

DRAFT



Temporary home

Guideline for applicants



Sunshine Coast
COUNCIL

Our region.
Healthy. Smart. Creative.

Are you considering a temporary home?

1. Read this Guideline for Applicants
2. Complete the Temporary Home Application Form
3. Pay the application fee
4. Call us at any stage - we're here to help.



There are a range of reasons why people want to live in a temporary home.

It can be difficult to navigate the laws and options when you wish to enter a temporary home arrangement.

Council has developed this guideline to help you:

- apply for a temporary home and
- understand when a temporary home might be an option.



WHAT DOES THIS GUIDELINE COVER?

The guideline deals with temporary homes [1] that may be in the form of:

- a tiny home on wheels and not fixed to the ground with tie-downs, chains or not connected to plumbing pipes or fixed electrical (not extension leads)
- a motor home or recreational vehicle
- a bus or caravan
- a car, van, vehicle or other vehicle modified as a place of residence
- a tent with a floor area of less than 100m².

WHAT IS NOT COVERED IN THIS GUIDELINE?

This guideline does not deal with secondary dwellings like:

- “granny flats”
- shipping containers converted into a house
- tiny homes not on wheels
- tiny homes on wheels fixed to the ground
- tents 100m² or more [2] or
- Class 10A sheds with temporary consent to occupy.

These types of housing fall under the current *Sunshine Coast Planning Scheme* [i].

Council’s Development Services Branch can assist you to apply for these purposes. This guideline also does not deal with camping grounds or caravan parks (also known as accommodation parks). Council manages these under a different local law and you need planning approval to conduct these activities.

For more information please contact Council’s Development Services Branch on (07) 5475 7526.

[1] This is defined in the local law as **establishment of a temporary home** means the erection, construction, installation, positioning, or placement of a structure used or intended for temporary use as a place of residence but does not include – (a) a structure for erection which is constituted as development under the *Sustainable Planning Act 2009*; or the establishment or the occupation of a temporary home on or in a camping ground or caravan park.

[2] (Tents with a floor area of 100m² or more are regulated under the *Building Act 1975* and *Building Regulation 2021* Schedules 1 and 2. Tents can be either exempt development, self-assessable development, or assessable development. In all cases tents 100m² or more constitutes “development” for the purposes of the *Building Act 1975* and the *Planning Act 2016*.)

[i] *Sunshine Coast Planning Scheme 2014, Building Act 1975, Plumbing and Drainage Act 2018.*

WHY IS A COUNCIL PERMIT NEEDED FOR A TEMPORARY HOME?

Council has a local law that deals with a temporary home.

There are two main reasons for the local law. It allows Council to:

1. ensure the activity is safe for both the people living in the temporary home and those around it. This includes things like checking fire risks, waste disposal, sewage management and water supply as well as other matters
2. ensure the activity works in the neighbourhood. This includes considering where the housing is placed, and what other activity is happening on the property.



TEMPORARY HOME REQUIREMENTS

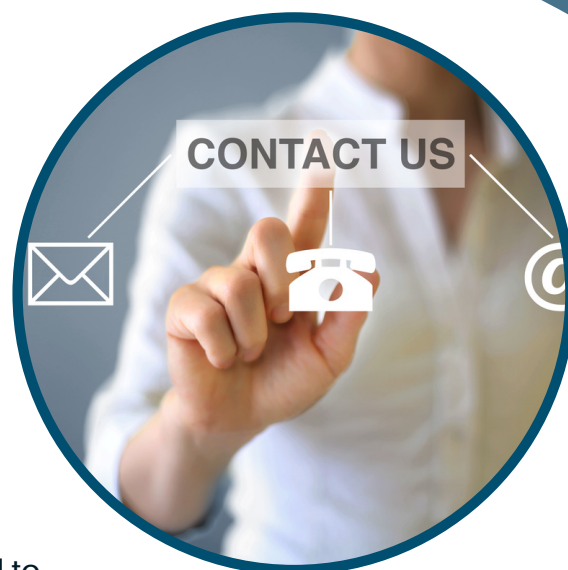
Council needs to assess a range of issues to approve your temporary home application. We provide the following information to help you.



Ask yourself these questions to help you gather information for your temporary home application.

