

SECTION 68 ACTIVITY APPROVAL

Manufactured Homes and associated structures within Caravan Parks, Camping Grounds, and Manufactured Homes Estates

The following checklist will assist you to prepare and lodge a Section 68 Application for Manufactured Home, Movable Dwelling, Relocatable Home, and Associated Structures within Caravan / Tourist Parks (as defined in the *Local Government Act 1993* and the *Local Government (Manufactured Homes Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021* (LG Regulation 2021) on the NSW Planning Portal.

Council now only accepts Section 68 Applications via the NSW Planning Portal. Please see <https://pp.planningportal.nsw.gov.au/applicant-resources> to register an account on the Portal along with additional information. Once registered, you can gain access to a digital dashboard which helps you to manage your applications through the online system.

Registration requires you to register your details with a valid email address.

The NSW Planning Portal is not a Council owned platform, therefore if you are having issues with the system itself, please contact the support service at www.planning.nsw.gov.au/Contact-Us or call 1300 305 695.

Please be aware that the table below outlines the minimum requirements to lodge a Section 68 Application with Council, if such information is not able to be provided, it is considered incomplete and will be returned. Applicants may find it useful to engage a Private Consultant or a suitably qualified person to assist in the preparation of documentation.

In applying for a section 68 approval to install a relocatable home or an associated structure on land, the applicant is required to submit with their application the plans and specifications referred to in Section 79 of the LG Regulation 2021. **The installation (if approved) would have to comply with all the design, construction, and installation requirements of Division 4 of Part 3 of that Regulation. Refer to Appendix A of this document for the statutory requirements of the Regulation.**

Where a section refers to "Attachment (PDF)" this means that the document is required to be uploaded in support of the Section 68 Application. Where reference is made to "Fields to be completed on the Portal" this means that information is required to be entered digitally into the NSW Planning Portal

The purpose of this checklist is to ensure that the application is accompanied by adequate information to allow the prompt assessment and determination of your proposal.

The Following checklist will help you prepare your application. Please confirm that your application contains all of the information listed within the table below by checking the box in the appropriate column. Definitions attached in appendix A of this document. Incomplete applications will not proceed past the pre-lodgement stage on the NSW Planning Portal and will be returned.

Council reserves the right to request further information if necessary, upon formal assessment of the proposal.

ALWAYS REQUIRED	Yes	Office use
Appendix D Owners Consent- completed appendix D Owners consent form required with all information filled in. (see attached)		
Applicant details – To be completed on NSW Planning Portal application.		
Details of the development- To be completed on NSW Planning Portal application.		
Plans- To a suitable scale. No less than A4		
a) Site plan b) Floor Plans c) Elevations d) Sections e) Roof Plan f) Specifications g) Window schedule – Window schedule showing height, width and openable portion of the window.		
Engineers certified plans, with associated Certificate of Compliances and Computations – Must be site specific and certify the manufactured home and associated structure to clauses 142 and 143 of the LG Manufactured Homes Regulation 2021, including to AS/NZS 1170.1-2002; 1170.2-2021 OR AS 4055-2021; 1170.3-2003; 1170.4-2007. See Appendix A – Section 142,143 and 156 for further details.		
Stormwater Layout Plan- Stormwater layout plan showing downpipe locations and point of discharge into park stormwater. All plans must demonstrate compliance with the NCC 2022 volume 3 – Plumbing code of Australia.		
Completed Appendix A Checklist		

REQUIRED IN CERTAIN CIRCUMSTANCES	Yes	No	Office use
Compliance with Development Consent – When a DA has been issued for the proposed development and there are conditions of consent required to be satisfied.			
Soil Test Report – When Engineers footing/Slab plans do not cover worst case soils in the area (H2-D). A soil report may be provided that nominates a soil classification for the site that is covered by the engineer's plans.			
Flood Liable Land- When the land is mapped as flood prone and a DA has specified a condition requiring removal, or a minimum flood height. Details for the removal of a manufactured home in the event of a flood, enclosure of the subfloor and minimum floor height in AHD.			
Bushfire Construction Details to the relevant BAL – When land is mapped as bushfire prone, and a DA has specified bushfire construction requirements for any manufactured homes.			

