

Authorising provisions - *Local Law No 1 and Subordinate Local Law No 1 (Administration) 2015, Schedule 9.*

If you have any enquiries on how to complete this form, please contact Council 5329 6500.

Proposed occupation of sheds and other structures is outside of this process as defined by the *Building Act* & should be referred to the Building & Plumbing Services Unit.

### 1. Applicant Details

Surname		Given names	
Trading name (if applicable)			
Postal address			
Property Address			
Suburb		State	Postcode
Business phone	A/H phone		Mobile
Email address			

### 2. Application Details

Location of temporary home	
Type of home <input type="checkbox"/> Caravan <input type="checkbox"/> Car/Van <input type="checkbox"/> Bus <input type="checkbox"/> Tent <input type="checkbox"/> Other _____	
Purpose of temporary home <input type="checkbox"/> Residential Caretaker <input type="checkbox"/> Site Caretaker <input type="checkbox"/> Other _____	
Proposed timeframe for occupation <input type="checkbox"/> Months <input type="checkbox"/> Weeks	
Number of occupants <input type="checkbox"/> Adults <input type="checkbox"/> Children	
<b>Facility details</b>	
Toilet(s):	
Bathing:	
Laundry:	
Water storage:	
Waste water and refuse disposal:	

### 3. Property Owner's Consent (if same as applicant write as above)

Owner's name		
Address		
Suburb	State	Postcode
Preferred contact person		
Business phone	Alternate phone	Mobile
Email address		
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 Noosa Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Council in writing prior to any such change being implemented.		
Property owner's signature		Date

#### 4. Supporting Information Required to be Submitted with this Application

- ☐ Application fee; and
- ☐ Detailed site plan showing the location of the proposed temporary home to a scale of 1:100, including plans and specifications of the proposed temporary home; and
- ☐ Details of water source, wastewater disposal and sanitary facilities (eg. toilet, showers, basins, sinks); and
- ☐ Details of method of screening of temporary home (trees, landscaping, screens) to protect amenity of area; and
- ☐ Details or copies of other relevant approvals. For example, building approval and plumbing approvals

Where the purpose of the temporary home is for;

##### **Residential Caretaker**

**Residential caretaker** means a person living in temporary accommodation while caretaking, supervising or participating in the construction of that person's permanent dwelling.

- ☐ Copy of current building approval for the permanent residence and expected date of completion, and
- ☐ Written assurance from lending authority or other financial evidence detailing capacity of the applicant to fund the completion of a permanent residence.

##### **Site Caretaker**

**Site caretaker** means a person living in temporary accommodation 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.

- ☐ Information demonstrating the need for a site caretaker to reduce the risks of vandalism, theft or damage

Applicant Signature

Date

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#### 5. Conditions which will be ordinarily be imposed on approvals

For all approvals, the conditions that will ordinarily be imposed include: -

- The temporary home must not be occupied as a place of permanent residence for an indefinite period; and
- The approval holder shall construct a permanent residence on the allotment within the timeframe specified in the approval; and
- The temporary home must be designed, sited, constructed and maintained to ensure it does not adversely impact on the public health or safety, and must be
  - (i) compliant with any structural standards, specified safety requirements and codes under relevant applicable laws; and
  - (ii) maintained in a good state of repair; and
  - (iii) maintained in a clean, tidy, sanitary and hygienic condition; and
  - (iv) provided with adequate ablution facilities – shower/bath, toilet and wash basin, including provision of sufficient water supply to adequately service those facilities; and
  - (v) capable of storing adequate potable water for drinking purposes; and
  - (vi) occupiers must not interfere with the amenity of the area through any activity they undertake on the property.
- The temporary home must not adversely impact of community health or constitute a nuisance and must: -
  - (i) be kept free of pests and vermin and conditions offering harbourage for pests and vermin; and
  - (ii) be screened by means of screens, natural topography, trees or landscaping so as not to adversely affect the amenity of the area; and
- The temporary home must accommodate no more than the number of persons specified in the approval; and
- The temporary home must be dismantled and removed by the date specified in the approval; if required
- For an approval relating to a residential caretaker or site caretaker, the additional conditions that will ordinarily be imposed include: -
  - the development approval for a permanent dwelling remains current; and
  - the approval holder must provide a refuse or recycling collection service; and
  - the permanent dwelling is being progressively constructed at such a rate that it can be reasonably expected to be completed within the period of the development approval and the term of the temporary home approval.
- Other conditions may be applied where applicable

## 6. Fees

Category - please tick	Total Fee
<input type="checkbox"/> Application for approval	\$673.50
<input type="checkbox"/> Renewal of approval	\$515.50

## 7. Payment Options

### Preferred payment method

<b>Internet</b>	A payment link will be provided and emailed to the applicant to make secure payment – Council does not accept payment details by form/phone for security reasons. <b>Please note:</b> Keep your receipt from the website when making payment, as receipts cannot be reissued. Email: _____ <i>Note: Receipt will be issued to the name given in Item 1 Applicant details.</i>
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### Other payment options

In person	Noosa Council Tewantin office: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).		
By mail	Cheque or money order to be made payable to: Noosa Council.	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order
Receipt to:	<input type="checkbox"/> Postal Address:		
	<input type="checkbox"/> Email address:		

*All payments made by credit card will incur a 0.50% surcharge (exempt of GST) to reflect the cost of fees charged for credit card transactions.*

**Refunds: Not generally available** and only under special circumstances which may incur an administration fee. See *Environmental Health-Refunds* - [Noosa Council Fee & Charges 2025-2026](#) for full disclosure of refunds.

## Privacy

Noosa Shire Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding your request and the legitimate functions and services of Council affecting your property. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Council may provide your details to other relevant Queensland State Departments where necessary to process your request. Otherwise, your personal information will only be disclosed to third parties with your consent, or if required to do so by law. Your personal information is handled in accordance with Council's Privacy Policy.