New Moveable Dwellings, Including Modifications & Associated Structures Application 2025/2026

Made Under Section 68 Of The Local Government Act 1993 And Local Government Manufactured Home Estates; Caravan Parks; Camping Grounds And Moveable Dwellings Regulation 2005.

Lodgement, Assessment and Payment			
Preliminary Assessment	Sydney Lakeside Holiday Park 38 Lake Park Road Narrabeen NSW 2101		
Phone	02 9997 8254		
Lodgement after assessment and payment	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103
Phone:	1300 434 434		

Office use only	
Form ID	2026
TRIM Ref	C001553
Last Updated	July 2025
Business Unit	Environmental Compliance
Pay Code	General ledger. Scan documents to Property Officer.
Receipt No.	

NOTE: The application is required to have a preliminary assessment and determination (by Sydney Lakeside Holiday Park management), prior to lodgement and payment is made to Council.

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact the Sydney Lakeside Park Manager to access or correct your personal information

Lodgement Information

- Please read this form and the new moveable dwellings, including modifications and associated structures information sheet and checklist on page 3.
- Incomplete forms or illegible information will not be accepted.
- Lodge approved form and pay application fee at Councils customer service centre.
- This application must comply with:
    - Local Government Act 1993
        - Section 68 Approval
    - Local Government Regs (Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021
    - Pittwater Local Environment Plan 2014
    - Pittwater 21 Development Control Plan
    - Conditions of Consent
- Completed applications should be submitted to Sydney Lakeside Holiday Park Reception

Process

1. Submit completed application form and supporting documentation (2 x hard copies and 1x soft copy on USB) to Sydney Lakeside Reception.
2. Park Management undertakes initial review and once satisfied will return the application to Lakeside reception for collection by applicant. Applicant to submit application to Council Customer Service and pay application fee.
3. Council will engage the services of a Private Certifier (separate fees will apply, applicant to contact certifier directly for his fee schedule) to assess the application at which stage the following may occur:
    - Council approves application and sends approval letter and conditions of consent to applicant (copy to Park Management).
    - Council may request amendments/changes to application.
    - Council refuses the Application - Applicant notified and no further action.
4. Following approval, the Applicant may proceed with works in line with conditions of approval, but only after payment of all fees to Council and submission of a completed 'PC Agreement' and 'Notice of Commencement to Council'.
5. Within 7 days of completion, the Applicant must arrange obtain a Certificate of Compliance /Occupation Certificate from Council prior to occupation. Refer Compliance Checklist (Attachment 2).

Part 1: Applicants details

Title	◯ Mr ◯ Mrs ◯ Ms ◯ Other		
First name			
Last name			
Property site number			
Address			
Post Code			
Mobile		Alternative phone number	
Email			

Part 2: Proposed works

Please provide a description of your proposed works	
Estimated value of works	$

Part 3: Information required for application

The following checklist outlines the information required for your application	Supplied	
	Yes	No
SITE PLAN from a registered surveyor showing all dimensions of the site, distances to existing and proposed structures on the site and adjacent sites, floor heights, and total site coverage (including structures, ancillary structures and parking areas). A car parking space must be delineated on the plan.		
PLANS clearly detailing: (i) The extent of the proposed works, including elevations and sections detailing ceiling heights, lighting, ventilation, floor area and privacy screening (where applicable), drawn to a minimum scale of 1:100. (ii) Schedule of building materials to be used.		
SPECIFICATION from suitably qualified Structural Engineer of all proposed structural members i.e. any piers, footings or tie-down systems associated with any proposed works or proposed new moveable dwelling.		

Part 4: Copyright

The Applicant is advised that Council may make copies (including electronic copies) of the plans and accompanying documents for the purpose of complying with its obligations under the Local Government Act. The applicant is responsible for obtaining all copyright licenses necessary from the copyright owners for this purpose.

Part 5: Declaration/signatures (please tick)

I declare that the information provided on this form is accurate, complete and correct.			
I declare that I have attached all supporting documentation indicated.			
I understand that this is an application, and approval of this application is not guaranteed.			
Full Name:			
Signature		Date	

Part 6: Acceptance of application from Park Managers (please tick)

The application received is complete with all supporting documents.			
Park Management recommends application be sent onto Councils Certifier for assessment.			
Full Name:			
Signature		Date	

New Moveable Dwellings, including Modifications & Associated Structures Information Sheet & Checklist

northern beaches council

Introduction

Northern Beaches Council & Park Management are committed to providing a clear and efficient application process to the Lakeside Permanent Residents and is working toward achieving compliance throughout the Permanent Resident Section of Sydney Lakeside Holiday Park.

This document is a guide only and has been prepared in accordance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021, Pittwater 21 Development Control Plan and Section 68 of the Local Government Act 1993. All building works and improvements must comply with the above.

No approval for additional works will be granted where a non-compliance with these standards currently exists. Sites must be compliant at the time of making any application for improvement.

Part 1: The Site

A moveable dwelling being a manufactured home, associated dwelling or associated structure must be located in compliance with the following:

a. Not installed closer to any other moveable dwelling than 3.0 metres
b. 3.0 metres from any park boundary
c. Set back by 1.0 metres back from any access road.
   - Moveable dwellings and all associated structures are to be less than 66% area usage of the total long term site area. (Refer Attachment 1).
   - Any proposed improvements to long term sites require a Survey Plan prepared by a Registered Surveyor clearly showing the existing boundaries, structures, floor level and their dimensions.

Part 2: Safety

- All persons who can affect health and safety at the park have a duty of care to ensure the safety of themselves and others. The installation and maintenance of dwellings upon long term sites must be done in ways as to minimise any risk of injury to other persons or property.
- All Contractors working on-site must have current insurances and check in with Park Management on arrival and comply with relevant WorkCover and OH&S Legislation.
- Hours of work on site are limited to 7am to 5pm Monday to Friday and 7am to 1 pm Saturday only.

Part 3: Height

Single level dwelling only that is to be no higher than 8.5 metres from the ground.

Part 4: Dwellings & structures

All structures on long term sites shall comply with the following:

a. Be placed, erected or constructed to comply with the conditions and setbacks in accordance with State Regulations and the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.
b. Be restrained in accordance with the specifications of a practising Structural Engineer to withstand the wind forces applicable to the terrain category in which the long term site is located.
c. Support the orderly development, aesthetic attributes, amenity and general safety of the park.
d. It is understood that any structures or improvements undertaken without prior approval from Park Management and Council, will need to be removed within 14 days of being advised. An application form is required to be completed and submitted.
e. All new or improved structures should be sited with a finished floor level of at least 3.53 metres AHD (at the Flood Planning Level).
f. Structural stability of the dwelling is to be verified by a suitably qualified structural engineer considering lateral flood flow, buoyancy, suction effects and debris load impacts of 1% AEP design flood depths and velocities.
g. All building material below 3.53 metres AHD shall be made of flood compatible materials.
h. The dwelling is to be well maintained and presented in a neat and tidy condition.
i. Colour and paintwork of the dwelling and associated structures is to be in accordance with original manufactured colour scheme. Should a principal occupant desire a colour substantially different to the original, approval from Park Management is required. The colour of the dwelling needs to fit in with the existing aesthetics of the park.
j. No applications will be approved while there are non-compliant structures on site. Rectification works are to be completed prior to approval.

Part 5: All dwellings on Long Term sites MUST:

a. Be connected to the site water supply and sewerage inlet with all pipes and fittings relating to water supply, sewerage or storm water drainage installed in accordance with the Plumbing and Drainage Code of Practice and the requirements of Council.
b. Contain an internal shower, toilet and basin (applicable to new dwellings only).
c. Contain a hot water supply installed with a new solar or energy efficient rated system (applicable to new dwellings only).
d. Contain shower installed with water saving shower head.
e. It is understood that connection to the power, water and sewerage provided by Council is at the cost of the site holder.

Part 6: Fire equipment and control

A moveable dwelling must be equipped with automatic fire detection and alarm system:

a. Principal occupants are to ensure that an appropriate fire extinguisher of minimum 1kg capacity is provided in a readily accessible position in the case of fire.
b. Principal occupants must ensure they have sufficient knowledge of any fire equipment to ensure they react appropriately in an emergency situation.

Part 7: Electrical installations, alterations and supply connection

All electrical wiring, installations and alterations that may be carried out within moveable dwelling must comply with the requirements of AS/NZS 3000:2007, Electrical installations (known as the Australian/New Zealand Wiring Rules).
All electrical equipment, power points, wiring, fuel lines or any other service pipes and connections associated with the dwelling must be waterproofed or raised to 3.53 metres AHD.

Part 8: Maintenance

Principal occupants shall ensure that:

a. All structures erected upon long term sites are to be kept in a condition that is safe and healthy to use.
b. No hazardous items are to be left on grounds.
c. Furniture and other items left on patios or verandas are also to be neat and tidy.
d. No accumulation of rubbish and unwanted goods occurs.
e. No storage of motor vehicles that are unregistered or in a state of disrepair etc. occurs.

Part 9: Verandahs/decks

Verandahs / decks are permitted with Park Management and Council approval under the following conditions:

a. An application form is required to be completed and submitted.
b. Must accord with the setback and site coverage requirements.
c. Must be in scale and constructed with compatible materials.
d. Must not exceed the overall width of the dwelling and depth greater than 2.4 metres, with each application considered on its merit.
e. A verandah may only be placed on two sides as a maximum dependent on the width and ratio to coverage of site.

Part 10: Driveways (parking pads) and paving

Driveways and other hard surface areas are permitted and:

a. May be either paved using segmented pavers placed on a compacted base or a concrete slab.
b. Shall be graded to allow drainage and prevent the pooling of water.

Part 11: Landscaping

Long term site occupants are encouraged to landscape their sites subject to the following conditions:

a. Landscaping within 1.0 metre of any access way is not permitted unless approved by Park Management.
b. Trees and plants capable of exceeding 1.0 metre in height shall not be planted in the park without Park Management approval. You should write to Park Management with details including species and reasoning to support your request.
c. All approved landscaping is to be maintained in a neat, tidy and healthy condition.
d. If requesting for a tree to be removed or pruned, a Tree Assessment Application form is required to be completed and submitted (available at Sydney Lakeside Reception) to arrange for an assessment to be conducted by Councils Tree Officer. Note, in some circumstances, if the request for tree removal or pruning is not considered to be necessary by Councils Tree Officer, the occupant may be able to have these works undertaken at their own cost subject to Council approval.

Part 12: Garden sheds

Garden sheds are permitted with Park Management and Council approval under the following conditions:

1. Do not exceed 10 square metres in size.
2. Are made of Colourbond, in a colour that fits the existing aesthetics of the park.

Part 13: Fencing

a. Fencing is allowed, however requires approval from Park Management. Please submit a site plan with this form and submit to Park Management for approval. The fencing must be set within the boundary of the site and must be no higher than 1.8 metres in height.
b. Fencing must be timber or Colourbond with colour fitting with the parks aesthetics.
c. All fencing on the property must be flood compatible.
d. Details of the materials, contractor intended to be engaged, and acknowledgement of agreement in writing from all involved parties on shared boundaries is to be provided.

Part 14: Clotheslines

Clotheslines are permitted providing the clothesline is:

a. Of a fold-up nature and affixed or erected adjacent to the side or rear of the dwelling.
b. Located so as not to overlap any site boundary when in use.
c. Able to be folded up (closed) when not in use.

No approval required as long as the standards referred to herein are adhered to.

Part 15: Garages, carports and car spaces

a. Garages are not permitted.
b. Car spaces are permitted subject to approval regarding size and location.
c. Carports are permitted with approval from Park Management and Council. An application form is required to be completed and submitted. The carport will be included in the overall coverage of 66% and requires a 1.0 metre set back from street frontage.
d. Vehicle barriers or restraints are to be provided around the car space and carport structure to prevent floating vehicles from leaving the site when site is located below 3.03 metres AHD.

Part 16: Boats and trailers

a. Storage of boats and trailers is permitted provided that they are stored totally within the confines of the designated site, do not encroach onto adjoining sites or cause a nuisance to other park occupants. Any boat or trailer must be firmly stored in a stable position.
b. No responsibility will be accepted by the Park Management or Council for damage, theft or any other costs whatsoever.

Part 17: Fees and bond

Fees are subject to change as of 1 July each year. Fee should be paid by cheque in favour of Northern Beaches Council and submitted along with completed application to Park Management.

Initial Application		Post Approval and Prior to Construction	
Fee	$360 (incl.GST) NON-REFUNDABLE	Principal Certifying Agreement	$382 (incl.GST)
		Footings inspection	$290 (incl.GST)
		Final Inspection	$290 (incl.GST)
		Completion Certificate	$285 (incl.GST)
		Additional Inspection (if required)	$290 (incl.GST)

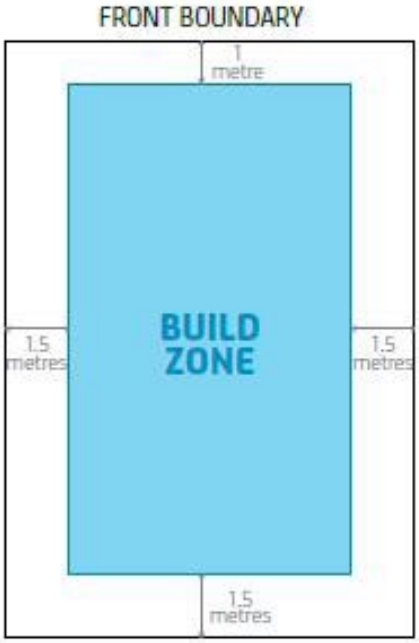
Building building works security deposit	The bond will be returned after council's compliance department issues the final occupation Certificate	5% of estimated value of work or $2500 whichever is greater
The bond is refundable on completion of works, providing there is no damage caused to infrastructure and or/ Lakeside property.		

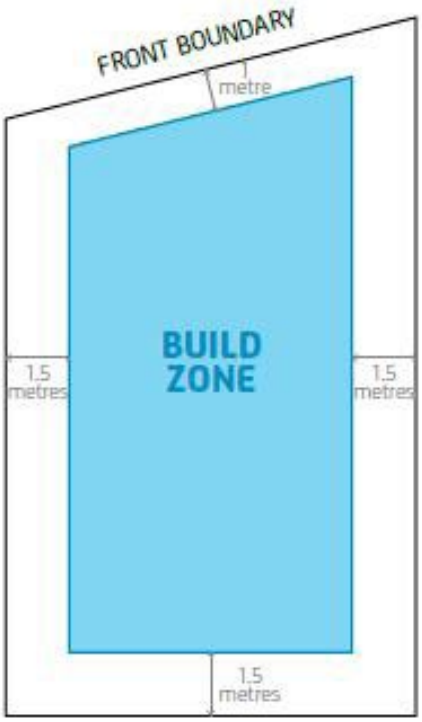
Part 18: Attachment 1 - Examples of Allowable Construction Footprint

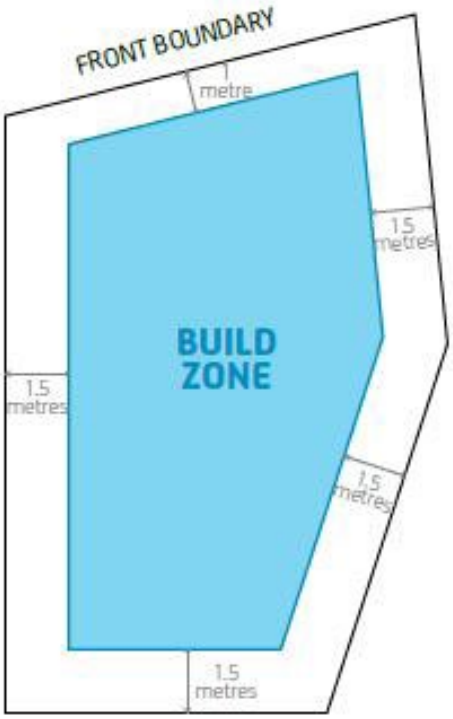
Examples of allowable construction footprint at Sydney Lakeside Holiday Park

MINIMUM SETBACKS:
Front boundary - 1 metre
Side boundary - 1.5 metres
Rear boundary - 1.5 metres

Note: Dwellings and associated structures are not to be more than 66% of the total lot size.







Part 19: Attachment 2 - Letter of Compliance checklist

Within 7 days of installation of a new dwelling or completion of modification works, the following information must be submitted to Northern Beaches Council Attention: Senior Property Officer, requesting a Certificate of Compliance / Occupation Certificate for your new dwelling along with a cheque for $385 (Inc GST) in favour of Northern Beaches Council. Note where an additional inspection is required to obtain a Certificate of Completion - fee is $285 (inc GST) / Occupation Certificate - fee is $290 (inc GST) per inspection is required to be paid):	Supplied	
	Yes	No
A copy of approved plans	◯	◯
A copy of conditions of consent	◯	◯
Identification survey confirming front and side setbacks, floor level of installed dwelling and car park level	◯	◯
All certificates required under conditions of approval to be signed by the issuing companies representative	◯	◯
Smoke alarm certificate	◯	◯
Letter from the Engineer confirming: o The dwelling has been installed in line with the engineers design requirements o Detail around footings and confirmation of compliance upon installation o Confirmation the dwelling will not unreasonably restrict overland flow of water in a 1:100 year flood event.	◯	◯
A copy of your completed SES Home Emergency Plan	◯	◯
Confirmation you have obtained a copy of Sydney Lakeside Flood Emergency Plan	◯	◯
On receipt of the above, Council's Certifier will contact you to arrange an inspection.		