



Southern Drive, Busselton WA 6280  
All Correspondence to: The Chief Executive Officer,  
Locked Bag 1, Busselton WA 6280  
Ph: (08) 9781 0444 – Fax: (08) 9752 4958  
Email: [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)  
Web: [www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

## GUIDELINE TO APPLYING FOR A PARK HOME

**Please ensure the following information is included with your application:**

1. Written approval from the person licensed to operate the caravan park;
2. A certificate signed and dated by a registered builder, stating that the park home has been constructed in accordance with the requirements of the Building Code;
3. A certificate signed and dated by a builder registered under the Builder's Registration Act 1939 stating:
  - (a) that the builder has built, or supervised the building of the park home;
  - (b) that the park home has been constructed in accordance with the requirements of the Building Code applicable with respect to the class or classes, specified in the certificate; and
  - (c) the year in which the park home was constructed and the name of the person who constructed the park home;
4. A certificate signed and dated by a professional engineer stating:
  - (a) that in the opinion of the engineer the park home will be structurally sound; if assembled in accordance with the manufacturer's instructions provided with the park home;
  - (b) the wind velocity that the Park Home, if assembled in accordance with the manufacturer's instruction, has been constructed to withstand;
  - (c) that the chassis, axles and wheels of the park home, or each component of the park home, are adequate structurally to bear the weight of the park home or component to which they are attached, to be drawn by another vehicle without structural alteration or damage to the park home;
5. Two sets of plans of the park showing the proposed site of the park home in relation to all other sites, road and buildings. Please state distances from all structures on the plans;
6. Two sets of plans of the park home showing locations of the smoke alarm/s;
7. A payment of **\$216** per park home

### Water Supply

If the caravan park is connected to scheme water, check with either the Busselton Water Board or the Water Corporation (Dunsborough supply) for requirements regarding connection to the water supply;

## **Effluent Disposal**

Please provide information relating to effluent disposal from the park home.

1. Written statement relating to connection to deep sewerage;
2. Plan showing connection of the park home into an existing septic tank system. Details of the existing system are required, i.e.: location and size of septic tank/s and leach drains;
3. Application to install a new septic tank system. Application forms are available from Environmental Health Services.

## **Inspection**

An inspection of the park home is required prior to its occupation. Please phone Environmental Health Services on 9781 0444 to arrange a time for the inspection.

**Please note: Applications cannot be processed until all relevant information has been received**