

While not an exhaustive list, the following documentation should accompany an application for proposed installation work on a dwelling site located in a **Caravan Park/Camping Ground/Manufactured Homes Estate**:

- An M4 Activity Application Form. If the installation work will be undertaken on land owned by different parties, then the application should not be lodged without the consent of all owners.
- Where the application is not made by the operator of the caravan park/camping ground/manufactured home estate, then written confirmation from the operator verifying they have reviewed the proposal will need to accompany the application.
- Submit documentation that the caravan park/camping ground or manufactured home estate holders a current approval to operate.
- Community map highlighting the dwelling site subject to proposed works.
Scaled site plan showing:
 - location and dimension of site boundaries
 - layout of existing and proposed installations
 - separation distances between the proposed installation and site boundaries, as well as, distances from structures on any adjoining dwelling sites
 - location of proposed installation in relation to land boundaries if the dwelling site is located across different land allotments
 - location of structures in relation park boundaries if the dwelling site is adjacent to this boundary
- Dimensioned floor and elevation plans. These plans should show:
 - existing ground levels to Australian Height Datum
 - finished floor and ground levels in relation to Australian Height Datum
 - ceiling levels
 - window and door dimensions, if applicable
 - location of smoke detectors, if applicable
 - location of any mechanical fans, if applicable
 - location of any existing or proposed fire rated walls or other fire separation provisions
- Design specifications including details of materials and standard of compliance with regard to termite protection, glazing, smoke detectors, electrical wiring, plumbing, loading and wind resistance, footing and framing systems.
- Either submit a copy or provide verification that a copy of a structural engineers certificate verifying the structural soundness of the design will be obtained prior to undertaking any works.
- Written verification from the supplier in the case of relocatable/manufactured home that the major sections of the home are constructed and assembled at a place outside the caravan park/camping ground/manufactured homes estate and then transported to site for assembly. In relation to an associated structure verify it is component based for delivery ready for assembly.
- Report from an accredited practicing structural engineer verifying the flood resistance and capability of the installation if the installation will be situated on flood liable land.
- Proposal statement describing the suitability of proposal in relation to standards specified under the Regulation, consistency of proposal with other approvals associated with the operation of the caravan park/camping ground/manufactured home estate and other site specific considerations. This statement is like a statement of environmental effects and should include the following details:
 - site description
 - description of the proposed installation work and intended use of installation
 - whether the proposal is located on an approved dwelling site and the type of dwelling site (eg long or short time site)
 - whether the proposal will result in any changes to the community map
 - whether the proposal alters the type or total number of dwelling sites as approved under the existing "Approval to Operate"
 - whether the proposal complies with setback and site coverage limitations as specified by the regulation
 - whether the submitted plans and specifications complies in regard to termite management, plumbing and drainage codes, electrical code and any other relevant requirement as prescribed by the Regulation
 - the impact of the proposal on adjoining dwelling sites or properties (eg over-viewing and shading impacts)
 - whether the proposal is located on flood liable land and permissibility of the proposal in respect to Chapter E13 of Council's Development Control Plan
 - identifies the extent of any vegetation removal
 - identifies provision for sediment control and waste disposal
 - considers and addresses any constraints affecting the land, such as, whether the site is affected by a drainage and electrical easement, sewer main, aboriginal heritage, acid sulphate soils, etc.
- If a variation from the Regulation is proposed, the Section 68 – M4 activity application must be accompanied with Section 82 objection made under the Local Government Act. This objection should be prepared by an appropriately qualified person and provide qualified justification for the variation proposed.