

Attachment 2



**Standards for the Installation of Structures on
Designated Long Term Casual Sites**

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Standards for the Installation of Structures on Designated Long Term Casual Sites

Interpretations

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

“the dwelling/s” means caravans and cabins, relocatable homes, moveable dwellings

“Park Management” means Australian Tourist Park Management

“Park Manager/s” means the resident on-site manager

“Holiday Park or Park” means Ocean Beach Holiday Park

“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

“Council” means Gosford City Council

Purpose

These rules and conditions are intended to manage the installation and standard of caravans and cabins, relocatable homes, moveable dwellings, annexes and associated structures on designated Long Term Casual sites and to ensure that building improvements are in accordance with the all relevant legislative requirements. The procedure will support the orderly development, aesthetic attributes and general safety of the Holiday Park. Where appropriate the standard may be altered, particularly in relation to the current site reallocations associated with the park redevelopment.

Legislation

This standard addresses a number of items which are controlled by legislation and must be the minimum requirements. Other items specifically relate to Ocean Beach Holiday Park. Should there be any conflict the requirements of the legislation take precedent.

In many cases the legislation is quite involved and this standard is abridged to maintain simplicity. For full details please refer directly to the legislation: The following legislation has been considered in framing this standard:

- a) Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.
- b) Holiday Parks (Long-term Casual Occupation) Act 2002.
- c) Holiday Parks (Long-term Casual Occupation) Regulation 2003.
- d) Occupational Health & Safety Act 2000 (NSW) and Occupational Health & Safety Regulation 2001 (NSW).

Please note separate legislation and guidelines apply to the remaining permanent residents of the park.

The Site

A Short Term dwelling site must be a minimum of 65 square metres. A moveable dwelling being a caravan or other van or other portable device (whether on wheels or not), used for human habitation or a manufactured home, must be so located so that it is;

- a) not installed closer to any other moveable dwelling than 2.5 metres; (Clause 91(1)b) unless the site adjoins a permanent/Long Term dwelling site
- b) set back by 2.0 metres from any park boundary; (Clause 161(b))
- c) set back by 1.0 metres back from any access road; (Clause 161(a))
- d) set back by 1.5 metres from the rear site boundary of an adjacent LTC site

Moveable dwellings and all associated structures are to be less than 66% area usage of the total dwelling site area.

The Park Manager shall establish the boundaries of the site, if not readily identified, on request.

Safety

All persons when staying in the Holiday Park, carry with them a duty of care to ensure the safety of themselves and others in the Holiday Park. The installation and maintenance of long term dwellings upon dwelling sites must be such as to minimise any risk of injury to other persons or property. For example the patron must ensure there are no sharp protrusions from the dwelling or other structure which may cause injury to persons.

Height

The maximum height of any structure shall be 3.5 metres.

Structures

All structures (including the dwelling, relocatable homes and associated structures) shall:

- a) be placed, erected or constructed to comply with the conditions and setbacks in accordance with the Regulations
- 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
- c) be enclosed around the base of dwelling and associated structures with a solid faced skirt e.g. hardy plank, colour bond sheet or timber slats at close centres to prevent or discourage pests
- d) support the orderly development, aesthetic attributes, amenity and general safety of the park

Utilities

All long term casual dwellings shall ensure that all pipes and fittings that relate to water supply, sewerage or stormwater drainage must be installed in accordance with the Plumbing and Drainage Code of Practice and any installation satisfies the requirements of the Council.

Fire Equipment and control

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

- a) Patrons 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) Patrons are to ensure that a smoke alarm is installed and comply with Australian Standard AS3786 and have a hush button.
- c) Patrons must ensure they have sufficient knowledge of any fire equipment to ensure they react appropriately in an emergency situation.

Electrical installations and alterations

All electrical wiring, installations and alterations that may be carried out within a relocatable home, moveable dwelling or rigid annexe must comply with the requirements of AS/NZS 3000:2007, Electrical installations (known as the Australian/New Zealand Wiring Rules). All long term site occupiers intending to connect their transportable structures 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 shall be connected to each socket-outlet of the site supply.
- 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 by the use of 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) Electrical installations in transportable structures should be inspected regularly, e.g. annually, by a qualified person to ensure their safe and effective operation.
- f) 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 manager.
- g) If supply to a site is lost, the device requiring resetting might be located within the premises or at the service pillar.

Maintenance

Residents 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. Furniture and other items left on patios or verandas are also to be neat and tidy.
- c) No accumulation of rubbish and unwanted goods occurs.
- d) No storage of motor vehicles that are unregistered or in a state of disrepair etc. occurs.
- e) Any approved landscaping is maintained in a condition in line with approved landscaping maintenance plan (see landscaping).

