

Permit to Establish or Occupy a Temporary Home

Postal Address

LMB 7
Inglewood QLD 4387

Building Services

Ph: 07 4671 7400
Fax: 07 4671 7433

Internet/Email

www.grc.qld.gov.au
mail@grc.qld.gov.au

Applicants shall make themselves familiar with Council's Cost Recovery Fees & Commercial Charges which are available by contacting Goondiwindi Regional Council or on Council's website at www.grc.qld.gov.au

Information Sheet

This document is produced as a guide only. Whilst every effort has been made to ensure the information contained in this document is true and correct at the time of printing, changes may have occurred to legislation in the interim. No responsibility or liability is accepted by Council or any of its representatives for any errors or omissions. It is recommended confirmation of information in this document should be sought from the nominated certifier.

Purpose of This Information Sheet

To provide information on requirements for obtaining a permit for the establishment/occupation of a temporary residence.

Legislation

- Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011
- Local Law No. 1 (Administration) 2011 - providing a legal and procedural framework for the prescribed activity

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 to enable assessment to be completed.
- Decision is issued. Conditions of approval or reasons for refusal are provided.
- 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.

Documents Required for Lodging the Application

1. **Application form.** Note: all questions on the form must be completed.
2. **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.
3. **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.
4. **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.

Enquiries

Enquiries should be referred to Council's Building Section.

Application for a Temporary Home Permit

1. APPLICANTS DETAILS		
Full Name/s:		
Company Name:	ACN / ARBN:	
Mailing Address:		
Contact Details:	Home Ph:	Work Ph:
	Mobile:	Email:
I / We declare that the information supplied on this application is complete, and accurate.		
Signature of Applicant:		Date:

2. TEMPORARY DWELLING DETAILS		
Street Number & Name:		
Suburb & Postcode:		
Lot & Plan Number:	Size of Allotment	sq.m.
Number of Occupants:		
Duration of Permit Required:	<input type="checkbox"/> Six months <input type="checkbox"/> Twelve months <input type="checkbox"/> Extension of Current Permit	
Type of Accommodation:	<input type="checkbox"/> Caravan only <input type="checkbox"/> Caravan with Annex Shed <input type="checkbox"/> Pre-Fab <input type="checkbox"/> Other (detail below) <input type="checkbox"/> Existing Shed	
Amenity Details:	Number of Rooms:	Number of Showers:
	Number of Bedrooms:	Number of Sinks:
	Clothes Drying Facilities? Y N	Number of Toilets
	Clothes Washing Facilities? Y N	Number of Handbasins:

3. PERMIT APPROVAL DETAILS				
Approvals obtained for permanent accommodation	Building Permit:	Issue Date:	Plumbing Permit:	Issue Date
Approvals for shed if to be used for temp accom.	Building Permit	Issue Date:		

4 SANITARY DRAINAGE DETAILS	
Please provide details of the means of plumbing and drainage, in particular for disposal of grey water proposed.	

5 WATER SUPPLY DETAILS		
<input type="checkbox"/> Town Water <input type="checkbox"/> Rain Water <input type="checkbox"/> Bore <input type="checkbox"/> Other (specify)		
If other than town/rain water, has the drinking water supply been tested in the last six months?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the drinking water meet the NHMRC Australian Drinking Water Guidelines:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is the drinking water treated on site by chlorination, filtration, etc.?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

6 DOCUMENTATION REQUIRED TO SUPPORT APPLICATION

- 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, and
- A drawing to scale showing the plumbing and drainage for the proposed temporary home; and
- Details of adequate means of waste disposal and sanitation to ensure that reasonable standards of health and hygiene can be maintained; and
- Details of any other ancillary facilities for the proposed temporary home; and
- 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 (section 7)

7. OWNERS CONSENT DETAILS (where the occupants are not the owner of the land)

Full Name/s:			
Postal Address:			
Contact Details:	Home Ph:	Work Ph:	
	Mobile:	Email:	
Statement of Consent:	I / We, the owners of the above mentioned property hereby consent to the above mentioned applicant submitting this application for a temporary home permit.		
	Signature of Owner/s:	Date:	

IMPORTANT: No work may be undertaken prior to the approval of a Temporary Home Permit. Permits may be issued for a maximum of 18 months. Permits cannot be renewed, but the local government may extend the term to coincide with the expected completion date of a permanent residence that is, when the application for extension is made, under construction and likely to be finished within a reasonable time. The temporary accommodation may not be used as a second accommodation facility when the permanent accommodation is occupied.

OFFICE USE ONLY

Fee:	\$	Date:		Receipt #:		Name:	
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