) must state whether the materials will be new or second-hand and give particulars of any second-hand materials to be used.
6. This does not apply to moveable dwellings that are capable of being registered under the *Road Transport (Vehicle Registration) Act 1997*.

**Note 3. Dates of Occupancy:**

You will need to provide an estimate of the construction time that will be required to complete the proposed dwelling and indicate the extent of time for which the permit is sought. Camping permits will generally not be considered for periods longer than 12 months.