



Application for Temporary Accommodation

Please use this form if you wish to install, and reside in, a moveable dwelling on your property under the *Local Government Act 1993*. You must obtain Council approval **prior to** installing or residing in a moveable dwelling on your property. If you need assistance completing this form please telephone Council on (02) 6632 1611.

PART A: Applicant information

Applicant Name:			
Address:			
Contact Phone:	H:		M:
Email address:			

PART B: Property details

Property owner name:	
Lot/Sec/DP number:	
Street address:	
Assessment number (see Rates Notice):	

PART C: Current approvals and certificates

Do you have a current development consent for a dwelling on the property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If Yes, please provide DA or CDC number:		
Do you have a current Construction Certificate for a dwelling on the property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If Yes, please provide CC number:		

PART D: TYPE OF TEMPORARY DWELLING PROPOSED

<input type="checkbox"/> Manufactured home	<input type="checkbox"/> Caravan
<input type="checkbox"/> Moveable dwelling	<input type="checkbox"/> Campervan
<input type="checkbox"/> Tent	
<input type="checkbox"/> Other (please specify):	

PART E: DOCUMENTS TO SUPPORT APPLICATION

The following plans and reports are required to be provided with your application. Failure to provide these documents may result in delays in processing your application or refusal due to lack of information.

A site plan, drawn to scale, depicting the location of your temporary dwelling on site relative to property boundaries, any existing structures, vehicular accesses, watercourses and other site features such as natural vegetation	<input type="checkbox"/> YES
For a manufactured home – plans (floor plan and elevation plan), engineering specifications and provisions for fire safety OR For other movable dwellings – a sketch plan of the moveable dwelling indicating dimensions (including height) and internal configuration when installed onsite	<input type="checkbox"/> YES

Scaled drawings depicting the location of key utilities including electricity, sewerage and water supply (where applicable) and plans for any proposed works required to connect or supply these services to your temporary dwelling	<input type="checkbox"/> YES
For rural properties – an On-site Sewerage Management Report, prepared by a suitably qualified person, and in accordance with Council’s <i>On-Site Sewage and Wastewater Strategy</i> and <i>AS/NZS 1547:2012 – On-site Domestic Wastewater Management</i> , describing how wastewater will be disposed on the property	<input type="checkbox"/> YES
A statement regarding how telecommunication services will be provided and maintained to your temporary dwelling	<input type="checkbox"/> YES
Plans depicting how vehicular access will be provided to your temporary dwelling	<input type="checkbox"/> YES

Note: Separate approvals are required under the *Local Government Act 1993* to carry out water supply, sewerage and stormwater work, including installation of an On-site Sewerage Management System.

PART F: Inspections

Do you consent to a Council officer inspecting the property if required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please provide a contact phone number to arrange an inspection:		

PART G: Owners Consent

This application form cannot be lodged without the property owner’s consent.

Property owner name:			
Residential Address:			
Contact Phone:	H:	M:	
Email address:			
Signature:		Date:	

PART H: Declaration

I, the undersigned wish to lodge this application for temporary accommodation. I confirm that all plans and reports listed in Part E of this application form are included with the application. I declare that all information included in this application form is true and accurate to the best of my knowledge.

Applicant signature: _____ Date: _____

How to lodge this application

Applications can be submitted in person at the Kyogle Council Administration Building, 1 Stratheden Street, Kyogle, via email to council@kyogle.nsw.gov.au, or via post to PO Box 11, Kyogle, NSW, 2474.

Payment methods

Payment must accompany this application. Payment can be made via direct bank deposit (see below account information), cheque or credit card (0.6% surcharge applies) by phoning Council on (02) 6632 1611. When making payment by direct bank deposit please email remittance advice to council@kyogle.nsw.gov.au including applicant name and Temporary Accommodation Application in the email.

Account name: Kyogle Council BSB: 062-563 Account number: 00000011

Privacy: Kyogle Council is collecting the personal information on this form for the purposes of assessing eligibility for temporary accommodation under the *Local Government Act 1993*. This information will not be disclosed to another party except as required by law.

OFFICE USE ONLY: Receipt No: _____ Date: _____ AMOUNT PAID: _____