

Residential Park Registration and Notification Notice

Section 8, 39 and 64 of the *Residential Parks Act 2026*

This form is used by a park owner to notify the Director of the registration of a residential park, and of changes to the registration, ownership or operation of a residential park, under the *Residential Parks Act 2026*. It is also used to notify residents of a change of park owner or a change in the park owner's contact information.

This form may be used to:

- register a residential park and provide the required ownership and contact details;
- notify the Director and residents of a change in the particulars of a registered residential park within 10 working days of the change;
- notify the Director that a residential park has ceased operating as a residential park within 10 working days of the change; or
- notify residents of a change of park owner within 14 days of the change; or
- notify residents of a change in the park owner's contact information within 14 days of the change

How to lodge this form

Complete this form and return it to Consumer, Building and Occupational Services (CBOS), along with any required supporting documentation, within the timeframe specified under the *Residential Parks Act 2026*. Retain a copy of the completed form and supporting documents for your records.

- Email: cat.info@justice.tas.gov.au
- Mail: PO Box 56, Rosny Park, TAS 7018

☐ **Part C: Residential Park Registration Notice** - Use this option to register a residential park as required under the *Residential Parks Act 2026*.

☐ **Part D: Notice of Change of Park Owner** - Use this option to notify residents of a change in park ownership. Notice must be given to residents within 14 days of the change.

☐ **Part E: Change of Park Particulars** - Use this option to notify the Director of any change to the details of a registered residential park within 10 working days of the change. Where the change is to the park owner's contact information, this section may also be used to notify residents within 14 days of the change

☐ **Part F: Notice that a Residential Park has Ceased Operation** - Use this section to notify the Director that a residential park is no longer operating as a residential park.

Note: Supporting documentation may be required depending on the type of notice being lodged. Ensure that all relevant sections of the form are completed before submitting the notice.

Part A: Residential Park Details

Name of residential park

Address of residential park

Email address

Phone

Part B: Residential Park Owner Details

Name of park owner

Address for service

Email address

Phone



Name of park owner

Address for service

Email

Phone

Name of additional park owner

Address for service

Email

Phone

Name of additional park owner

Address for service

Email

Phone

Prescribed requirements (if applicable, attach further pages if required)

Part D: Notice of Change of Park Owner

Written notice under section 64 of the *Residential Parks Act 2026*. This notice must be given to residents within 14 days of a new park owner succeeding the previous park owner.

Notice is given that the person identified below is the new park owner of the residential park specified in this notice. Complete this section to record that a copy of this notice was given to residents

Residential park details

Name of residential park

Address of residential park

Full name of new park owner

Address for service of documents

Registered office address (if the new park owner is a company)

Emergency repairs contact details

Name of person authorised to carry out emergency repairs

Phone/contact details

Signature / issue of notice

Printed name of new park owner or agent

Date

Signature

☐

Resident notification completed

Method of delivery

Date delivered

Part E: Change of Park Particulars

Written notice under sections 8 and 39 of the *Residential Parks Act 2026*.

Use this section to notify the Director of any change to the particulars of a registered residential park. A park owner must notify the Director in writing within 10 working days after any change to the registered particulars occurs, including changes to park owner details, contact information, residential park details, or any other information recorded on the residential park register.

Where the change is to the park owner's contact information, the park owner must also notify residents of the change in writing within 14 days after the change occurs. This section may be used to notify both the Director and residents of relevant changes and to ensure the information recorded on the residential park register remains accurate and up to date.

Change in particulars

Date the change occurred

Particulars that changed

Previous particulars

New particulars

Resident notification

☐

Notification completed

Method of notification

Date of notification

Part F: Notice that a Residential Park has Ceased Operation

Use this section to notify the Director that a residential park has ceased operating as a residential park. The park owner must provide written notice to the Director within 10 working days after a residential park ceases operation and include details of the date and reason for cessation.

Date residential park ceased operation

Additional details (if any)

Part G: Declaration and signature

I notify the Director (and, where required, residents) of the matters set out in this notice

Printed name

Position/capacity (if applicable)

Signature

Date