Appendix A – LG Regulation Compliance Checklist

The submitted plans and specifications must clearly demonstrate compliance with the following Sections of <i>Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021</i> .		Have plans demonstrated compliance? YES	Office Use
Section 73 Site Plan	LONG-TERM or SHORT-TERM (<i>To be noted on plans</i>) 1) Is the structure to be erected on a long-term site (more than 150 overnight stays/12 months), or 2) Is the structure to be erected on a short-term site (up to 150 overnight stays/12 months).	<input type="checkbox"/>	<input type="checkbox"/>
Section 133 Site Plan	INSTALLATION ALLOWED ON DWELLING SITES 1) Is the structure to be on a designated dwelling site, or 2) Is the structure to be for the purposes of a community amenity or manager's residence.	<input type="checkbox"/>	<input type="checkbox"/>
Section 134	RELOCATABLE HOME TO BE CONSTRUCTED OFF SITE 1) Is the home to be fully constructed off-site. 2) Will the fixing of cornices, wall lining joints, skirting boards and architraves and grouting of tiles be done on site.	<input type="checkbox"/>	<input type="checkbox"/>
Section 135 Site Plan	SITE SERVICES - Compliance with Division 3 1) Is the long-term site a min 80m ² 2) Is the short-term site a min 65m ² 3) Is there vehicular access to an access road 4) Is there at least 1 resident parking space 5) Is the site connected to the park's water supply 6) Is the long-term site connected to the park's sewage disposal system or is the short-term site provided with a disposal point 7) Is the site supplied with electricity 8) Is the site situated within 90m of a fire hydrant	<input type="checkbox"/>	<input type="checkbox"/>
Section 136 Site plan	ONE RELOCATABLE HOME per DWELLING SITE Will there be only one dwelling on the site?	<input type="checkbox"/>	<input type="checkbox"/>
Sections 88, 89, 91, & 137 Site Plan	SETBACKS Is the dwelling or any associated structure not located any closer than: 1) 1m to an access road 2) 2m to park boundary 3) 10m to a community building or public road 4) 3m to structure on neighbouring site (Long Term) 5) 2.5m to structure on neighbouring site (Short Term).	<input type="checkbox"/>	<input type="checkbox"/>
Section 138 Site plan	SITE COVERAGE 1) Does the floor area of all roofed structures not exceed 2/3 of the site area 2) If no carport or garage, is an area min 6m x 3m provided on site for car parking.	<input type="checkbox"/>	<input type="checkbox"/>
Section 139 Site plan	GARAGES 1) Does the garage abut a site boundary or like structure on neighbouring site	<input type="checkbox"/>	<input type="checkbox"/>

Floor plan	1) If the garage is closer than 900mm to the home and site boundary of an adjoining dwelling site, does the: i) external wall of the home comply with Part 9 of the ABCB Housing Provisions ii) external walls of the garage facing the home comply with Part 9 of the ABCB Housing Provisions		
Section 140 Site plan Floor plan	CARPORTS 1) Is the roof covering, ceiling lining, wall cladding or gable non-combustible 2) Are at least 2 sides open and 1/3 of the perimeter open 3) Does the carport provide direct vertical support to any part of the home 4) Does the carport have a common roof structure with the home 5) If so, and the carport does not have a ceiling, is it proposed that the opening between the top of the wall of the home and the underside of the roof covering of the carport be in-filled with a non-combustible material, or construction clad with non-combustible material on the carport side.	<input type="checkbox"/>	<input type="checkbox"/>
Section 141 Site plan Floor Plan	ASSOCIATED STRUCTURES Any associated structures must not contain habitable rooms.	<input type="checkbox"/>	<input type="checkbox"/>
Section 142 Engineers certified plans and certificate of compliance.	STRUCTURAL SOUNDNESS 1) Has certification from a certified practicing structural engineer been provided with the application 2) Does the engineer's certificate state the structure complies with relevant standards and codes and specify manner of installation and the nature of the footings (if any). 3) Does the engineer's specifications, with respect to footings or tie-down systems, have regard to design gust wind speed, soil type and other design considerations applicable. The Engineers Certificate of Compliance must state compliance with Sections 142 and 143.	<input type="checkbox"/>	<input type="checkbox"/>
Section 143 Engineers certified plans and certificate of compliance.	DESIGN GUST WIND SPEED Is the relocatable home designed to resist loads as determined in accordance with AS/NZS 1170.1:2002; 1170.2:2021 <u>OR</u> AS 4055-2021; 1170.3-2003; 1170.4-2007. The Engineers Certificate of Compliance must state compliance with Sections 142 and 143.	<input type="checkbox"/>	<input type="checkbox"/>
Section 144 Site plan Floor plan	FLOOR AREA OF RELOCATABLE DWELLING Is the floor area of the dwelling at least 15m ² ?	<input type="checkbox"/>	<input type="checkbox"/>
Section 145 Floor plan	FLOOR AREA of CERTAIN ROOMS 1) Is the bathroom a min 2.2 ² m, plus an additional a) 0.6 ² m if has separate shower and bath b) 0.7 ² m if bathroom has a toilet c) 1.6 ² m if home does not have a separate laundry and the home is not intended to be used as a holiday van or park van 2) Is the shower room a min 1.1 ² m 3) Is the separate toilet a min 1.1 ² m, with a min width of 0.8m 4) Is the laundry a min 1.6 ² m. (if no laundry facilities are provided, park compliance with division 3 subdivision 6 to be demonstrated)	<input type="checkbox"/>	<input type="checkbox"/>
Section 146 Elevations Sections	CEILING HEIGHT 1) Are the habitable rooms [other than a kitchen] min 2.4m 2) Is the kitchen, laundry, hallway or similar min 2.1m 3) Sloping ceiling, if less than 2.4m, does: a) the floor area of the part of the room with a ceiling height of less than 2.4m exceed 1/3 of the floor area of the whole room, and	<input type="checkbox"/>	<input type="checkbox"/>

