



Authorising provisions - Sunshine Coast Regional Council Local Law No 1 and Subordinate Local Law No 1

(Administration) 2011. Proposed occupation of sheds and other structures is outside of this process – please contact the Building and Plumbing Services Unit. If you have any enquiries on how to complete this form, please contact the Healthy Places Unit.

1. Applicant details

Surname			
Given names		Date of birth	
Trading name (if applicable)			
Postal address			
Property Address			
Suburb		State	Postcode
Business phone	A/H phone		Mobile
Email address			
Preferred method of contact for correspondence		<input type="checkbox"/> Email	<input type="checkbox"/> Post

2. Application details

Location of temporary home			
Type of home <input type="checkbox"/> Caravan <input type="checkbox"/> Car/Van <input type="checkbox"/> Bus <input type="checkbox"/> Tent <input type="checkbox"/> Other _____			
Purpose of temporary home <input type="checkbox"/> Residential Caretaker <input type="checkbox"/> Site Caretaker <input type="checkbox"/> Other _____			
Proposed timeframe for occupation: Months _____ Weeks _____ Number of occupants Adults _____ Children _____			
Facility details			
Toilet(s)	Bathing	Laundry	
Water storage			
Waste water and refuse disposal			

3. Property owner's consent (if same as applicant write as above)

Owner's name			
Address			
Suburb		State	Postcode
Preferred contact person			
Business phone	Alternate phone		Mobile
Email address			
I/We, the property owner named above permit the establishment or occupation of a temporary home at this property. I/We declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Council in writing prior to any such change being implemented.			
I/We, the applicant, understand that Sunshine Coast Council use all provided contact details including email, phone calls and SMS for sending annual notices, reminders and verifying data. To opt out of all SMS and email contacts I/we must contact Sunshine Coast Council and specifically nominate to be excluded from emails or SMS.			
Property owner's signature			Date

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

4. Supporting information required to be submitted with this application

- ☐ Application fee **\$514.00** (CR-HP3686); or request for reduced fee due to personal circumstances
- ☐ Detailed site plan showing the location of the proposed temporary home to a scale of 1:100, including plans and specifications of the proposed temporary home; and
- ☐ Details of water source, waste water disposal and sanitary facilities (e.g. toilet, showers, basins, sinks); and
- ☐ Details of method of screening of temporary home (trees, landscaping, screens) to protect amenity of area; and
- ☐ Details or copies of other relevant approvals. For example, building approval and plumbing approvals

What the purpose of the temporary home is for:

Residential Caretaker

Residential caretaker means a person living in temporary accommodation 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, and
- ☐ Written assurance from lending authority or other financial evidence detailing capacity of the applicant to fund the completion of a permanent residence.

Site Caretaker

Site caretaker means a person living in temporary accommodation 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 demonstrating the need for a site caretaker to reduce the risks of vandalism, theft or damage

Applicant Signature

Date

5. Conditions which will be ordinarily be imposed on approvals

For all approvals, the conditions that will ordinarily be imposed on an approval are the following:

- The temporary home must not be occupied as a place of permanent residence for an indefinite period;
- The approval holder shall construct a permanent residence on the allotment within the timeframe specified in the approval;
- The temporary home must be designed, sited, constructed and maintained to ensure it does not adversely impact on the public health or safety, and must be:
 - (i) compliant with any structural standards, specified safety requirements and codes under applicable laws; and
 - (ii) maintained in good working order and in a good state of repair;
 - (iii) maintained in a clean, tidy, sanitary and hygienic condition (including all facilities, fixtures, fittings, equipment and furniture);
 - (iv) provided with adequate shower, toilet and ablution facilities;
 - (iv) provided with potable water for drinking purposes;
 - (v) provided with an adequate and continuous supply of water to all permanent toilet, bathroom, kitchen, laundry and drinking water facilities that form part of the temporary home;
- The temporary home must not adversely impact of community health or constitute a nuisance and must be:
 - (i) kept free of pests and vermin and conditions offering harbourage for pests and vermin;
 - (ii) screened by means of screens, natural topography, trees or landscaping so as not to adversely affect the amenity of the area;
- The temporary home must accommodate no more than the number of persons specified in the approval;
- The temporary home must be dismantled and removed by the date specified in the approval;
- For an approval relating to a residential caretaker or site caretaker, the additional conditions that will ordinarily be imposed include:
 - (a) the development approval for a permanent dwelling remains current;
 - (b) the approval holder must provide a refuse or recycling collection service;
 - (c) the permanent dwelling is being progressively constructed at such a rate that it can be reasonably expected to be completed within the period of the development approval and the term of the temporary home approval.
- Other conditions may be applied where applicable.

OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

DRAFT

6. Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).			
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.			
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
	Card number		Expiry date	Amount \$
	Name on card		Signature of cardholder	
	Phone		Is a receipt required?	<input type="checkbox"/> Yes <input type="checkbox"/> No