



PERMIT FOR ESTABLISHMENT / OCCUPATION OF A TEMPORARY HOME

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Purpose Of This Information Sheet

To provide information on requirements for lodging an application to obtain a permit for the establishment / occupation of a temporary residence on a property whilst the permanent residence is being constructed.

Legislation Source

- Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011 (see Council's website www.rockhamptonregion.qld.gov.au)
- Local Law No. 1 (Administration) 2011 - providing a legal and procedural framework for the prescribed activity (see website www.dip.qld.gov.au/local-government/current-model-local-laws.html)

Overview of the Process / Other Details To Note

- Application lodged with Council.
- Assessment is undertaken within 28 days. Each application is assessed on its merits based on the information provided and in accordance with the relevant local law. Assessment is based on the type of structure, facilities available to ensure the health and wellbeing of the occupants, amenity and aesthetics of the structure in relation to the area.
- Further information may be requested during this period to enable assessment to be completed.
- Decision is issued. Conditions of approval or reasons for refusal are provided with the decision.
- If refused, opportunity is available for the applicant to request a review of the decision.
- Note: for non-sewered areas: preference will be given to the pre-installation of a sewage treatment system. Appropriate approval is to be obtained before this work is undertaken.
- Note: for town-sewer serviced areas; connection will be required to the town sewer system. Separate approval to be obtained.

Where To Lodge the Application

The application may be lodged at any of the offices of the Rockhampton Regional Council (located in Rockhampton, Gracemere and Mount Morgan).

Documentation Required To Lodge a Building Application for a Dwelling/Additions

1. **A copy of the development approval notice** for the permanent residence).
2. **Application form.** Note, all questions on the form must be completed.
3. **A floor plan** (to scale) showing the floor layout and dimensions of the proposed temporary home. Rooms and location of facilities are to be identified.
4. **Site plan** with the following information:-
 - Location of the temporary home and distance of same from the property boundaries,
 - Location of septic system (if being installed),
 - Location of any waterways on the property,
 - Identifying the road to the property and location of access point to the property.
5. **Details of the operation** of the proposed temporary home, ie type of sanitary facilities to be provided for the toilet, bath, laundry; type of water storage facilities; method of disposal of refuse.
6. **Proposed progress chart or similar** to indicate significant milestones during the process of construction of each of the temporary home and the permanent residence to enable Council to determine an appropriate term for an approval period (refer Schedule 1, 3(8) of the Local Law 1.3).

Enquiries

Contact Council's Building Compliance Unit on 1300 22 55 77

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