

Sunshine Coast Regional Council Local Law No 1 and Subordinate Local Law No 1 (Administration) 2011

The proposed occupation of sheds and other structures is outside of this process. Please contact the Building and Plumbing Services Unit for information. For help completing this form, please contact the Healthy Places Unit.

Application fee (CR-HP3686) - \$567.00* or request for reduced fee due to personal circumstances**

*Note: Payment advice will be forwarded to you upon progression of your completed application form.

1. Applicant details

Full name		
Trading name (if applicable)		
Contact phone number		
Email address		
Preferred method of contact for correspondence	☐ Email	☐ Post
Postal address		

2. Temporary home details

Property address of temporary home					
Property number					
Type of temporary home	☐ Caravan	☐ Car/van	☐ Bus	☐ Tent	☐ Other _____
Purpose of temporary home	☐ Residential caretaker		☐ Site caretaker		☐ Other _____
Proposed timeframe for occupation	Months			Week	
Number of occupants	Adults			Children	
Number of animals	Dog			Cat	

3. Facility details

Sanitary facilities (toilet, showers, basins, sinks)
Laundry
Water source and storage
Wastewater and rubbish disposal
Screening (trees, landscaping, screens)

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.

T 07 5475 7272 E mail@sunshinecoast.qld.gov.au
Locked Bag 72 Sunshine Coast Mail Centre Qld 4560
sunshinecoast.qld.gov.au

Caloundra 77 Bulcock Street Caloundra Qld 4551
Maroochydore Sunshine Coast City Hall
54 First Avenue Maroochydore Qld 4558
Nambour Cnr Currie and Bury Streets Nambour Qld 4560

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

Owner's full name

Contact phone number

Email address

Postal address

4. Property owner's consent continued...

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.

If you would like to withdraw your consent at any time, please advise council in writing.

Email: mail@sunshinecoast.qld.gov.au

Post: Locked Bag 72
Sunshine Coast Mail Centre QLD 4560

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

5. Supporting information required to be submitted with this application

- ☐ A detailed site plan showing:
- the location of the proposed temporary home
 - plans and specifications of the proposed temporary home
 - screening/landscaping to protect the amenity of the area.

Purpose of the temporary home:

Residential caretaker means 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 dwelling and expected completion date.
- ☐ Letter from your bank or lender confirming that you can fund the permanent dwelling.

Site caretaker means a person living in 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.

- ☐ Please provide details on the need for a site caretaker to reduce the risks of vandalism, theft or damage.

☐ Other: _____

Applicant's signature

Date

Further information

****Personal circumstances may include (but are not limited to):**

- a death in the family resulting in a loss of income or housing
- chronic illness in the household resulting
 - in a loss of income or
 - need for in-home support where the dwelling cannot accommodate additional people
- family or domestic violence
- prolonged unemployment
- significant reduction in income for a protracted period; or
- displacement due to a natural disaster.

Council will assess each application on its merits. It is unlikely that a reduced fee will apply to:

- a site caretaker
- residential caretaker

unless there are extenuating circumstances.

Request for reduced fee due to personal circumstances

OFFICE USE ONLY

Application no.	Initial	Date stamp