**Residential Tenancies Factsheet 2012**

Environmental Health Services

Construction and installation of an unregisterable movable dwelling or rigid annex

Should you wish to install an unregisterable movable dwelling (UMD) or a rigid annex (RA) in a caravan park, you must comply with the provisions of the Residential Tenancies (Caravan Parks and Moveable Dwellings Regulation and Standards) Regulations 1999, including:

1. Complying with the construction, design and installation standards of the Regulations;
2. You must not build or place any structure on your site or in the caravan park, without written consent from the caravan park owner;
3. A notice form must be given to Wyndham City at least 7 days before installation, this form can be requested from council and must include:
* The structural specifications, design and installation information;
* A site plan showing the location of the unit and distance between other structures;
1. The location of the UMD or RA must comply with the requirements of Regulation 21, Fire prevention and safety – access and separation. A copy of the Country Fire Authority (CFA) Fire Safety guidelines can be downloaded at:

<http://www.cfa.vic.gov.au/fm_files/attachments/plan_and_prepare/caravan-park-fire-safety-guideline-web.pdf>.

1. A person who constructs a UMD or RA must place a compliance plate on the structure with the following information:
* Name and address of the person who constructed the dwelling or annexe;
* The year the dwelling or annexe was constructed;
* A statement that the UMB or RA complies with the regulations.
1. Once a UMD or RA is installed in the caravan park, the installer must provide the owner of the structure with an installation certificate.
2. The owner of the UMD or RA must submit a copy of this installation certificate to the caravan park owner and Wyndham Council within 7 days of installation.

**NB:** sheds, carports and other structures are not permitted in a caravan park without Council approval.

It is strongly recommended that you contact an Environmental Health Officer, to discuss your requirements before submitting an application. Please contact Wyndham City, Environment Health Unit on 9742 0738 or email mail@wyndham.vic.gov.au.