Kingborough Council
Civic Centre
Locked Bag 1, Channel Highway
Kingston TAS 7050
Telephone: (03) 6211 8200
Facsimile: (03) 6211 8211
Email: kc@kingborough.tas.gov.au

Caravan Habitation Application Form

*Health and Environmental Services By-Law 2021 (**Part 7**)*

For help completing this form, please contact Council's Environmental Health Officer

IMPORTANT INFORMATION FOR APPLICANTS:

This application must be completed by the owner of the land on which the caravan is to be occupied.

In accordance with Council's *Health and Environmental Services By-Law 2021 (the By-Law)*, a permit is required to occupy any caravan for more than 30 days (cumulative) in a calendar year. Permits are not intended to allow long-term, or ongoing occupation of caravans. Rather, in accordance with Clause 29(e) of the By-Law, a caravan permit may only be issued by Council under the following circumstances:

1. **A permit to occupy a caravan may be issued for up to one year allowing a person(s) to occupy a caravan whilst building an approved primary place of residence, provided the following additional requirements are met:**

    - The property where the caravan is setup to be occupied is zoned Rural Living, Environmental Living or Rural Resource; and
    - The caravan is either not visible from nearby roads or other residences or the caravan can be effectively screened to minimise impacts on residential amenity; and
    - Planning, Building and Plumbing Permits have been issued for the construction of a primary place of residence; and
    - An onsite wastewater management system has been approved by Council and installed to treat greywater and blackwater discharges from the caravan. (NOTE: other methods of blackwater disposal may be approved – eg. portable toilets, composting toilets, chemical toilets, but a suitable greywater treatment system must also be installed); and
    - The caravan is not attached to any structure that is fixed to the ground – eg. decks, carports, etc; and
    - Occupancy of the caravan at the site will not result in any increased impact on vegetation as a result of bushfire hazard management.

Or

2. **A permit to occupy a caravan may be issued for short periods (up to six months) allowing a person(s) to occupy a caravan for emergency accommodation, provided the following additional requirements are met:**

    - The occupant(s) of the caravan have a genuine reason for requiring emergency accommodation in a caravan – eg. due to housing unavailability, bushfire, flooding, temporary unemployment, etc.
    - The property where the caravan is setup to be occupied must have an existing approved primary place of residence; and
    - The primary place of residence is connected to a reticulated sewerage system, or has an onsite wastewater management system suitably sized to manage any additional wastewater from occupants of the caravan; and
    - The caravan does not contain an annex.

PART 1: APPLICANT DETAILS

Applicant's Full Name (Must be the owner of the land on which the caravan is to be occupied)

Address

Postal Address

Phone Number

Date of Birth

Email Address

PART 2: CARAVAN OCCUPANT DETAILS

Full Name of Main Occupant

Caravan Address (Proposed address where caravan is to be occupied)

Postal Address

Phone Number

Date of Birth

Email Address

Reason for Occupying Caravan

Proposed Period of Occupation

PART 3: CARAVAN DETAILS

Make/Model/Year

Vehicle Registration Number

Details of Proposed Power Supply & Heating

Details of Proposed Water Supply

Details of Proposed Black Water Disposal

Details of Proposed Grey Water Disposal

Privacy Statement
The Council is collecting this information from you for the primary purpose of communicating with you regarding your caravan application. The information will only be used and disclosed as prescribed under the *Personal Information Protection Act 2004.* The Council requires this information to allow its officers to carry out Council business. If you do not provide information requested, the Council reserves the right to not process your registration. You may make an application to access or amend the information held by the Council by contacting the relevant Council Officer on 6211 8200.

PART 4: SITE PLAN

A site plan must be included below (or attached with the application). The site plan must clearly show the proposed location of the caravan on the site with relation to the property boundaries, access to water supply, location of any onsite wastewater system infrastructure, and any proposed screening.

NOTE: If the caravan is to be occupied in a rural area, the caravan must be located on the site such that it fits within the approved bushfire hazard management area, and will not result in any requirement for additional clearing of vegetation for bushfire hazard management.

PART 5: APPLICANT DECLARATION

- I have completed any and all information required on this application; and
- I declare that all information on this application is true, accurate and complete; and
- I have read the important information for applicants on the first page of this form; and
- I acknowledge this application is not valid and assessment of the application will not commence until all application fees are paid in full; and
- I acknowledge that relevant approvals under pertinent legislation that are required for the lawful occupation of the caravan and any use or development of premises has been obtained and complied with including, but without limitations, any and all approvals under the *Land Use Planning and Approvals Act 1993,* the *Building Act 2016*; and
- I acknowledge and agree that if an email address is provided on this application I consent pursuant to Section 6 of the *Electronic Transactions Act 2000* to the Council using that email address as a method of contact and for the provision of information by the Council; and
- I understand and agree that information on this form, and about the occupation of the caravan may be shared between Council Officers; and
- I understand that non-compliance with the provisions of the By-Law or the Permit to Occupy a Caravan may result in the permit being revoked and/or penalties being applied; and
- I understand Council may revoke the permit at any time if the conditions of the permit are not being met.

Applicant Name (Land owner)	Applicant Signature (Land owner)	Date
		……../……../……..

PART 9: APPLICATION FEES & PAYMENT OPTIONS

Application fee

$193.00

Please note:

- Council will contact you for payment of fees once your application form has been lodged and processed.
- Council's Environmental Health Officer may require an inspection of the site prior to issuing a permit for occupation of a caravan.

Payment Options

Mail:	In Person:	Phone:
Mail payment to: The General Manager Kingborough Council Locked Bag 1 Kingston TAS 7050 Cheque or money orders should be made payable to Kingborough Council. Post-dated cheques will not be accepted.	Kingborough Council Civic Centre 15 Channel Highway, Kingston. Hours of payment are from 8.45am - 4.45pm, Monday to Friday by cash, cheque, money order, credit card or EFTPOS.	Credit card payment can be made by phoning Council's cashier on 6211 8200.

Office use only

Receipt number:	