

ESTABLISHMENT OR OCCUPATION OF A TEMPORARY HOME

PURPOSE OF FORM: This form will be used to process your application for the above activity of occupying a temporary home on your property while a dwelling is being constructed on the property. Fee payable in accordance with Council's Fees & Charges Schedule.

Application for: ☐ Shed or Class 10a Building (up to 18 months) ☐ Caravan, Mobile Home, or Bus (up to 18 months)
☐ Car, Van or Other Vehicle (up to 6 months) ☐ Tent (3 months)

Section 1 – Applicant details

Surname: _____ Given Name/s: _____
Telephone: _____ Mobile: _____
Email: _____
Street address: _____
Postal address (if different from above): _____

Section 2 – Land Owner/s Details – if different from Applicant

Surname: _____ Surname: _____
Given Name/s: _____ Given Name/s: _____
Mobile: _____ Mobile: _____
Telephone: _____ Telephone: _____
Email: _____ Email: _____
Street address: _____
Postal address (if different from above): _____

Section 3 – Description of property where proposed temporary home is to be erected

Street address: _____
Building/Plumbing Approval Reference Number (**mandatory**): _____ Date of issue: _____
Anticipated time until building is suitable for occupation: _____

Section 4 – Number of Occupants

Number of adults: _____ Number of children: _____

Section 5 - DECLARATION

Applicant

I _____ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Signature of Applicant: _____ Date: _____

Please note where the Applicant is not the Land Owner the section below must be completed. Council is unable to process the application without this consent.

Land Owner/s Consent (if different to Applicant)

I _____, and _____ declare that I/we are the Land Owner/s and consent to the application for establishment or occupation of a temporary home as outlined in this application.

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used only for the purpose stated above and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Section 6 - Attachments

Attached

Please provide:

1. A drawing showing the design and dimensions of the proposed temporary home. ☐ Y / ☐ N
2. Details of the materials out of which the temporary home is (or is to be) constructed and other structural details of the temporary home. ☐ Y / ☐ N
3. A site plan drawn at a scale of 1:200 and showing: ☐ Y / ☐ N
 - The immediate area of the proposed temporary home and proposed permanent residence or permanent structure; and
 - The proposed means of disposal of grey water liquid waste (for example, by way of septic or sullage trenches or chemical toilets) both from the proposed temporary home and their proposed location on the site.
4. Details, including floor plan at a scale of 1:100, of the provision for basic amenities required for living and building on the site, such as kitchen facilities, bathing facilities, laundry, toilet, sleeping accommodation, storage and an impervious floor for these facilities. ☐ Y / ☐ N
5. Details of current building and plumbing approvals for the construction of the permanent Class 1a dwelling and evidence of financial capacity and ability to construct the dwelling. ☐ Y / ☐ N
6. In the case of a site caretaker, details of a current building approval for the construction of the permanent class 1a dwelling and evidence of financial capacity and ability to construct the permanent class 1a dwelling and demonstration of the need for a site caretaker. ☐ Y / ☐ N / ☐ NA
7. If the applicant is not the owner of the land on which the temporary home is located, has the owner/s consent been granted. ☐ Y / ☐ N
8. Details of intended duration of occupancy of the temporary home, including a progress chart or similar timetable showing milestones during the construction process. ☐ Y / ☐ N

Section 7 – Additional criteria for approvals

For all approvals, the additional criteria are:

- (a) that the applicant holds a current Building/Plumbing approval for the erection of, or conversion of an existing building or structure into, a permanent residence; and
- (b) that an adequate source of water will be available to the proposed temporary home; and
- (c) that there is adequate means of waste disposal and sanitation to ensure that reasonable standards of health and hygiene can be maintained; and
- (d) that the temporary home is located in such a way as to not impact adversely on the amenity of an adjoining owner or the area; and
- (e) that there are smoke alarms fitted which comply with Australian Standards (AS) 3786-2014. (Note: the date should be stamped on the back); and
- (f) the temporary home conforms with 1 of the following structural criteria in the circumstances described-
 - (i) in the case of a tent- the approval is sought for up to 3 months;
 - (ii) in the case of a car, van or other vehicle- the approval is sought for up to 6 months;
 - (iii) in the case of a bus modified as a place of residence and is compliant with all other applicable criteria- the approval is sought for up to 18 months;
 - (iv) in the case of a caravan or mobile home- the approval is sought for up to 18 months;
 - (v) in the case of a shed or class 10a building on the premises- the shed or building is not intended to be used permanently as a habitable building – the approval is sought for up to 18 months;
 - (vi) in the case of any other proposed temporary home- the applicant can demonstrate to Council's satisfaction that health, safety and aesthetic standards will not be adversely affected for the term of approval sought; and
- (g) that reasonable grounds exist to justify the need to establish and occupy a temporary home, including special consideration where a natural disaster or emergency situation has the existing dwelling house unsuitable for habitation.

For an approval relating to a residential caretaker, the additional criterion is that the owner is able to demonstrate an ability and capacity to construct a permanent dwelling within the period of the building approval.

REGULATORY SERVICES OFFICE USE ONLY

CSO Initials:	Date:	Receipt #	Application #
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Establishment or occupation of a temporary home

Subordinate Local Law No. 1 (Administration 2011) – Schedule 8

Subordinate Local Law No. 1, Schedule 8 provides the opportunity for land owners/residential caretaker to reside on their property while their permanent dwelling is being built.

How does the Local Law affect you?

Approval may be granted for land owners to reside in a temporary home on their property for the following:

- Shed or Class 10a building (prior building approval required) for up to 18 months;
- Caravan or mobile home for up to 18 months;
- Bus for up to 18 months;
- Car, van or other vehicle for up to six months; or
- Tent for up to three months.

The circumstances for which an approval may be granted are:

- Building and plumbing approvals have been obtained for a permanent dwelling on the property;
- The applicant is able to demonstrate financial capacity and ability to construct the permanent dwelling;
- An adequate source of potable water is available;
- There is adequate means of waste disposal and sanitation available;
- Smoke alarms are fitted which comply with Australian Standards (AS) 3786-2014. (Note: the date should be stamped on the back)
- The temporary home is suitably screened from the street so as not to adversely affect the amenity of the area.



Conditions will be imposed on an approval and may include:

- Construction of the permanent residence is not to cease for more than three calendar months;
- All necessary amenities are provided to the temporary homes;
- Only the owners of the property and their immediate family, including a maximum of two adults, reside in the temporary home;
- Construction of the permanent dwelling must be completed within a specified timeframe; and
- Upon completion and occupation of the permanent dwelling, the temporary home is to be de-commissioned and in the case of a shed, the removal of all habitable rooms including the kitchen, bedroom and living rooms.

Where can I get more information?

Further information can be obtained by visiting Council's website www.frasercoast.qld.gov.au - 'Establishment or occupation of a temporary home', or by telephoning Council on 1300 79 49 29.

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