

Temporary Homes Local Law Application

Postal address

PO Box 159
Caboolture QLD 4510

Public Health and Permits

Ph: 07 3205 0555

Internet

www.moretonbay.qld.gov.au
council@moretonbay.qld.gov.au

ABN: 92 967 232 136

Activity type	Applicable fees – invoice will be issued for payment
☐ Temporary Home	Temporary Homes – Application Fee

1. Applicant name

☐ Individual or Sole Trader

First name:

Surname:

OR

☐ Company or Incorporated Association

Organisation Name:

2. Applicant details

Contact person:

Preferred phone:

Email:

Postal address:

ABN:

ACN:

3. Public Liability Insurance

Current Public Liability Insurance Policy to the value of \$20,000,000 in the name of the applicant with coverage that extends to anywhere in Australia or worldwide is required.

Have you obtained the required Public Liability Insurance? ☐ No – copy must be submitted 30 days prior to Activity
☐ Yes – copy to be submitted with this application

Name of Insurance provider:

Expiry date of policy:

4. Property information

What is the address the Temporary Home will be located:

Lot:

Plan:

5. Property owner consent

Are you the owner of the property? ☐ Yes

☐ No

Property owner's consent must be provided with the application.

6. Eligibility Criteria

What is the reason for requiring a temporary home:

- ☐ Erecting a new permanent dwelling
- ☐ Converting existing building on allotment to a permanent dwelling
- ☐ Building work on a permanent dwelling making the dwelling temporarily unfit for occupation
- ☐ None of the above – You do not meet the eligibility criteria

Eligibility Checklist – select all to be eligible

- ☐ The allotment on which the temporary home will be occupied is 3000m² or larger
- ☐ The temporary home will be occupied on the same allotment as the permanent dwelling
- ☐ The temporary home is a registered vehicle or Tiny Home on wheels
- ☐ The temporary home is required for 6 months or less
- ☐ I confirm that the temporary home will not unreasonably impact on the amenity of the adjoining neighbours or general public

Note: You must be applying for the eligible reasons for requiring a Temporary home and select all the above checklist to be eligible to apply.

7. Temporary Home Details

What type of vehicle is proposed to be occupied as a temporary home? (maximum 6 months)

- ☐ Car
- ☐ Motorhome
- ☐ Campervan
- ☐ Bus
- ☐ Caravan
- ☐ Trailer on wheels (e.g. Tiny Home)

Vehicle details – provide a copy of the vehicle registration certificate, valid for the duration of the proposed occupancy.

Vehicle Make:		Vehicle model:	
Registration:		Length:	
		Sleeping capacity:	

8. Occupancy details

Start Date:		End date:	
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Provide a copy of the building approval for the permanent residence, together with the expected date of completion.

What is the date you expect the permanent residence to be completed?	
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How many people are proposed to utilise the temporary accommodation?	
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9. Amenities and Services

Provide a detailed site plan showing the location of the proposed temporary home, including details of setbacks from existing buildings and fence boundaries.

What toilet arrangements do you have in place?

What bathing arrangements do you have in place?

What laundry and clothes drying arrangements do you have in place?

Details of greywater and sewerage management and disposal:

Details of power supply arrangements:

Details of the kitchen facility including food storage and preparation area:

Details of how general waste will be managed and disposed of:

How will the temporary home be positioned to protect visual amenity?

Provide details of how the temporary home will be positioned to protect visual amenity:

10. Risk Management

A Risk Management Plan that identifies, manages, controls, and reviews all potential risks associated with the activity is required. A Risk Management Plan template is available on Council's website.

11. Conditions for Temporary Homes

For the applicable mandatory conditions see moretonbay.qld.gov.au/Services/Licences-Regulations/Temporaryhomes

12. Checklist for application

- ☐ Payment of Application Fee - please see moretonbay.qld.gov.au/Council/Governance/Fees-and-Charges for fee amounts
- ☐ Completed Declaration of Applicant and Indemnity sections
- ☐ Detailed Site Plan showing the location of the proposed temporary home, including details of setbacks from existing buildings and fence boundaries
- ☐ Copy of the building approval for the permanent residence, together with the expected date of completion
- ☐ Copy of current vehicle registration certificate, valid for the duration of the proposed occupancy
- ☐ Completed Risk Management Plan
- ☐ Confirm I have read and understood the conditions

13. Declaration of applicant

- ☐ I acknowledge the information provided in this application is, to my knowledge true and correct
- ☐ I confirm I have read and understood the conditions relevant to this application
- ☐ I understand that Fees and Charges may be payable on lodgement of this application
- ☐ I am 18 years of age or older at the time of making this application

Signature:

Date:

14. Indemnity for approvals granted under a Moreton Bay City Council Local Law

In consideration of Moreton Bay City Council ("Council"), giving approval for **(Name of activity to which the approval relates) ("the Activity")**:

At **(Address/area where the activity is to be undertaken)**:

I **(Applicant Name)**:

- ☐ I agree to indemnify Council and keep it indemnified against any claim, demand, action, suit or proceeding that may be made or brought against Council, its employees, contractors and elected members for personal injury to or death of any person or loss of or damage to any property caused by, arising out of or as a consequence of the Activity.
- ☐ I acknowledge that Council has not made any claim, statement or inference with regard to the suitability of the facility or land for the Activity and I have satisfied myself in this regard.

Name of Applicant:

Signature:

Date:

15. Payment options

On receipt of application an invoice will be generated and sent to you. The following payment options will be available:



Pay by Web

Visit Council's website:
www.moretonbay.qld.gov.au



BPAY

Contact your participating financial institution to make payment from your account.



In Person

Payment can be made in person at Caboolture, Redcliffe and Strathpine Offices.



Mail

City of Moreton Bay
PO Box 159
Caboolture QLD 4510



Pay by Phone

Call (07)3480 6346

Privacy Statement

Moreton Bay City Council is collecting your personal information for the purpose of assessing your application. External stakeholders may be forwarded your personal information as part of this assessment. The collection of this information is authorised under Moreton Bay City Council - Temporary Homes Local Law 2023. If your application is approved, Council will forward your personal information to internal and external stakeholders to advise of the activity. Council will also use your personal information to update Council's customer information records and to contact you about other functions and services of Council.