

# Temporary Home Permit Application Form

**Privacy Notice:** Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011*. Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.



This form is to be completed when an applicant wishes to establish/occupy a temporary home whilst the permanent residence is under construction. A temporary home permit can only be issued for a maximum period of 18 months. Council may extend the term to coincide with the completion date of a permanent home where an application for extension is made and likely to be completed within a reasonable time.

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Applicant Details			
Organisation name:		ACN/ABN:	
Contact name:			
First	Middle	Last	
Postal address:			
Preferred contact number:		Email:	
Site Details			
Street number and name:			
Suburb:		State:	Postcode:
Lot number:	Plan number:	Assessment number:	
Size of allotment (m <sup>2</sup> ):			
Number and names of occupants:			
Duration of permit required: <i>(please note permits cannot be renewed)</i> <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 18 months <i>(maximum)</i>			
Type of accommodation: <input type="checkbox"/> Caravan only <input type="checkbox"/> Caravan with annex <input type="checkbox"/> Pre-fab shed			
<input type="checkbox"/> Other <i>(please provide details):</i>			
Detail materials out of which the temporary home is (or to be) constructed and other structural details of the temporary home: <i>(attach additional pages if necessary)</i>			
Amenity Details			
Number of rooms:		Number of bedrooms:	
Clothes drying facilities: <input type="checkbox"/> Yes <input type="checkbox"/> No		Clothes washing facilities: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of showers:		Number of sinks:	
Number of toilets:		Number of hand basins:	

<b>OFFICE USE ONLY</b>	Owner's consent: Y / N	Amount:	CSO:
	Docs checked: Y / N	Receipt number:	Date:

## Permit Approval Details

Approvals obtained for permanent accommodation:

Building permit:

Issue date:

Plumbing permit:

Issue date:

Approvals obtained for shed: *(if being used for temporary accommodation)*

Building permit:

Issue date:

## Sanitary Drainage Details

Please provide details of the means of plumbing and drainage proposed, in particular for disposal of grey water:

## Water Supply Details

Please indicate the relevant water supply for the temporary home:

Town water       Rain water       Bore       Other *(please specify):*

If other than town/rain water, has the drinking water supply been tested in the last six months?       Yes       No

Does the drinking water meet the NHMRC Australian Drinking Water Guidelines?       Yes       No

Is the drinking water treated on site by chlorination, filtration etc?       Yes       No

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Evidence of any necessary statutory permit, authorisation or approval.
- A site plan showing the location of the temporary and the permanent accommodation building and distance of the buildings from the boundaries of the property.
- A drawing to scale showing the design and dimensions of the proposed temporary home, including identification of rooms and location of sanitary fixtures.
- A drawing to scale showing the plumbing and drainage for the proposed temporary home.
- Details of adequate means of waste disposal and sanitation to ensure that reasonable standards of health and hygiene can be maintained.
- Details of any other ancillary facilities for the proposed temporary home.
- If the applicant is not the owner of the land on which the temporary home is located, the written consent from the owner is required (below).
- Progress chart or similar to indicate expected 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 for this application.

## Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name:

Signature:

Date:

**Property Owner's Consent Details** (where the applicant is not the owner of the land)

I, (print name)

the owner of (address)

hereby consent to the abovementioned applicant submitting this application for a temporary home permit.

Preferred contact number:

Email:

Signature:

Date: