



WAIPU COVE RESERVE BOARD POLICY DOCUMENT

ANNUAL SITE DEVELOPMENT REGULATIONS

This signed document, along with a plan and detail of any proposed works, must be submitted for approval to the board via management prior to commencement of work. Upon completion, Management is to be notified to conduct a compliance inspection accompanied by a current board member, before final sign off.

The board recently completed best practice research into what guidelines other camp grounds have in place for the development of annual sites including transportable dwellings.

We have based many of the changes in this document around our findings and have taken into consideration the visual impact throughout the camp and the perceived permanency of many of the existing dwellings.

The term "Transportable Dwelling" refers to any main dwelling unit, be it home built or professionally built. This also includes Caravans. An "Awning" is a detachable extension to the main dwelling

1. A full set of accurate and complete plans detailing as follows:
 - A comprehensive site plan showing the position of the proposal in relation to all boundaries.
 - Accurate measurements detailing total site coverage including decking in sqm and percentage, and percentage of awning in relation to main dwelling.
 - Elevations detailing heights in relation to ground and finished floor.
 - A comprehensive list of materials proposed including cladding, roofing, external roof and wall colours and fastenings.
 - A comprehensive Health and Safety management plan covering how you propose to transport any dwellings within the camp and what measures you will take to secure your site and create a safe working environment during the assembly and disassembly process.
2. Management must be advised one week prior to delivery.
3. Placement on site must be supervised by management.
4. All new Transportable Dwellings must be towed into the camp ground to be sited. If they are transported on a flat deck truck, they must be offloaded in the car park and towed into the camp by traditional tow bar to draw bar method.
5. Evidence is required that shows the trailer units have been built to WOF standard and can safely support the total weight of the structure.
6. All Draw bars must be easily accessible by a tow vehicle without disruption to other sites.
7. Any wheels/chassis designed to make these trailers towable must remain secure on the trailer. All Transportable Dwellings must be able to be connected to a tow bar and towed out of the camp if the need arises. *(It is understood that in most cases some time and effort would be required to reposition the vehicle back onto the ground first in order to complete this task).*



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8. The maximum total length of a transportable dwelling cannot exceed 8.5 meters, and the maximum total width cannot exceed 3.0 metres. You must be 1.5 meters off all boundaries and or maintain a 3 metre fire separation between living quarters.
9. Total site coverage including decking cannot exceed 70% or to a Maximum of 63 square meters. All construction must sit ON the ground.
10. Your Transportable Dwellings must be positioned to take into consideration ease of access to both your site and neighbouring sites.
11. No levelling or raising of ground level will be permitted without written consent from the board.
12. With the exception of clause 18. No permanent roof cover will be permitted outside your leisure built and hard awning areas,
13. No part of the building (including open doors/windows) is to extend over the site boundary.
14. All efforts must be taken to keep the finished floor as close to the ground as possible. The finished floor level must not exceed 700 mm above ground
15. The maximum height from the floor to the top of the highest point on the roof cannot exceed 2.8 metres
16. No retaining walls, wind breaks, cloths lines, cobble stones paths or any other structure on or above the ground will be permitted without written consent from the board.
17. Tents will be permitted only if there is no awning fitted to the main dwelling. Tents cannot exceed 80% of the floor space of the main dwelling and must comply with all boundary regulations
18. If your main dwelling is 3.0 mtrs wide the awning cannot exceed 80% of the size of the main dwelling floor area. You may have a hard roof over the remaining 20 % and clear drop down sides, but this area cannot be used as sleeping accommodation. Any Transportable Dwelling up to 2.4 metres wide and a maximum of 8.5 metres long can have a full-length awning to a maximum of 2.4 wide.
19. The awning must be next to and attached to the main building in the same direction as the main building.
20. Awnings are only permitted in conjunction with a dedicated caravan or trailer home and shall not be constructed on permanent flooring or foundations.
21. The basic building excluding the awning must be a standalone unit. The internal entrance between the main dwelling and the awning cannot be wider than 900 mm. and must be secured by a weather proof exterior grade door.
22. The total width of the awning must not be wider that the total width of the main dwelling