	b) does it unduly interfere with the intended function of the room.		
Section 147 Floor plan	SEPARATION of KITCHEN AREAS Does the toilet lead directly into a kitchen or other food preparation area If so, is the WC mechanically ventilated.	<input type="checkbox"/>	<input type="checkbox"/>
Section 148 Floor plan Window Schedule	LIGHTING and VENTILATION Do the habitable rooms have: 1) natural light from an opening with an area of at least 10% of the floor area of the room, and 2) natural ventilation from an opening with an area of at least 5% of the floor area of the room, or 3) if the light and ventilation is borrowed from openings in an adjoining room, the adjoining room have natural lighting and ventilation in relation to the combined area of both rooms.	<input type="checkbox"/>	<input type="checkbox"/>
Section 149 Specifications Elevations Sections	Termite Shields Where Applicable, shields, barriers or the like must be provided in accordance with AS 3660.1–2014 Termite management—new building work to protect any structural members that are susceptible to attack by termites.	<input type="checkbox"/>	<input type="checkbox"/>
Section 150 Specifications	Glazing 1) AS 1288-2021, Glass in buildings-selection and installation, and 2) if safety glass is required – AS/NZS 2208:1996, Safety glazing Materials in buildings.	<input type="checkbox"/>	<input type="checkbox"/>
Section 151 Specifications	External waterproofing The roof, external walls, door frames and window frames of a relocatable home must be constructed so as to prevent rain or dampness penetrating to the inner parts of the home	<input type="checkbox"/>	<input type="checkbox"/>
Section 152 Specifications	Internal waterproofing 1) Bathroom, shower, toilet, laundry floor to have impervious covering 2) Wall of shower enclosure impervious to 1.8m 3) Wall surface above basin, bath to be impervious to 150mm above fixture 4) AS 3740-2021 satisfies this clause	<input type="checkbox"/>	<input type="checkbox"/>
Section 153 Stormwater Layout	PLUMBING and DRAINAGE 1) Is a proposed stormwater management plan submitted with the application 2) Is a separate ensuite proposed.	<input type="checkbox"/>	<input type="checkbox"/>
Section 154 Specifications	ELECTRICAL WIRING Must comply with AS/NZS 3000:2018 (Electrical installations).	<input type="checkbox"/>	<input type="checkbox"/>
Section 155 Specifications	FIRE and SMOKE ALARMS Was the relocatable home <i>constructed</i> after January 1996 If so, is an automatic fire detection and alarm system, compliant with part 9.5 of the ABCB Housing Provisions	<input type="checkbox"/>	<input type="checkbox"/>
Section 156 Engineers certified plans and certificate of compliance. Elevations. Section.	FOOTINGS 1) Does the structural engineer's certificate state the structure is to be installed on footings 2) If so, is the clearance beneath the home or structure at least 400mm (where termite shields are required). 3) If the structure is on flood liable land does the engineers testing show that the structure can withstand the force and duration of flood water in a flood of 0.5% AEP.	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX B - Definitions

Park Managers and dwelling owners Approval A signed owners consent form by the park manager/owner and attached letter completed (Part 4).

Site Plan – A Site plan / Feature plan is a bird's eye view of the development to identify the existing conditions (including any development) on site, and the location of the proposed development.

Floor Plan – Scaled plan(s) consistent with the approved development application plans showing a bird's eye view of your existing and/or proposed layout of rooms within the building.

Elevations – Elevations are a side-on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application and labelled accordingly.

Sections – Drawn to a scale showing the proposed methods of construction of key building elements (roof, wall, floor, footings/slab, beams etc.)

Roof Plan – Plans demonstrating the general roof layout, member sizes and locations, guttering and downpipe types and dimensions.

Engineers certificate of compliance – A statement /certificate of compliance from a suitably qualified engineer stating that the installation complies with the design, construction and installation requirements of division 4 of part 3 of that regulation.

Engineers certified plans – Detailed structural plans that are signed, dated and certified by a suitably qualified engineer for the following components of the proposal.

