

Manufactured homes Form 10



Application for registration as a residential park

Manufactured Homes (Residential Parks) Act 2003 (Section 18A)

This form is effective from 20 February 2025

Important

The *Manufactured Homes (Residential Parks) Act 2003* (the Act) requires a park owner to apply to register a new park. It is an offence to operate an unregistered park. All residential parks currently recorded will be considered registered.

The chief executive requires the information in this form to be provided to ensure a proposed new residential park is suitable for registration.

The chief executive can request relevant information from park owners to ensure the register remains up to date. Park owners must also provide information in the approved form, advising the chief executive of any changes in the information provided in this form or in the information contained in the record for the residential park.

Instructions

Please use **BLOCK** letters when you complete this form by hand. Attach extra sheets if necessary. All references to dates should be in DD/MM/YYYY.

Failure to correctly complete this form or provide all information, fees (if applicable) and documents requested, may result in the application being returned to you for completion which will delay the assessment of your registration.

Privacy statement – please read

The Department of Housing and Public Works (the department) is collecting information including personal information, on this form for the purposes of the Act. In accordance with the Act, some personal information and business information is placed on a register that may be inspected by the public. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

Part 1 – Residential park details

1 Park name and address

Please provide details of the residential park and its full address.

Park name

Street address

.....

Suburb State Post code

Postal address (if different from above)

.....

Suburb State Post code

.....

Park phone

Park email

Web address

2 Real property description of residential park land

Real property description for residential park

.....

.....

3 Site rent

Please provide details of the site rent in the park.

The **weekly** site rent proposed to be charged to home owners during the first year of operation falls within which of the following ranges (select multiple if required):

- | | |
|------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Less than \$100 | <input type="checkbox"/> \$101 - \$150 |
| <input type="checkbox"/> \$151 - \$200 | <input type="checkbox"/> \$201 - \$250 |
| <input type="checkbox"/> \$251 - \$300 | <input type="checkbox"/> \$301 - \$350 |
| <input type="checkbox"/> \$351 - \$400 | <input type="checkbox"/> \$401 - \$450 |
| <input type="checkbox"/> \$451 - \$500 | <input type="checkbox"/> Greater than \$500 |

(Note: This may be an estimate made at the time of application which is subject to change. Once the park has commenced operating, the Residential Park Comparison document for the park must contain accurate details about the amount of site charged).

4 Park type and size

☐ Purpose-built (owner-occupier homes only) ☐ Mixed-use

Proposed number of manufactured homes sites when the park commences operation?

.....

The number of other accommodation sites estimated to be available in the park when it commences operation?

.....

How many sites are proposed to be available when development of the park is complete?

Manufactured home sites.....

Other dwellings (if applicable)

	<p>Is this a staged development? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If it is a staged development, please use the additional information page at the end of this form to detail the proposed number and types of sites at completion of each stage.</p>
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Part 2 – Ownership details

<p>5 Park Owner</p> <p>Please provide details of the residential park owners including contact details.</p> <p>If there is more than one park owner, please attach additional page with relevant details.</p>	<p><input type="checkbox"/> Individual owner/s</p> <p>Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify)</p> <p>Full name(s)</p> <p><input type="checkbox"/> Corporate owner</p> <p>Full company / corporation name</p> <p>.....</p> <p>Australian Company Number (ACN)</p> <p>Australian Business Number (ABN)</p> <p>Business address</p> <p>.....</p> <p>.....</p> <p>Suburb State Post code</p> <p>Phone number</p> <p>Email address</p> <p>Is the park owner a subsidiary company? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of holding company (if applicable)</p> <p>.....</p>
<p>6 Details of preferred contact person</p> <p>Please provide details of contact person if different from park owner.</p>	<p>Primary contact for department enquiries</p> <p>Position / title</p> <p>Phone number</p> <p>Email address</p> <p>Mailing address for correspondence and formal notices</p> <p>.....</p> <p>.....</p>

Please provide details of any parks owned by the same park owner or operating under a shared name or branding and details of any subsidiary and/or holding companies related to this park.

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.....

Please detail the facilities to be provided when the park commences operation.

[illegible]

Part 4 – Supporting documents

9 Supporting documentation

These documents **MUST** be provided at the time of application.

- ☐ Park rules
- ☐ Emergency plan
- ☐ A copy of development approvals for the residential park
- ☐ An example or template site agreement proposed to be provided to prospective home owners
- ☐ An example or template contract for the sale of manufactured homes proposed to be provided to prospective home owners

Part 5 – Declarations

10 Declarations about this application

To be signed by the applicant/s or, in the case of a corporation, by two directors or a director and the secretary.

I/we have made appropriate enquiries and to the best of my/our knowledge all details in or with this application have been provided honestly and correctly.

Signature

Signatory (print name)

Director ID (if applicable)

Position/title Date signed
DD / MM / YYYY

Signature

Signatory (print name)

Director ID (if applicable)

Position/title Date signed
DD / MM / YYYY

Additional Information