

## Temporary Home Licence Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

### Section 1 – Application Type (Please refer to Council's current Fees & Charges for applicable fees)

Application Type

☐ New Licence Application  
(Once only fee - not refundable)

NB: This application is made on the grounds that a dwelling is under construction on land where a development approval (building) has already been issued.

Please be advised that at its Ordinary Council Meeting of 29 May 2018, Council resolved to issue no further Temporary Home Licences in terms of Local Law No.1 for occupation of Class 10a structures in the Low Density Residential zone, the Low-medium Density Residential Zone, the Mixed-use Zone and Tourism Zone, with effect from 1 September 2018.

### Section 2 – Applicant Details

Applicant Name

Business Name

Postal Address

Contact Phone

B

H

M

Email Address

### Section 3 – Site Location of Temporary Home

Property Address

Property Description Lot

Plan

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800  
P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au) [www.whitsundayrc.qld.gov.au](http://www.whitsundayrc.qld.gov.au)

**Bowen**  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

**Proserpine**  
83-85 Main Street  
Proserpine QLD 4800

**Collinsville**  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

**Cannonvale**  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

#### Section 4 – Property Owner Consent (if not the applicant)

Owner Name			
Postal Address			
Contact Phone	B	H	M
Email Address			

I/We, being the owner/s of the property described in this application, hereby consent the abovementioned applicant making an application for a Temporary Home Licence on my premises.

Property Owner/s' Signature		Date	
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#### Section 5 – Temporary Home Details

Building Approval #		Issuing Body	
Plumbing Approval #		Issuing Body	
Term of Occupation			
Town Planning Consent Obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Permanent Structure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Structure Type	<input type="checkbox"/> Shed/Garage <input type="checkbox"/> Caravan <input type="checkbox"/> Prefabricated Structure <input type="checkbox"/> Readily assembled/disassembled <input type="checkbox"/> Other (please specify)		

**Note:**

- Maximum time granted for Licence is 18 months, an extension is required for longer periods.
- A Licence for a Temporary Home will not be issued until a building approval for the permanent structure has been issued.
- Cars and tents will not be approved as a Temporary Home.

#### Section 6 – Facilities

Toilet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bathroom	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Laundry	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Refuse Collection/ Disposal	<input type="checkbox"/> Yes	<input type="checkbox"/> No

On Site Waste  
Water Disposal  
System Type

## Section 7 – Water Supply

Water Supply Type

☐ Town Water

☐ Other – Chlorinated

☐ Other – Non-Chlorinated

## Section 8 – Supporting Documents

1. A drawing showing the design and dimensions of the proposed temporary home.
2. Details of the materials out of which the temporary home (or is to be) constructed and other structural details of the temporary home.
3. Details of the site location of the temporary home, including distances from all property boundaries.
4. If the applicant is not the owner of the land on which the temporary home is located – the written consent of the owner (if the owner cannot sign below).

## Section 9 – Temporary Home Licence Conditions

- a) All structures are to have rigid walls and a rigid roof; and
- b) The provisions for hygiene on the site shall be to the satisfaction of the local government's Environmental Health Officer inclusive of the –
  - Provision of an adequate water supply to service the temporary home for the duration of the permit; and
  - Provision of ablution facilities and toilet facilities adequate to service the temporary home; and
  - Provision of a septic tank together with absorption trenches sufficient to deal with all appropriate discharges created by the temporary home approval;
- c) The temporary home is to be removed from the site and the site of the temporary home restored within thirty (30) days of the termination of any permit or the completion for occupation, of the permanent residence on the site.
- d) The Local Government may require the payment of a bond for the faithful execution of the terms of any approval. Such bond is to be refunded upon the satisfaction by the permit holder of all the conditions imposed by the Local Government to the satisfaction of the Chief Building Surveyor.

I have read and accepted the provisions of Whitsunday Regional Council's Temporary Home Licence Conditions as outlined in this document and the information provided is true and correct.

Signature

Date

## Section 11 – Privacy Statement

Privacy Statement Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

## Section 12 – How to Pay

In Person

Payment can be made at Council's Customer Service Centres in Proserpine, Cannonvale, Bowen & Collinsville by cash, cheque, money order or credit card. EFTPOS facilities are available.

By Mail

Mail the entire notice together with your Cheque or Money Order, payable to:

**Whitsunday Regional Council**  
**PO Box 104**  
**Proserpine QLD 4800**

Please note, commencing 1 August 2020, Council will only be accepting Mastercard and Visa cards. A surcharge of 0.5% will be incurred per transaction.