



Local Government Act 1993  
as amended  
and  
Local Approvals Policy  
Temporary Accommodation

Kyogle Council	
PO Box 11	
Kyogle 2474	
OFFICE USE ONLY	
Fee \$.....	104
Date.....	
Bond \$.....	7
Receipt Nos.....	
By.....	
Relevant DA No.....	

## TEMPORARY ACCOMMODATION

Application for approval to either install and use a moveable dwelling on site or change the use of a building or part of a building to a use that is not consistent with the current classification of the building as prescribed by the regulations.

APPLICANT.....

ADDRESS.....

TELEPHONE (private).....(business).....

<b>PROPERTY</b>	Owner.....
	Street/Road.....
	Location.....
	Assessment No.....
	Lot.....Sect.....DP.....
	Parish.....

<b>DESCRIPTION</b>	Temporary Dwelling Type.....
	Bathing Facilities.....
	Potable Water Supply.....
	Method of Night Soil.....
	Development Application Lodged      Yes / No    DA    /
	Note: A site plan showing the approximate location of the proposed temporary occupation and the proposed dwelling should be supplied

*For a period not exceeding six (6) months from the date of issue of a Temporary Residential Occupation Permit on a property with a Dwelling Entitlement or twelve (12) months with DA submitted for a dwelling, with one permitted renewal only*

## Procedure for the Issue of a Temporary Occupation Permit

1. Check the Local Approvals Policy for Temporary Accommodation.
2. Only the property owner intending to construct a dwelling may apply.
3. **A development application must be submitted and approved for a dwelling upon the property before a temporary occupation permit can be approved.**
4. Complete the Temporary Accommodation application form on reverse side, and including a site plan.
5. Pay the relevant application fee. (One year fee).
6. Pay Bond.
7. Pay any relevant Section 94 contributions.
8. Where the application relates to a shed or garage type accommodation that needs to be constructed, then a development application for the structure needs to be submitted, with plans and fees, prior to application for the permit.
9. All internal modifications required for temporary accommodation must have Council approval, AND be removed at the cessation of the approval period.
10. Sheds must be built to BCA and bushfire prone land requirements.
11. Any Temporary Occupation Permit issued is for the period of **12 months** and is subject firstly to a Construction Certificate for the permanent dwelling being submitted and approved **within 3 months**, and secondly to a start being made on the dwelling before the expiration of the permit (i.e. the footings at least be laid and up to floor level if possible).
12. One annual reviewal is permitted (with fee). Approved permit may be renewed for a further year if significant progress of construction is made, or if unusual circumstances can be shown to exist.
13. Permits are subject to revocation if policy conditions are not met.

### Definitions:

“Temporary Accommodation” means non-permanent place of habitation or abode.

“Moveable Dwelling” means i) any tent, or any caravan or other van or other portable device (whether on wheels or not), used for habitation; or ii) a manufactured home; or iii) any conveyance, structure or thing of a class or description prescribed by the regulations for the purpose of this definition.

“Classification” means in accordance with the Building Code of Australia.

### Prior approval of Council is not required for:

Installation of moveable dwellings for 2 days or less for a maximum of 60 days in any 12 month period; or

The installation of a registered moveable dwelling of the owner if it is kept by the owner of the land in connection with that owner’s dwelling house, is used for habitation only by the owner or by members of the owners’ household (immediate offspring and family, and parents), and maintained in a condition for registration under the Traffic Act 1909; or

The installation of a registered moveable dwelling for certain employees, if it is kept on pastoral or agricultural land, is used for habitation only at certain seasons by persons employed in pastoral or farming operations on the land, and maintained in a condition for registration under the Traffic Act 1909; or

In an approved caravan park or camping ground, or a State Forest.

A builder or tradesperson, due to distance from normal residence, may, upon verbal consent of Council and Development consent issued, reside on site for a limited period not exceeding 90 days in a moveable dwelling, on sites not within the Kyogle or Bonalbo villages. Extenuating circumstances extensions may be permitted.