

Notification to Install an Unregistrable Movable Dwelling or Rigid Annex, in a Caravan Park

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010



There are some hard words in this form. The hard words are in [blue](#). You can read what they mean on page 4.

Applicant

Name:				
Postal address:			Postcode	
Phone number: Home:	Work:	Mobile:		

Installation Details

I wish to install - ☐ Unregistrable Movable Dwelling ☐ Rigid Annex				
Caravan park name:				
Site number:	Street number:	Street name:		
Town:		Postcode		
Proposed date of installation:				

The installer certifies that the (please tick the correct box),

☐ [Unregistrable Movable Dwelling](#) ☐ [Rigid Annex](#)

to be installed on the site detailed above meets with the [requirements](#) set out in the *Residential Tenancies (Caravan Parks & Movable [Dwellings](#) Registration & Standards) [Regulations](#) 2010* and the relevant Australian Standards.

You must attach the following information:

- ☐ The [manufacturer's](#) structural specifications and design.
- ☐ The [manufacturer's](#) installation information.
- ☐ A site plan showing the location of the unit and the required setback distances. See page 3.

Installers signature:	
Name:	Date: ____/____/____
Proprietors signature:	
Name:	Date: ____/____/____

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Rules for Installation of an Unregistrable Movable Dwelling, Rigid Annex, Prefabricated Holiday Unit, Deck or Verandah in a Caravan Park

1. A person who builds or installs an **Unregistrable Movable Dwelling (UMD)** or **rigid annex** must meet all **requirements** in the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010*.
2. The owner of a caravan park in which a **UMD** or **rigid annex** is to be installed must submit an Installation advice form to the East Gippsland Shire Council Environmental Health Office at least twelve days before the installation of the unit.
3. The Installation Advice form sent to Council must come with the **manufacturer's structural engineering specifications**, design and installation information and a site plan showing the setback distances of the unit.
4. The **UMD** or **rigid annexe** must be placed so that it meets the **requirements** of Regulation 21. The CFA guidelines are available at http://www.cfa.vic.gov.au/fm_files/attachments/plan_and_prepare/Caravan_Park_Fire_Safety_Guidelines-web.pdf

Council will sometimes need to refer the installation advice to the CFA. Timelines will be determined by the CFAs response.

Compliance with fire **requirements** can also be gained if the conditions of *Regulation 21 (3)* are met.

A person who is a **manufacturer**, installer or owner must make sure that a **manufacturer's compliance** plate is attached to any **UMD** or **rigid annex** containing the following information -

- (i) name and address of manufacturer
- (ii) manufacturer's serial number
- (iii) the month and year of manufacture, and
- (iv) a statement that the **UMD** or **rigid annex** meets with the appropriate regulations.

The person installing a **UMD** or **rigid annex** in a caravan park must give the **proprietor** an installation certificate on completion of the installation.

The person who is the owner of the **UMD** or **rigid annex** must supply a copy of the Installation Certificate to the Caravan Park Owner or Manager and the East Gippsland Shire Council within seven (7) days of the of the installation being completed.

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Hard Words:

Unregistrable Movable Dwelling (UMD): a movable dwelling that— (a) is constructed on a chassis or in prefabricated sections; and
(b) once installed, is a freestanding dwelling with solid walls and roof; and
(c) is not a registrable movable dwelling.

Rigid Annex: an extra part, unable to bend or be forced out of shape

Manufacturers: A person or company that makes goods for sale

Compliance: The action or fact of meeting with a wish or command

Regulations: Rules

Requirements: A thing that is needed or wanted

Structural Engineering Specifications: A detailed description of the design and materials used to make the Unregistrable Moveable Dwelling, Rigid Annex or Prefabricated Holiday Unit.

Contact Council



03 5153 9500



feedback@egipps.vic.gov.au



eastgippsland.vic.gov.au



PO Box 1618, Bairnsdale 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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