

## **A Guide to the Victorian Caravan Park Regulations 2010 (revised April 2017)**

### **Part 3—Annexes**

#### **Design and construction**

This part of the schedule sets out the technical specifications for the construction of rigid annexes. These specifications establish minimum standards of damp and weather-proofing, natural light and ventilation to protect the health and amenity of users.

Rigid annexes must be constructed to comply with Australian Standard AS/NZS 1170.1 and AS/NZS 1170.2. These specify standards for the structural integrity of the dwelling using a design terrain category of not less than 2.5 (this reflects the current industry methodology but does not apply an increased standard from the 1999 Regulations).

A rigid annexe may be up to 3.6 metres in width but must be no longer than the body of the movable dwelling to which it is attached, regardless of whether it is attached to a registered movable dwelling (i.e. caravan) or a UMD. These measurements refer to the enclosed area of the annexe and do not include a deck or verandah which is attached to the annexe.

Where a caravan park is in a flood prone area, and the floor of an annexe is to be raised up to the floor height of the attached caravan, the roof height of the annexe may protrude above the roof height of the attached caravan by the same amount (so the interior ceiling height is not reduced by raising the floor).

#### **Installation**

The installation requirements for a rigid annexe (as for UMDs) are set out in clause 4 of Schedule 3 (discussed above).

The installation requirements set out in this section refer to the movable dwelling to which the annexe is attached. They require that the caravan or UMD is securely installed and will not move independently of the annexe. These specifications also provide for adequate ventilation and natural light by setting requirements for window areas in the caravan or UMD to which the annexe is attached.

#### **Compliance plate**

Compliance plates are an important aspect of the self-certification of construction standards. A person who constructs a UMD or rigid annexe to be installed in a caravan park must be able to state on the compliance plate that the dwelling complies with the Regulations (and include their name and address along with the year of construction). Seeking advice from a Registered Building Practitioner is recommended to confirm that compliance has been achieved. A compliance plate must be permanently fixed on to a UMD (including “ensuite” type UMDs) or rigid annexe at construction. A compliance plate should also be provided if additions (such as a deck or verandah) or alterations (such as increasing the size of a dwelling) are undertaken following initial installation.

#### **Movable dwelling must not be installed without compliance plate**

A person must not install a UMD or a rigid annexe into a caravan park unless it has a compliance plate. This requirement applies to new or relocated UMDs or rigid annexes, but not to those constructed prior to 1 November 1993 (when the requirement first came into effect), unless they are to be relocated.

#### **Design information to be provided on sale of movable dwelling**

The seller of a UMD or rigid annexe must provide the purchaser with a set of installation designs appropriate to its location. For subsequent installations, there is no obligation to update or change

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this information. However, the documentation originally provided with the dwelling should be handed on to the new owner.

### **Notice to council**

The notice to council is another part of the certification process for the construction and installation of movable dwellings in caravan parks. A person who intends to install a UMD or rigid annexe in a caravan park must inform council of this **prior to the installation** by sending the council the details of the proposed installation including details of the siting, the structural design of the dwelling and details of the installation at least 7 days before installation, or earlier if required by council.

The notice to council provides the council with the opportunity to check whether the installation has any implications for planning, fire safety or emergency management, and to ensure that the park facilities and amenities are sufficient. Where a new installation is replacing a previous similar dwelling, the council may still need to check compliance with the fire separation requirements.

Unless planning consent is required, there is no need to obtain permission from the council prior to the installation of a UMD or rigid annexe in a caravan park. However, council can take enforcement action if it finds that a dwelling installation is non-compliant. Also if planning consent is required (this will depend on a council's planning scheme and varies between councils) a council has powers under the *Planning and Environment Act 1987* to prevent works which do not have a relevant planning permit.

### **Installation certificate**

A person must obtain the approval of the caravan park owner before installing a UMD or rigid annexe in a caravan park. An installation certificate must be provided to the owner of a UMD or rigid annexe by the person who installs the dwelling. The owner must then provide a copy of the installation certificate to the caravan park owner and the council within 7 days of the installation occurring. The installation certificate forms another key part of the self-certification compliance process which the Regulations require.

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