What type of home am I applying for?	
How long will I need it for?	
What are the reasons I am requesting to live in a temporary home?	
How many people will reside in it?	
What is the address of the property I wish to place the temporary home on?	
If I don't own the property, will the owner give me written consent to live on the property?	
Is the property a designated: <ul style="list-style-type: none"> • bushfire prone area? • flood area? • landslide hazard area? • steep land area? 	
Will the temporary home be able to fit on site with the required site setbacks?	
Where on the property am I proposing to site the temporary home?	
How will I screen it to protect the amenity of the areas for my new neighbours?	
Is there another temporary home on the property?	
Is the temporary home in good working order and in a good state of repair?	
Is there an adequate and continuous supply of clean water? I.e. for drinking, washing clothes, general household usage and toilets.	
Does the property have a household waste service?	
What sewerage management is available on the property?	
Will the property owner give me written approval to <ul style="list-style-type: none"> • dispose of human waste into the dwelling house toilet? • use their toilet, laundry and bathroom facilities? 	
Is there an adequate area to dispose of greywater (if applicable)?	
Where will I park my vehicles?	
Do I have any dogs or cats and are they registered with council?	

How can I apply for a temporary home permit?



- To apply for a temporary home permit, you need to submit a Temporary Home application form.
- If you would like to discuss your application or have questions about the process, we are here to help.

YOU CAN CONTACT US VIA THESE CHANNELS:



Online

You can get more information via the Request for information online form.

Generally, we will respond to your request within three business days.



Email

customerservice@sunshinecoast.qld.gov.au



Phone

(07) 5475 7272



In person

Council has service counter locations at Maroochydore, Nambour and Caloundra.

Please check the [office locations page](#) on Council's website for our opening hours.



TEMPORARY HOME APPLICATION FORM

To submit a temporary home application, you will need:

- to complete the Temporary Home Application form
- to pay the \$514 application fee (you may be eligible for a reduced fee; ask us how)
- the property owner's consent if you are not the property owner.

Include with your application:

- a detailed site plan. Include the location, plans and specifications of the proposed temporary home and
- details of water source, wastewater disposal and sanitary facilities. This includes toilet, showers, basins, sinks and
- details of how you will screen the temporary home to protect the amenity of the area. This could be trees, landscaping, screens etc and
- a description of the purpose of the temporary home.

We require additional information for the following:

- **Residential caretaker** - a person living in a temporary home while caretaking, supervising or participating in the construction of that person's permanent dwelling.
 - Copy of current building approval for the permanent residence and expected date of completion.
 - Letter from bank etc or other financial documents showing that the applicant will be able to fund the completion of a permanent residence.
- **Site caretaker** - a person living in a temporary home while caretaking existing facilities or structures or the construction of new facilities or structures, with the aim of reducing theft, vandalism, or damage to those facilities. Information that supports the need for a site caretaker to reduce the risk of vandalism, theft, or damage.

WHAT HAPPENS WHEN I APPLY FOR A TEMPORARY HOME PERMIT?

Permit application processing

An Environmental Health Officer within the Healthy Places Unit will process your application.

This will take **between two and four weeks**, depending on the quality and completeness of the application.



Areas unsuitable for temporary housing

WHERE IT IS NOT SAFE

The temporary home must not be located in a designated:

- bushfire prone area
- flood hazard area
- landslide hazard area or steep land area.

It is not safe to live in these areas without a safe structure, and sometimes a permanent structure may not be allowed [1].

HOW DO YOU DETERMINE IF AN ALLOTMENT (OR PART OF AN ALLOTMENT) IS AFFECTED WITH PLANNING SCHEME OVERLAYS?

Relevant risk-based overlays include:

- bushfire
- flood
- landslide hazard
- steep land.

The above overlays are found via "**Development.i**" by performing a "Location Search" <https://developmenti.sunshinecoast.qld.gov.au>

For a Site Report:

Use the search and type in your address, press enter and then select the "Site Report" tile in the "Property Details" area.

WHERE THERE IS ALREADY A PERMIT

Council will not issue more than one temporary home permit on a property at any one time. The permit is not designed to deal with the impacts created by more than one temporary home.

[1] Sunshine Coast Planning Scheme 2014

Structural adequacy of temporary housing



It is a requirement that a temporary home is structurally adequate and safe.

Council cannot provide an inspection report or assessment of the temporary home. Officers will look for signs of deterioration which may pose a risk to people living in the temporary home.

Examples of this might be:

- a rusted and leaking roof, or
- doors or windows being removed.

Location of a temporary home

Council prefers that the temporary home is placed at the rear of the property. However, we will consider siting the temporary home in the front of the property or a side of the property. We will assess each case on its merits.

A Council officer can provide guidance on siting of the temporary home. In general if it is in the front of the property we would normally ask for it to be set back as follows: -

Residential zone

- 1.5 metres from rear and side boundaries
- 4.5 metres from the front boundary

Rural Residential and Rural zones

- 20 metres from rear and side boundaries
- 20 metres from the front boundary



**We're here
to help!**

Please call us if you
have questions:
(07) 5475 7272.

How many people can be in a temporary home?



Council will generally only allow the temporary home to be occupied by one household group.

Council will assess the number of persons that may reside in the temporary home at any time on a case-by-case basis. We will consider things such as:

- property size
- size of the temporary house
- site setbacks
- water supply
- waste disposal.

