

# 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 home is under construction. The term of approval will not exceed the currency period of a development approval for the permanent home.



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## Applicant Details

Applicant name:

Postal address:

Preferred contact number:

Email:

## Property Owner Details *(consent to be provided, please refer below)*

Owner name:

Postal address:

## Site Details

Street number and name:

Suburb:

Postcode:

Lot number:

Plan number:

Size of allotment (m<sup>2</sup>):

Number and names of occupants:

Duration of permit required: *(please note permits cannot be renewed)*

Type of temporary home:  Caravan only  Caravan with annex  Approved class 10a structure/shed  
 Other *(please provide details):*

Detail materials out of which the temporary home is (or to be) constructed and other structural details of the temporary home:  
*(attach additional pages if necessary)*

**OFFICE USE ONLY**

Owner's consent: Y / N

Amount:

CSO:

Docs checked: Y / N

Receipt number:

Date:

## Permit Approval Details

Approvals obtained for permanent home:

Building permit:

Issue date:

Plumbing permit:

Issue date:

Approvals obtained for class 10a structure/shed: *(if being used for temporary home)*

Building permit:

Issue date:

## Sanitary Drainage Details

Please provide details of the means of plumbing and drainage proposed for the temporary home for disposal of sewerage and waste 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/rainwater, 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 permanent home 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, doors and windows, smoke alarms and location of sanitary fixtures and clothes washing/drying facilities.
- 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, written consent from the owner is required (below).
- Progress chart or similar, to indicate expected significant milestones during the process of construction of the permanent home to enable Council to determine an appropriate term for an approval period for this application.

## 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:

## Standard Conditions of Approval

- (1) The conditions of an approval may -
  - (a) regulate the design, dimensions, construction, and external appearance of the temporary home; and
  - (b) require the approval holder to provide, prior to the occupation of the temporary home as a place of residence-
    - (i) specified facilities for personal hygiene and sanitation, and for washing and drying clothes; and
    - (ii) specified equipment or facilities so as to ensure that-
      - (A) the temporary home is adequately supplied with water; and
      - (B) waste water and refuse from the temporary home are disposed of properly; and
  - (c) require the approval holder to dismantle and remove the temporary home by a specified date; and
  - (d) require the approval holder to keep the temporary home in good order and repair; and
  - (e) require the approval holder to ensure that the temporary home is not unsightly or unhygienic; and
  - (f) restrict the number of persons who may occupy the temporary home; and
  - (g) require the approval holder to advise the local government of any change of the name of the persons who are occupying the temporary home; and
  - (h) require the approval holder to install smoke alarms in the temporary home in accordance with the requirements of the *Building Fire Safety Regulation 2008*, part 5A (Smoke alarms for domestic dwellings).
- (2) All water supplied for domestic purposes to the temporary home must be potable water.
- (3) All sewerage and waste water from the temporary home must be discharged safely to a septic or sewer system or other place approved by an authorised person.

## Declaration

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

Name:

Signature:

Date: