

## (SD-FO-232) INSTALL A MOVEABLE DWELLING

**S68 Local Government Act, 1993**

Office Use	<b>Application No:</b> _____ / _____			<b>Determined:</b> ____ / ____ / ____		
<b>PPIA DISCLAIMER</b> – The personal information provided on this form is collected by <i>Griffith City Council</i> for the purposes of processing this application by Council employees and authorized persons. This form will be stored within Council's record management system and may be available for public access and/or disclosure under various NSW Government legislation.						
<b>Part 1: Type of Application</b>						
<input type="checkbox"/> Install a moveable dwelling <input type="checkbox"/> Install a moveable dwelling & associated structure						
<b>Part 2: Applicant's Details</b>						
<i>(Your Name &amp; Postal Address)</i> Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____ Family name (or company): _____ Given names (or ACN): _____ Postal address: _____ Postcode: _____ Phone: (w) _____ (h) _____ (m) _____ Fax: _____ Contact person: _____ E-mail: _____ <i>I hereby apply for consent for this application. I declare that all the information given is true and correct. I also understand that if the application is incomplete or does not comply with statutory requirements the application may be rejected/refused.</i> Signature(s) _____ Date ____ / ____ / ____						
<b>Part 3: Property Description</b>						
<i>(These details can be obtained from land ownership details or from Council's rates notice(s). If unsure, ask us for assistance)</i> Unit No _____ House No _____ Street _____ Locality/Town _____ Lot(s) _____ Section _____ DP/ SP _____						
<b>Part 4: Consent of Land Owner(s)</b>						
<i>(All persons or other legal entities who own the subject land(s) must give their written consent to this application, attach a separate sheet if necessary. If the owner is a company or owners' association, must be signed by a director or secretary)</i> As owner(s) of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officers to enter the land/premises to carry out inspections.						
Name		Address		Signature		Date
1 _____		_____		_____		____ / ____ / ____
2 _____		_____		_____		____ / ____ / ____
3 _____		_____		_____		____ / ____ / ____

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### Part 5: Who will be doing the building work?

☐ Owner-builder
 ☐ Licensed Builder
 ☐ To be advised (prior to commencement of work)

Family Name (or company) \_\_\_\_\_

Given names (or ACN) \_\_\_\_\_

Postal address \_\_\_\_\_ Town \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Owner Builder's Permit No. \_\_\_\_\_ Builder's Licence No. \_\_\_\_\_

### Part 6: Checklist

Have you submitted the following information in conjunction with this application?

Please tick appropriate box

#### SITE PLAN - 2 copies drawn to scale detailing:

	YES	NO	Office Use
➤ North point and scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Name and contact details of who prepared the plan(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of all property boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of any existing physical and natural features (eg: buildings, vegetation, access driveways, street trees, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of any existing easements and/or utility services (eg: water, sewer, drainage, stormwater drains, electricity, power poles, gas and telephone, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of existing and proposed structure(s)/addition(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Existing and proposed site ground levels and floor level(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Contour(s) or general fall of the land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Area(s) to be affected by any proposed cut and/or fill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of 10 metre vegetation buffer (Rural Residential Development)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### FLOOR PLANS - 2 copies of proposed structure(s)/addition(s) drawn to scale detailing:

	YES	NO	Office Use
➤ Existing internal layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Proposed internal layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### ELEVATION PLANS - 2 copies of the proposed structure(s) drawn to scale detailing:

	YES	NO	Office Use
➤ Height of existing and proposed structure(s)/addition(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Floor height of existing and proposed structure(s)/addition(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Existing and proposed fall of the land in relation to floor level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Existing and proposed surface finishes (eg: brick wall, tile or colorbond roof, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Section view of the proposed work(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### ENGINEERING PLANS & SPECIFICATIONS – 2 copies detailing the following:

	YES	NO	Office Use
➤ Any concrete footings, slabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ A relocatable home or associated structure must be of a design certified by a practicing structural engineer to be structurally sound.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### SITE CLASSIFICATION REPORT – 1 copy

	YES	NO	Office Use
➤ From a suitably qualified geotechnical professional indicating the site's soil type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### HOME OWNERS WARRANTY INSURANCE

	YES	NO	Office Use
➤ If you placed a <input checked="" type="checkbox"/> next to <i>Licensed Builder</i> in Part 8 of this application, and the contract value exceeds \$20,000 a copy of the Licensed Builder's Home Warranty Insurance Certificate, covering the proposed building work must be submitted to Council either with your application for a Construction Certificate or prior to the commencement of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### OWNER BUILDER PERMIT

- If you placed a ☒ next to *Owner Builder* in Part 8 of this application, an Owner Builder Permit will be required for works between \$10,000 and \$20,000. If work exceeds \$20,000 you are required to undertake an approved educational course at TAFE or OTEN (Distance Education). On completion of the course a certificate will be issued which must form part of your application for an Owner Builder Permit to the NSW Office of Fair Trading. (Application forms are available from Council). A copy of the Owner Builder Permit must be submitted to Council either with your application for a Construction Certificate or prior to the commencement of work.

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### SEWAGE MANAGEMENT

- A separate application to install, construct or alter & approval to operate a sewage management facility must be submitted with this application with 3 plans & specifications if Council's gravity sewer is not available

YES NO *Office Use*

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### WATER SUPPLY – 3 copies detailing the following:

- Details of the proposed method of water supply.  
➤ Site plan showing proposed location of water meter and connection to Council's water main or location of on-site storage facilities if Council's reticulated water supply is not available.

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### STORMWATER DRAINAGE – 3 copies detailing the following:

- Site plan showing the proposed development, location of existing and proposed stormwater downpipes, lines and pits, connection point to street gutter or stormwater main and pipes sizes.

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### Lodgement of Application

#### Hours of Lodgement:

Monday to Friday: 8:15am – 4:00pm

#### Fees:

Fees are payable on lodgement as per Council's current Revenue Policy. Quotations are available by contacting Council's Customer Service Unit on (02) 6962 8100.

#### Payment methods:

Payment can be made by cash, cheque, EFTPOS & Credit Card .  
Cheques are to be made payable to 'Griffith City Council'.

#### How to contact us:

Phone: (02) 6962 8100

Fax: (02) 6962 7161

E-mail: [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au)

Web: [www.griffith.nsw.gov.au](http://www.griffith.nsw.gov.au)

#### Postal address:

The General Manager  
Griffith City Council  
PO Box 485  
GRIFFITH NSW 2680

#### Courier or Personal Delivery:

Customer Service Centre  
Ground Floor  
Griffith City Council Administration Building  
1 Benerembah Street  
GRIFFITH NSW 2680

**(SD-FO-232) INSTALL A MOVEABLE DWELLING**  
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**Development Application Matrix**

	Residential dwellings	Dual Occupancy	Multi unit housing	Alteration & additions to residential dwellings	Garage, Outbuilding, Awning, Carport, etc	Commercial/Industrial building	Alteration & additions to Commercial/Industrial	Demolition	Subdivision of land	Advertising sign	Home business	Septic tank / AWTS	Farm shed	Swimming pool	Applicant check list	Council check list
Site plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Statement of Environmental Effects		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓			
Floor plan	✓	✓	✓	✓	✓	✓	✓	*			✓		✓			
Elevation plan(s)	✓	✓	✓	✓	✓	✓	✓	*		✓			✓	✓		
Section plan(s)	○	○	○	○	○	○	○						■	○		
Engineers/footing details	○	○	○	○	○	○	○			■			○	○		
Specification of works	○	○	○	○	■	○	○									
Structural plans	■	■	■	■	■	■	■			■			■	■		
Shadow diagrams	*	*	*	*	*	*	*									
Landscaping plan	*	✓	✓	*	*	✓	✓	*	*		*	*	*			
Stormwater Drainage plan	○	✓	✓	✓	✓	✓	✓		*				✓			
Waste Management plan						*	*	✓			*		*			
Traffic Impact Statement / Study			*			*	*		*							
Traffic Control Plan	■	■	■	■	■	■	■	■	■		■		■			
Fire Safety Schedule						■	■				■		■			
Soil Classification Report	○	○	○	■	■	○	■			■			■			
Land Capability Study									*			*				
Land Contamination Report									*							
Site survey	*	*	*	*	*	*	*	*	*				*	*		
Heritage Impact Assessment	*	*	*	*	*	*	*	*	*	*	*		*			
Flora and fauna assessment	*	*	*	*	*	*	*	*	*				*			
Noise and vibration study	*	*	*	*		*	*	*	*							
Odour study	*	*	*	*		*	*		*							
Schedule of finishes	*	*	*	*	*	✓	✓			✓			*			
Erosion Control Plan	*	*	*	*	*	*	*	*	*							

- ✓ Indicates this information is required.
- Indicates this information is required if you are applying for a Construction Certificate or Complying Development Certificate.
- \*
- Indicates this information may be required if you are applying for a Construction Certificate.