Specifications – Plans and specifications are required to describe the standard to which a building is to be constructed in terms of structural, operational and aesthetic aspects in accordance with division 4 and part 3 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.

Compliance with development consent – It is important to ensure that all of the conditions of the development consent have been met prior to lodging the application. The Conditions will specify any matters for particular attention.

Soil Test Report – This is a report prepared following geotechnical investigation/assessment by a NATA accredited laboratory in which the soil classification is identified, and which is used to ensure that footing/pier details have been designed correctly by a structural engineer.

Flood Hazard Areas – For buildings proposed in a flood hazard area, the plans and specifications must demonstrate compliance with Volume One, BP1.4 and in volume Two, P2.1.2 specify the performance requirements for the construction of buildings in FHA.

Bush Fire Prone Areas – Where a building is proposed on land classified as bushfire prone, applications must comply with AS3959-2018 and the NCC.

AHD – The Australian Height Datum (AHD) is the **official national vertical datum for Australia**. The AHD is roughly equivalent to the mean sea level of the ocean around Australia. It is the vertical height of 0.000m established within the Australian National Levelling Network (ANLN).

Annual Exceedance Probability (AEP) - AEP is the probability of an event occurring in any given year. If a flood of a particular size has an AEP of 1%, there is a one in 100 chance that it will exceed this size in any given year.

Appendix C – Terms and Conditions

Inspections

Once your Section 68 Approval has been granted, Council will undertake progress inspections to ensure the development is being constructed in accordance with the approved plans and documentation. You will need to contact Council and organise inspections at the following stages.

1. **Footings:** after excavation for, and prior to the placement of, any footings, and
2. **Slab:** prior to covering any in-situ reinforced concrete building element, and
3. **Frame:** prior to covering of the framework for any floor, wall, roof or other building element, and
4. **Stormwater:** prior to covering any stormwater drainage connections, and
5. **Plumbing:** prior to covering of all internal and external sewer drainage lines with water test applied, and
6. **Septic:** All external drainage lines, tanks/collection wells before backfilling, and
7. **Final:** after the work has been completed and prior to any Certificate of completion being issued in relation to the relocatable home or moveable dwelling. **Note: Compliance Plate details to be supplied to council prior to final inspection.**

Notes

Council officers will review plans and supporting documents at the time of lodgement for adherence to the specifications. Please note Part 2 is required to enable lodgement into Council's system regardless of the information submitted on the NSW Planning Portal. If there are any discrepancies the information in Council's Fact Sheets will take precedence.

Payment of Fees

Council will not commence processing of your application until such time all fees are paid. Please note payment is required within 7 days from the date of lodgement regardless of any due date on an invoice issued. If payment has not been received in due course the application will be rejected and returned to you.

Privacy Policy

The information you provide in this application will be held and used by Murray River Council, and any relevant State agency, to enable the assessment of your application under the [Environmental Planning and Assessment Act 1979](#) (EPA Act), the [Local Government Act 1993](#) (LG Act) or other applicable State legislation.

The information you provide may also be used by the Council in exercising its functions under other legislation, including the [Government Information \(Public Access\) Act 2009](#) (GIPA Act) under which the Council may be required to release information which you provide to us where it is in the public interest.

In completing this form, you will be prompted to supply information that is personal information for the purposes of the [Privacy and Personal Information Protection Act 1998](#) (PPIP Act). The supply of this information is voluntary. However, if you cannot provide, or do not wish to provide the information sought, your application may not be able to be accepted or Council may not be able to process your application. The information supplied with your application may be made available to the public for comment if the development is designated development or is required to be advertised under Council's Development Control Plan or Community Participation Plan.

All documents will also be made publicly available at Council's Offices. Written notification of the application may also be provided to the neighbourhood. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes. If you require any further information about how your personal information is being collected, held, or used please contact Council.

Appendix D – Park Managers and Owners Consent Form

The Park Manager/Owner and the dwelling owners written consent is required for the application to be lodged with Murray River Council. The Details of the plans sighted and approved by the park manager/owner to be included in the required fields.

PARK MANAGER/OWNER (I.e. Individual person/Company)

Name:

Address:

Suburb:

Postcode:

Plans prepared by (Draftsperson):

Plans dated:

Revision Number (If applicable):

As owner(s) of the land for which the above described application applies, I/we consent to the making of the above mentioned application. I/we also give consent to authorised council officers to enter the land to carry out inspections relating to the application.

Signature:

Date:

Print name:

OWNERS NAME (I.e. Individual person/Company)

Name:

Address:

Suburb:

Postcode:

As the Owner(s) of the above dwelling for which the application applies, I/we consent to the making of the above mentioned application. I/we also give consent for authorised council officers to carry out inspections relating to the application.

Signature:

Date:

Print name