

Request for Consent to Alter a Dwelling or Add a Structure to a Site

Section 27 of the *Residential Parks Act 2026*.

This form may be used by you to request the written consent of a park owner to:

- make an alteration or addition to the exterior of a dwelling installed or located on a site; or
- add a structure to a site.

Before commencing any work, you should ensure any necessary permits, approvals or licences have been obtained.

‘Under the *Residential Parks Act 2026*, you must obtain the written consent of the park owner before undertaking these works. The park owner must not unreasonably withhold consent and must respond to your request within 14 days after receiving it. The park owner must not charge you more than their reasonable expenses for giving consent or considering your request (section 27(1)(b)(iii)). If a park owner refuses a request for consent, the refusal must be provided in writing and must include the reasons for the refusal.

A park owner may reasonably refuse consent if they believe, on reasonable grounds, that:

- the proposed alteration, addition or structure does not comply with relevant legal requirements;
- the proposed alteration, addition or structure may unreasonably impact on the rights of other residents within the residential park.

Instructions on how to complete the form

1. Complete all sections of this form.
2. Describe the proposed alteration, addition or structure. Attach any relevant plans, drawings, photographs or supporting documents.
3. Provide the completed form to the park owner and keep a copy for your records.

Note: The park owner can use the ‘Park owner response’ section of this form to notify you of their decision.

Applicant details

Resident details

Name of resident

Email

Phone

Residential park details

Name of residential park

Address of residential park

Site number/ site description

Details of proposed alteration, addition or structure

Proposed commencement date of works

Please describe the proposed works, including location, dimensions, materials and intended use

Supporting documents

Tick any documents attached to this request

☐

Plans

☐

Drawings

☐

Photographs

☐

Specifications

☐

Building approvals

☐

Contractor details

Other documents not listed

Resident declaration and signature

Declaration

I request the park owner's consent for the alteration, addition or structure described in this form.

I declare that:

- I am the resident of the site identified in this form;
- the information provided is true and correct; and
- any supporting information attached to this form is accurate to the best of my knowledge.

Signature

Full name

Date

Signature

Park owner response

Decision

- ☐ Consent granted
- ☐ Consent granted subject to conditions
- ☐ Consent refused (tick reason below or note in details section)
- ☐ The proposed alteration or addition does not comply with relevant legal requirements.
- ☐ The proposed alteration or addition may unreasonably impact on the rights of other residents

Note: The *Residential Parks Act 2026* does not expressly provide for conditional consent. Any conditions imposed must be reasonable and must not amount to an unreasonable withholding of consent (section 27(1)(b)(i)), either directly or indirectly.

Details (note conditions if applicable or other refusal reason)

Signature

Park owner name

Date

Signature