Smoke detection and early warning

A temporary home must have suitable smoke detection and early warning for occupants. There are low-cost portable options available at hardware stores.

Where mains power is provided to the temporary home the smoke alarms should be:

- Australian approved functioning hard-wired photo-electric smoke alarms
- located on the ceiling in each enclosed bedroom and
- in an area between enclosed bedrooms and
- the remainder of the temporary housing.

Where mains power is not provided to the temporary housing the smoke alarms should be:

- functioning ten-year lithium battery powered photo-electric smoke alarms
- Australian approved
- located on the ceiling of each enclosed bedroom and
- in an area between enclosed bedrooms and the remainder of the temporary home.

Sewage and greywater management



A temporary home must be provided with **suitable sanitary facilities** for occupants including:

- a toilet that is connected to a Council-approved sewerage disposal system; or
- a Council approved composting toilet; or
- a portable toilet system where all waste is collected and disposed of to a council approved sewerage system or sewage disposal point.

If you are relying on access to the main house for these services, your application should include a letter from the occupant confirming this arrangement.

A temporary home must be provided with a **suitable greywater management system** including:

- showers, baths, and sinks that are connected to a Council approved sewerage disposal system; or
- a temporary storage tank where all greywater is collected and disposed of into a Council approved sewerage system or sewage disposal point

If you are relying on access to the main house for these services, your application should include a letter from the occupant confirming this arrangement.

DUMP POINTS

Unitywater provides a number of [free Dump Points on the Sunshine Coast](#).

This information is available online:

<https://www.unitywater.com/residential/toilets-and-sewerage/motorhome-and-caravan-dump-points>

General health and amenity requirements



A temporary home must be:

- provided with an adequate and continuous supply of clean water for drinking purposes and for washing clothes, general household usage and flushing of toilets
- provided with a kitchen sink suitable for the preparation of food and washing of cooking utensils
- provided with facilities for the preparation of food and the washing of food utensil
- kept free of pests (e.g. cockroaches) and vermin (e.g. rats and mice) and conditions offering harbourage for pest and vermin. (i.e. vermin-proof to prevent infestation of the temporary housing)
- waterproof
- compliant with any structural standards, specified safety requirements and codes under applicable laws
- maintained in good working order and in a good state of repair
- maintained in a clean, tidy, sanitary, and hygienic condition (including all facilities, fixtures, fittings, equipment, and furniture).



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Dogs and cats

Registration provides peace of mind for pet owners.

Dogs and cats must be registered every year and will be issued with a registration tag. This will help Council to identify and reunite them with their owners if they get lost.

Dog registrations must be renewed annually as per the *Animal Management (Cats & Dogs) Act 2008 Queensland*.

Cat registrations must be renewed annually as per the *Sunshine Coast Local Law No. 2 (Animal Management) 2011*.



Parking of vehicles

Parking on the Sunshine Coast is regulated by both state legislation and local laws:

- *Transport Operations Road Use Management Act*
- *Transport Operations (Road Use Management - Road Rules) Regulation 2009*
- Local laws

It is the driver's responsibility to know and comply with these rules.

How long can I live in a temporary home?



A temporary home is not designed to be permanent. The length of time depends on the type of temporary home, as follows:

No more than 18 months if it is:

- A tiny home on wheels and not fixed to the ground with tie-downs, chains or not connected to plumbing pipes
- A motor home or recreational vehicle
- A bus
- A caravan.

No more than 6 months if it is:

- A car, van, vehicle or other vehicle modified as a place of residence.

Less than 3 months if it is:

- A tent with a floor area of less than 100m².

When the temporary home permit term has expired, if the applicant wishes to continue to occupy the temporary home, a new application is required.

Council will consider each re-application on its merits. However, as the temporary home is not designed to be a permanent solution Council will not normally provide more than one permit extension unless there are extraordinary circumstances.

The assessment of such an application will include:

- a review of the operation by the permit holder to confirm permit conditions have been met and
- checking if there are risks to community health, safety, amenity, or environmental harm.

Permit compliance



WHEN WILL COUNCIL INSPECT?

Council will inspect the temporary home as part of the approval process to determine compliance.

There is no ongoing or annual site inspection of the temporary home.

However, if an officer needs to conduct an additional inspection, they will usually make an appointment beforehand to ensure you are at the property and understand the purpose of the visit.

WHAT IF COUNCIL RECEIVES A COMPLAINT?

If Council receives a complaint about the temporary home an officer may reach out to discuss the concerns, or to arrange an inspection on site.

Where a change may be required Council Officers will work with the applicant to make the appropriate arrangements and provide time for any changes to be implemented.



We're here to help!

Please call us if you would like to speak with someone who can help with your application:
(07) 5475 7272.