

Notice of Completion of Installation – Install a Relocatable Home, Rigid Annexe or Associated Structure

Guidance

The holder of an approval must provide a copy of the Site Diagram, Engineer's Certificate, Compliance Plate, and this form completed to Council within seven (7) days of completing the works.

If you have already provided the above-mentioned required documents during an application for approval to install, you are only required to provide this form completed.

1 Applicant Details

Mr Mrs Ms 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 \$:
Issue Date: 03/2021	Review Date: 07/2023 Next Review Date: 07/2024
Form No: 3557	Owned by: Env Services



3 Required Documents	
<input type="checkbox"/> Site Diagram - Demonstrating the setback, site delineation, separation distances, and site coverage of all structures not exceeding two thirds coverage of the total site area.	NOTE: Notification will not be accepted unless all documents have been submitted.
<input type="checkbox"/> Engineer's Certificate - Including the structural tie downs and design gust wind speed.	<input type="checkbox"/> Documents previously supplied with application for approval to install in relation to flood prone land.
<input type="checkbox"/> Compliance Plate – A photo of or detail from attached compliance plate.	Approval No:
4. Property Details	
<input type="checkbox"/> Camping Ground <input type="checkbox"/> Caravan Park <input type="checkbox"/> Manufactured Home Estate <input type="checkbox"/> Primitive Camp Ground	
Site Number of installation:	
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 <i>Government Information (Public Access) Act 2009</i> (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 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.	