

## Notification of Installation for Relocatable Home, Rigid Annexe or Associated Structure

### City Development – Environmental Services

#### Guidance

**The following information is required for this application:**

- Compliance plate details, including manufacturer, the unique identification number, month and year of construction and design gust wind speed (applies to annexes and relocatable homes).
- A copy of the engineer’s certificate for the structure and tie downs (not required if previously provided with application); and
- A fully dimensioned diagram of the dwelling site, indicating the setback, density, open space, site delineation and separation distances to show that the requirements of the Regulation have been complied with. Diagram must also show site coverage of all structures has not exceeded two thirds coverage of the site area (not required if previously provided with application).

#### 1 Applicant Details

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other:	Name:
Email:	
Telephone/ Mobile:	
Unit / Street No:	Street Name:
Suburb:	
State:	Postcode:

#### If Applicable fill out below:

Entity Name:
Entity ABN/ACN:
Trading/ Business Name (if different from above):
Trading/ Business Postal Address (as registered with ASIC):

#### 2 Description of Structure

<input type="checkbox"/> Annexe	<input type="checkbox"/> Ensuite
<input type="checkbox"/> Awning	<input type="checkbox"/> Shed
<input type="checkbox"/> Carport	<input type="checkbox"/> Tropical Roof
<input type="checkbox"/> Deck	<input type="checkbox"/> Relocatable Home
<input type="checkbox"/> Other (please describe):	

#### Office use only

Receipt Number:	Amount \$:	 <small>F O R M 3 5 5 7</small>
Issue Date: 03/2021	Review Date: 03/2023	
Form No: 3557	Owned by: Env Services	

**3 Documents Submitted with Application**

- Diagram of site attached – must include site coverage calculations
- Engineer's certification (structure and tie downs)
- Compliance Plate details (manufacturer, unique identification number, month & year of construction)
- Previously supplied with application to install

**NOTE: notification will not be accepted unless all documents are submitted – see fact sheet for additional information**

Approval No:

Site Number of installation:

**4. Property Details**

- Camping Ground     Caravan Park     Manufactured Home Estate     Primitive Camp Ground

Name of Ground / Park / Estate:

Unit / Street No:

Street Name:

Suburb:

State:

Postcode:

**5. Manager - Note: If the Manager is the applicant write "applicant" below**

Name:

Telephone / Mobile:

Email:

**6. Managers Declaration**

I certify that the above installation complies with the Regulation. I/We hereby permit any duly authorised officer of the Council of the City of Shoalhaven to enter the premises to carry out an inspection as required for the administration of the Act(s) and Regulations.

Managers Signature:

Date:

**7. Applicants Declaration**

I, the undersigned declare that all information supplied on this registration form is true and correct.

Applicant Signature:

Date:

**Important information****Privacy & Public Access to Information**

Information supplied on this form will be managed in accordance with [Council's Privacy Management Plan](#), [Public Access to Council Information Policy](#) and relevant legislation. Certain information supplied to and held by Council may be made available to the public pursuant to the provisions of the *Government Information (Public Access) Act 2009* (GIPA Act). Further information on privacy and public access to information can be found on Council's website: <https://shoalhaven.nsw.gov.au/My-Council/About-Council/Privacy-and-personal-information>

**Lodgement details**

You can lodge the completed application by

**Email:** [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au) or

**In person:** Council offices at Bridge Rd, Nowra or Deering St, Ulladulla.

**Mail:** PO Box 42, Nowra NSW 2541 Australia, PO Box 737 Ulladulla NSW 2539

Once your application is received, a Council Officer will contact you if further information is required.