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23. Awning - We now require that any awning component must be constructed on a trailer similar to the main dwelling. All awnings must be a complete and transportable separate self-supporting, structurally sound unit that can then be positioned adjacent to the main dwelling and connected via approved methods. As with the main dwelling, the trailer component of the awning must be suitable for purpose and once sited must remain as a trailer with the wheels fitted.
24. Cladding shall be limited to colour steel, Palliside or similar permanent low maintenance materials. Materials such as “non-colour steel” corrugated iron, galvanised sheeting and timber weather boards will not be permitted. Some discretion will be given to the use of approved exterior grade cladding systems such as “Shadowclad” ply. This will be conditional that the panels are paint finished to a high standard and that if the finish is compromised by age or weather you may be asked to restore the finish to its original condition as it was when signed off (stain will not be permitted). You will need to supply details of the paint colours you propose to use when you submit your application. It is accepted that in most cases the awning roof and walls are “mechanically fixed” to the main dwelling using pop rivets, screws or other similar easy release systems. Evidence must be provided to show that they can be disconnected without having to be de-constructed. We will now stipulate that if the structure needs to be separated for the purpose of removing it from, or re-siting it within the camp you will be required to indicate in your application how long you believe it will take to complete this exercise. The board will have ultimate discretion over this and common sense will prevail.
25. Awning Roof – As we now stipulate that the awning must be structurally sound, self-supporting and constructed on a trailer, we will allow the use of timber framing in the construction of awnings including the structure that supports the roofing material. Corrugated colour steel roofing will be permitted with evidence that it has been secured in accordance with standard practice.
26. No concrete is to be used in the construction of any building/deck.
27. It is the site holder’s responsibility to remove any left-over building materials and rubbish in a timely manner prior to sign-off
28. Grey water connections are compulsory. Connection to a Boss junction must be carried out by a registered plumber/drainage layer prior to sign off
29. Electrical WOF must be produced and given to management before connecting to the camp’s power supply. Where electrical wiring extends into an awning, evidence must be provided to show that this is certified by a qualified electrician.
30. No plumbed-in toilets, no dishwashers, no washing machines, and no waste disposals permitted.
31. A full interior and exterior inspection will be carried out by management (accompanied by a representative from the board) before final sign off.
32. Any construction work must be completed prior to the 1st of December and not before the 30th of April. No on-site construction will be permitted during public holiday weekends.



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33. Selling or Moving - In the event that you sell your transportable dwelling and or re-position it within the camp, it is your responsibility to provide evidence to the camp manager prior to moving that you have ensured that the wheels, axles and draw bar are secure and in good condition. If you are not qualified or unable to determine this, you may be required to have a heavy vehicle transport specialist present to supervise the move. Any movements must take place outside the no construction dates
34. The Dwelling must have a suitable skirt of canvas or vinyl covering from the base to ground level. Other materials such as timber trellis and ply wood may be considered but this will be at the discretion of the board and any such material will need to be detailed on the application.
35. The area under the dwelling must be accessible for inspection.
36. All sliding, and hinged doors or windows within 900 mm from the finished floor level shall be recognised 'A' grade safety glass
37. All ash's will be expected to maintain their site and keep their Transportable Dwellings including Caravans clean, tidy and well presented
38. If you have purchased a Transportable dwelling that is currently sited in the camp and you wish to move it to another site, all these regulations will apply
39. We recommend that you provide a copy of these regulations to the company or individual you contract to construct any dwelling or awning prior to commencement

“The board reserves the right to reject any application in part or in full”.

It is the boards intention that these rules are designed to allow campers a degree of comfort while also maintaining the “spirit of camping”.

The Board are aware there are a number of Transportable Dwellings that do not comply with some of these regulations. Exceeding the maximum dimensions allowed is an issue for some, along with what the Board considers to be over-development of sites.

It is not our intention at this stage to require existing “buildings” to be made to comply with every regulation, but the board, at their discretion, may request that some additional development be removed.

If you do not comply with one or more of these regulations, and wish to seek advice on how to gain compliance, please contact the camp managers.

Some leniency will be awarded to existing applications that have yet to be completed.



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PLEASE FILL IN THE FOLLOWING AND RETURN THE COMPLETED FORM TO CAMP MANAGEMENT.

This APPLICATION is for a;

- Transportable Dwelling
- Solid awning
- Solid roof
- Other:

(Please circle)

NAME:

SITE NUMBER:

In signing this document I/we have read, understood and agree to comply with the above annual site development regulations.

SITE HOLDERS SIGNATURE:

DATE

Management will require at least 30 days to process this application.

Once completed the structure will be inspected for compliance by:

Manager

Signed

Board member

Signed

Office use:

	Initial	Date
Site File		
Database updated		