

Application for Temporary Home Permit

Local Law No. 1 (Administration) 2011



Enquiries: 07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.qld.gov.au

Address: PO Box 2292 YEPPOON QLD 4703

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PRIVACY NOTICE

Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your application. The Council is authorised to do this under *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

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.

Applicant Details

Applicant Name (Individual, Partnership, Company)

Company Name (if Partnership or Company)

Postal Address

Registered Office Address (if Partnership or Company)

Suburb and Postcode

Suburb and Postcode

Contact Number(s)

Company Director(s) Name

Email

Manager(s) Name

ABN / ACN

Manager(s) Contact Number

Dwelling Details

Location of Dwelling

Suburb and Postcode

Class/Description

Lot Number

Plan Number

Duration of Permit (max 18 months)

Number of Occupants

Registration Number

Development Approval

Building Approval

Plumbing Approval

Other (specify)

Please provide details of the materials used and construction of the proposed temporary home:

OFFICE USE ONLY

Receipt No.	Amount Paid \$	Date Paid:	CSR No:
Information Checked: Yes / No	Licence No:	Doc No:	Initials:

Amenities

Number of Rooms

Number of Toilets

Number of Showers

Washing Machine

Yes No

Number of Rooms

Number of Toilets

Number of Showers

Washing Machine

Yes No

Type of Activity

Water Supply

Water Source

Town Water Rain Water Bore Other

(a) Has the drinking water supply been tested in the last 6 months? Yes No

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

(c) Is the drinking water treated on site by chlorination, filtration etc. Yes No

Owners Consent

Owners Name (Individual, Partnership, Company)

Company Name (if Partnership or Company)

Postal Address

Suburb and Postcode

Contact Number(s)

Email

Signature of Owner

Date

Checklist

The following is required to be submitted with this application. Use this checklist to ensure that you have attached all necessary documents for Council to assess and decide the application. Your application may not be processed if mandatory supporting documentation is not submitted.

- A drawing showing the design and dimensions of the proposed temporary home.
- Details of the materials out of which the temporary home is (or is to be) constructed and other structural details of the temporary home.
- Details of the location of the temporary home.
- If the applicant is not the owner of the land on which the temporary home is (or is to be) located—the written consent of the owner.
- Details of the operation of the proposed temporary home including toilet, bathing, laundry, water storage and refuse facilities.
- If a permanent residence or permanent structure is proposed to be constructed on the land the subject of the application—a copy of the development approval for the permanent residence or permanent structure.
- If applicant is an owner/builder - evidence that the applicant is registered as an owner/builder with the Queensland Building Services Authority.
- A progress chart or similar timetable showing significant milestones during the process of construction of each of the temporary home and the permanent residence or permanent structure so as to enable the term of the proposed approval to be fixed by the local government.
- Details of any other ancillary facilities for the proposed temporary home.

Other Information

No work should be undertaken prior to the approval of a Temporary Home Permit. Permits may be issued for a maximum of eighteen months and cannot be renewed, but local government may extend the term to coincide with the expected completion date of a permanent residence that is, when the application is made, under construction and likely to be finished within a reasonable time.

Declaration

I declare that the information I supplied on this application is complete, truthful and correct in every detail.

Signature of Applicant

Date

Name of Applicant (Individual, Partnership, Company)

Name of Signatory (if Partnership or Company)

Position of Signatory (if Partnership or Company)

Payment Options

Refer to Council's Current [Fees and Charges](#) for details

Payment must be made when the form is submitted – forms will not be processed until payment is received.



MAIL – Make your cheque/money order payable to Livingstone Shire Council and mail to PO Box 2292, Yeppoon QLD 4703



IN PERSON – You can pay this account at any of Council's Customer Service Centres:



ONLINE SERVICES – Visit www.livingstone.qld.gov.au/online-services

Yeppoon (Town Hall, 25 Normanby Street or
Emu Park (Library), 7-9 Hill Street