



Moveable Dwelling Alterations



Churches of Christ Housing Services has responsibility as landlord for managing the various compliance requirements of Bongaree Park. Residents also have responsibility for ensuring compliance with these obligations—in particular when altering a dwelling.

Residents have the right to improve their home, but only once written approval has been issued by park management and all necessary permits (for example; planning permission or building approval) have been considered.

Alterations undertaken without approval or certification, is a breach of the tenancy agreement and may result in the need to remove the fixture at the resident's cost.

Alterations can be defined as any modification or installation of:

- external doors and windows
- external structure such as sheds or greenhouses
- fencing or screening
- balconies
- garages and carports
- patios and decking
- annexes and awnings
- driveways
- services including electrical, gas and plumbing.

What is the process for applying to make an alteration to my home?

1. Complete a *'Property Alterations and Improvement Application'* and return it to our office. The application must be completed in full and include supporting documents such as plans and quotes from contractors. The supporting documentation must also include details of how you or your contractor intends to meet any planning or building permit requirements.
 - Plans must show the extent of the alteration including the size, materials and the details of the contractor who will carry out the work.
 - Building and plumbing approvals must also be provided before any work commences.
2. We will assess your application considering the:
 - necessity and appropriateness of the alteration, including impact on neighbours.
 - future implications of the alteration, including the ability to maintain it and the capacity to remove it at the end of the tenancy if required.
3. An outcome will be provided in writing once all required specifications and documents are received and your application has been assessed.
4. If your application is declined, you have the right to lodge an appeal, as detailed in our *'Feedback, Complaints and Appeals Brochure'*.
5. If your application is approved, the conditions or guidelines to proceed will be outlined in an approval letter, including the timeframe in which work must be complete.



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What type of work requires assessment and certification?

The dwelling's owner is responsible for ensuring the necessary certifications and approvals are obtained from an appropriately licensed building certifier.

If you are unsure whether the work you are considering requires certification, contact the council or a private building certifier for independent advice. It is good practice to request a response in writing for future reference and to provide a copy with your application.

More information about assessable building works and licensed building certifiers is available on the Moreton Bay Regional Council website at [www.moretonbay.qld.gov.au].

All costs and fees associated with the process are the responsibility of the owner.

Building Approval

Building work, including minor alterations, must be carried out by an appropriately qualified contractor with the necessary licences and insurance (NB. building work under \$3,300, including materials, does not require a licenced builder).

Building approval must always be obtained through a building certifier for construction of any solid sheet annexe, carport or solid roofed patio.

All plumbing and electrical work must be carried out by a licensed contractor.

Approval Guidelines

Alteration approvals are at the discretion of park management regardless of any precedent.

All hard annexes, carports and patios must be manufactured offsite (*only to be assembled onsite*) and must be constructed of materials, and have an appearance, compatible with the amenity of the park—in the opinion of park management.

Hard annexes (*aluminium or solid sheeting*) must:

- be clear of any internal road boundary by a minimum of 2 meters, side boundaries by a minimum of 1.5 meters; solid structures by a minimum of 1.8 meters; and
- not be greater in length or height than the dwelling to which it is attached and not protrude beyond the front or rear walls of the dwelling; and
- not be greater than 3 meters in width.

Carports must:

- not be greater in length or height than the associated caravan and must not protrude beyond the front or rear walls of the caravan; and
- not be greater than 3 meters in width and must be clear of any internal road boundary by a minimum of 90 centimetres; and
- not be enclosed with a solid wall on any side or end other than that of the dwelling to which it is adjacent (NB. may be enclosed with timber lattice panelling or shade cloth if approved by park management); and
- not contain any internal partitioning or be used for habitable purposes.

Patios and decks cannot be enclosed and must be clear of side boundaries by a minimum of 1.5 meters.

- Rear patio roofs must be no greater in height than the dwelling and no greater in width than the dwelling and the annexe together and not protrude beyond the sidewalls of the dwelling and or annexe.



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- Front patio roofs must attach to an annexe and must not be greater in height than the annexe and must be clear of the internal road boundary by a minimum of 2 meters.
- Decks without a roof, which are less than 10 square metres, not attached to another building and no higher than 1 meter above the ground, may be exempt from building approval.

Garden sheds will only be considered under special circumstances on a case-by-case basis. If a garden shed is considered then it must:

- be clear of any internal road boundary by a minimum of 2 meters, side boundaries by a minimum of 1.5 meters; solid structures by a minimum of 1.8 meters; and
- be new and manufactured of materials that have an appearance compatible with the amenity of the park (such as Colour Bond); and
- have a manufacturer's tie down kit installed and located on a paved area.

Wet areas including toilets, showers and laundries will be assessed depend on the proposed location of the installation or alteration. The appropriate approvals must be obtained from council before any work commences.

Clotheslines are provided throughout the park and the use of these is always encouraged. Private fold-away clotheslines may be permitted if mobility is an issue for a resident. Fixed clotheslines attached to a structure, must remain within the boundary when upright with a minimum 1 meter clearance from any adjacent boundary or structure.

Landscaping for each site must have an appearance compatible with the amenity of the park and must:

- remain within the boundary with a minimum clearance of 1 meter from any adjacent structure
- not hinder the general maintenance and mowing of the park
- only use treated timber edging for garden beds
- not create any trip hazards and ensure hard surfaces such as paving, are flush with adjoining surfaces
- be reinstated to its original condition if removed (for example: re-turfed)
- be maintained by the resident at all times or be removed and reinstated at the resident's expense if let go into disrepair.

When and how will the work be carried out on site?

All work must be completed within three months of approval. An extension may be granted if there is a delay due to unforeseen circumstances.

While work is carried out, the site must remain clean and tidy with all hazards appropriately controlled in the site boundaries.

Final building and or plumbing approval must be provided upon completion. An inspection will be carried out by Churches if Christ Housing Services to ensure work is completed in line with the required conditions and to an acceptable standard.

What happens when I sell my home?

The seller and the purchaser can negotiate who will take responsibility to ensure any alterations have been approved and certified before a sale proceeds.

For further information, please refer to the *'Moveable Dwelling Sales Information Sheet'*.