Dwellings

All dwellings installed in the park are subject to the following conditions:

- a) The presentation of the dwelling including window furnishings is to be clean, neat and tidy at all times.
- b) The colour and paintwork of the dwelling and associated structures is to be in accordance with the manufactured colour scheme and should be free of mould, flaking paint and corrosion. Should a patron desire a colour scheme substantially different to the original, the approval of Park Management is required.

Verandahs and Awnings

Verandas and awnings are permitted with Park Management approval under the following conditions:

- a) Must accord with the setback and site coverage requirements.
- b) Must be in scale and constructed with compatible materials to the annex.
- c) Have general dimensions of 3.1 metres wide x 1.8 metres deep, with each application considered on its merit.

Annexe

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 manner in which 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
- d) have an internal width of less than 3.1 metres
- e) be constructed of insulated aluminum paneling
- f) have a colour along the lines of and similar to the colour scheme (paintwork) of the dwelling. Any change to the colour of the annex (or dwelling) requires Park Management approval

Flyovers and Tropical Roofs

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

- a) They must be constructed of only certified aluminum or steel sandwich paneling.
- b) They must be constructed only of new materials.
- c) The maximum width is that of the dwelling including any verandas, annex etc. plus 150mm on either side.
- d) The area covered must not exceed the length of the dwelling,
- e) The height is not to exceed 300mm above the dwelling roof at any point.

- f) 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;

Driveways (parking pads) and Paving

Driveways and other hard surface areas are permitted and:

- a) may be either paved using segmented pavers placed on a compacted base or a concrete slab
- b) shall be graded to allow drainage and prevent the pooling of water

Landscaping

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

- a) All landscaping requires Park Management approval. Proposals are to include:
 - a site plan indicating the location of any plants and/or paving, edging etc.
 - a list of proposed plant species with details of the anticipated adult growth size
 - a maintenance program for all landscaping
- b) Landscaping within 1.0 metre of any access way is not permitted unless approved by Park Management.
- 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) Trees and plants capable of exceeding 1.0 metre in height shall not be planted in the park without Park Management.
- f) All approved landscaping is to be maintained in a neat, tidy and healthy condition in line with approved landscaping maintenance plan.
- g) All existing trees, including mature and juvenile trees planted by Park Management or Council, shall not to be pruned, altered, removed or knowingly damaged in any way.

Fencing

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

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) able to be folded up (closed) when not in use

Garages and Carports and Car spaces

- a) Garages and carports are not permitted.
- b) A car parking space must be provided and accessible with a minimum size of 6 metres by 3 metres.

Ensuites

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

- a) There is a minimum of 2.5 metres separating the proposed wall and any structure on an adjoining site.
- b) The ensuite is constructed of a material to match the existing rigid annexe.
- c) The maximum size is 1.5 metres x 3.1 metres.
- d) All plumbing and drainage is carried out by NSW licensed plumber.
- e) The park manager's approval has been obtained.
- f) An external vent pipe is provided to any branch line connected to the main communal sewer line.
- g) A toilet must not be located in any room in a dwelling that leads directly into a kitchen or other food preparation area unless the room containing the toilet is mechanically ventilated.
- h) All connections to the sewer main are capable of being sealed during periods of flood.
- i) Relevant sanitary and drainage (section 68) approvals are gained from Local Council

Boats and Trailers

- a) The storage of a boat and trailer is permitted provided that they are stored totally within the confines of the designated site and do not encroach onto adjoining sites or cause a nuisance to other park patrons. Any boat or trailer must be firmly stored in a stable position.
- b) No responsibility will be accepted by the Park for theft or any other costs whatsoever.

Submissions and Approvals

Patrons are required before the construction and habitation to:

- a) make an application for approval by Park Management (this does not constitute building approval if required, as is the case with any works that require plumbing and a Section 68 form completed)
- b) prepare drawings and specifications to indicate their proposal
- c) obtain Council's approval for all plumbing and drainage works undertaken at the Park
- d) be responsible for any fees or charges associated with any application

Non Compliance

- a) Where a site becomes not-compliant with these requirements, the holiday van owner will be informed in writing and be given 90 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 storage van owner will be required to remove the dwelling, annex and any other associated structures from the site.
- b) Failure to comply with the requirements in (a) will result in a notice to vacate being issued.

Emergency Procedures

All patrons and guests must be familiar with the current Emergency Evacuation Procedure of the park.

Sample site layout showing minimum boundaries

An example of the site layout plan is required with any application and should be drawn to scale: