



Work Approval Process

It great to hear you are considering making improvements to enhance your annual van. To begin this process Lang Lang Foreshore committee of management, require the attached documentation to be completed **PRIOR** to the beginning of any works. We would also strongly recommend the following.

- You contact Bass Coast Shire to confirm if you are required to obtain any additional council building permits.
- Refer to [Siting-and-Design-Guidelines_May2020_WEB.pdf \(marineandcoasts.vic.gov.au\)](#)
- Refer to DEWLP Use, development and works on Marine and Coastal Crown Land Fact sheet (attached)

Any work that is carried out, that has not been formally approved may be removed or rectified by park management at the site holder's expense. Trades persons will be asked to stop all works if the site holder has not received an Approved Caravan Modification or Installation Request from the committee of management.

Any work that you intend to carry out yourself must be of a standard that will be acceptable by park management. Please consider using qualified trades persons. If a tradesperson is carrying out work on your behalf, they are required to provide a copy of their public liability. All electrical and plumbing work **must** be carried out by registered tradespeople, in addition a compliance certificate **must** be supplied to the office once the work is complete.

Keys will not be handed out to trades persons unless we have prior permission by the site holder. All keys are required to be signed, in and out of the office.

No building work is to be carried out during the following peak periods:

- 23rd December – 1st February
- Spring/Summer/Autumn School Holidays,
- All Public Holidays, including weekends associated with them

We look forward to receiving the Caravan Modification or Installation Request form and thank you for your enthusiasm to continue to improve the park and its surroundings.

Kind Regards

Cathy & Dean
(on behalf of the Lang Lang Committee of Management)