

Caravans and Fixed (Rigid) Awnings Policy

1 Document Information

Version Date <i>(Draft or Council Meeting date)</i>	24 July 2018
Author	Urban Assets Coordinator
Owner <i>(Relevant director)</i>	Director Engineering and Technical Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
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Minute number <i>(once adopted by Council)</i>	18/07/14

2 Summary

To ensure that caravans and fixed (rigid) awnings in Council caravan parks comply with appropriate legislation.

3 Approvals

Title	Date Approved	Signature
Director Engineering and Technical Services		

4 History

Minute No.	Summary of Changes	New Version Date
12/03/21	New policy adopted at March Council meeting	19 March 2012
13/09/30	Readopted as per s165(4)	17 September 2013
18/07/14	Readopted as per s165(4)	24 July 2018

5 Reason

To ensure legislation is complied with to safeguard residents and visitors to the caravan parks.

6 Scope

Applies to all Council caravan parks, in particular permanent and long term caravan park residents.

7 Associated Legislation

Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation, 2005.

8 Definitions

Fixed (Rigid) caravan awning – a rigid awning attached to a caravan that cannot be readily disassembled or removed.

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

9.3 Urban Assets Coordinator

Has responsibility to advise applicants of Council resolution in regard to permanent and long term tenancy and prepare lease agreement.

9.4 Caravan Park Committee

The committee must assess applications received for permanent and long term residency and make recommendations to Council.

9.5 Intended Permanent and Long Term Residents

Prospective permanent and long term tenants must provide evidence with their application to Council, i.e. compliance plates or structural engineer's certificate that the caravan and fixed (rigid) awning comply with appropriate legislation and standards.

10 Related Documents

Document Name	Document Location

11 Policy Statement

Caravans and fixed (rigid) awnings in Council caravan parks must comply with relevant legislation. Prospective permanent and long term tenants must apply to Council in writing providing evidence that the caravan and fixed (rigid) awning comply with appropriate legislation prior to consideration by Council.

Reference is made to the Regulation, in particular, but not limited to, the following clauses:

Division 5 Caravans, tents and annexes

Subdivision 2	Annexes
166	Structural soundness
167	Design gust wind speed
170	Installation of rigid annexe
Subdivision 3	General
171	Wind resistances
172	Compliance plates to be attached